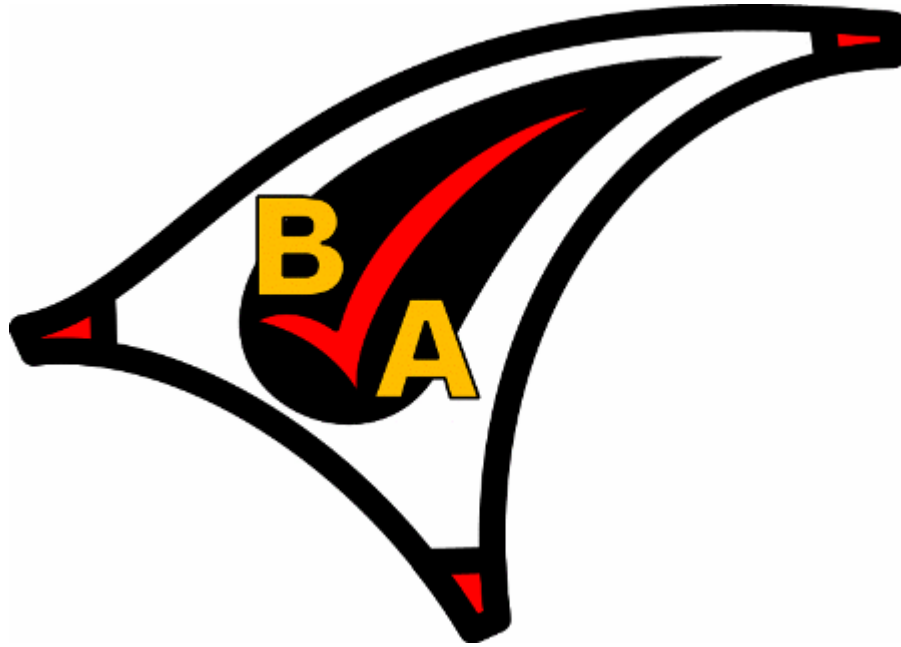




Bo'ness Academy

Information Handbook 2024-2025

A Foreword from the Director of Children's Services

Session 2024-25

This handbook contains a range of information about your child's school which will be of interest to you and your child. It offers an insight into the life and ethos of the school and also offers advice and assistance which you may find helpful in supporting and getting involved in your child's education.

Falkirk Council is keen to work with parents, not only to allow you a greater opportunity to contribute to your child's education, but also to encourage you to play a greater role in the life of the school as a whole. We offer a number of opportunities when you will be able to make your voice heard in relation to your own child's education, your local school, and Children's Services as a whole.

Throughout each school year there will be opportunities for you to discuss your child's progress with his/her teacher. There will also be Council-wide events for parents organised by Children's Services. These events are spread across the school year and each focuses on a particular theme. The events are open to all parents and they are also attended, wherever possible, by the Education Portfolio Holder as well as members of the Service's Management Team. Each session offers parents an opportunity to ask questions about aspects of their child's education. Dates for these events will be issued by your child's school and we hope you will be able to come along and hear about, and contribute to, our plans for Education in Falkirk.

We are pleased to introduce this handbook for session 2024/25 and trust it will provide you with all the relevant information you may need concerning your child's school. If you have any queries regarding the contents of the handbook please contact the Head Teacher of your child's school in the first instance who will be happy to offer any clarification required.

Directors of Children's Services
Falkirk Council

DISCLAIMER

The information in this school handbook is considered to be correct at the time of publication (December 2024), however, it is possible, that there may be some changes/inaccuracy by the start of the school term in August 2025.

Footnote: If you want a printed copy of this handbook, please ask the school.

It may be possible to offer some assistance in helping to translate all or part of this handbook to parents whose first language is not English. Enquiries should be directed in to the Communications Officer for Children's Services (tel: 01324 506600)

INTRODUCTION BY THE HEADTEACHER

Dear Parent/Guardian

Welcome to Bo'ness Academy

Bo'ness Academy is a non-denominational school serving the town of Bo'ness, the village of Blackness, and the surrounding area. We receive pupils from our cluster schools of Blackness, Bo'ness Public, Deanburn, Grange, and Kinneil Primary Schools, but we are happy to accept placement requests from any parent who would like to send their child to attend Bo'ness Academy. See Falkirk Council Website:

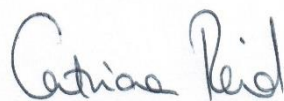
<http://www.falkirk.gov.uk/services/schools-education/school-admissions/placing-requests.aspx>

As pupils transfer from the intimate surroundings of Primary School to the larger Secondary School I know that you will have a number of questions. This Information Booklet has been put together to assist you and your child in coming to terms with a new environment. It is an introduction to the people, the subjects, the places and the experiences your child will encounter on joining Bo'ness Academy. Copies are available from the Bo'ness Academy School Office or on the school website <http://bonessacademy.com/>

As a school we are committed to meeting the educational needs of every child on our roll, and to ensuring that each pupil achieves to the full extent of his/her ability. We strive to ensure that the school is a harmonious place where all students can grow and develop in safety so that when they leave us to go into further or higher education or work, they are ready to face the challenges and opportunities of the wider world. We cannot do this on our own. We need to work in partnership with parents and the community, and I very much hope you will give us your support to these ends.

Once your child is in attendance in the Academy, please be assured that we will seek to keep you fully informed of his/her progress and needs. If you wish to speak to us at any time you are welcome to telephone or to visit the school. While it is ideal if you can make an appointment in advance to see the appropriate member of staff – often the relevant Principal Teacher Pupil Support – we accept that there are sometimes circumstances where parents have to come to the school without notice. In these cases someone will see you, even if it cannot be the member of staff who works most closely with your child.

I look forward to meeting you.



Catriona Reid
Head Teacher

BUILDING AMBITION

At Bo'ness Academy we are keen to ensure that all of our young people aspire to "*Be The Best You Can Be*". This is achieved by ensuring everyone feels valued, respected and given opportunities to flourish.

All pupils and staff are encouraged and expected to work towards defining and achieving the school's aims and embedding our values of *Aspiration, Motivation and Respect*, contributing to the school's positive ethos.

Within the school we aim to deliver a curriculum which meets the needs of all of our young people and allows them to develop skills for life, skills for learning and skills for work.

We strive to create opportunities out with the formal curriculum to enable our young people to have as rich an experience as possible during their time at Bo'ness Academy to help prepare them for life beyond school.

Pupils are encouraged to take responsibility for their own learning and to achieve their full potential in all their formal and informal involvement in the school.

We appreciate that we exist in a world where both change and opportunity are ever-present. Our hope is that when our pupils leave school, they will go on to become agents for positive change, wherever their futures take them.



THE SCHOOL WEEK

The school operates 32 periods of 50 minutes with a 10 minute registration every morning.

<u>6 Period Day: Mon, Wed, Frid</u>	
Period 1	8.50-9.40
Period 2	9.40-10.30
Interval	10.30-10.45
Period 3	10.45-11.35
Period 4	11.35-12.25
Lunch	12.25-13.00
Period 5	1.00-1.50
Period 6	1.50-2.40

<u>7 Period Day: Tues & Thurs</u>	
Period 1	8.50-9.40
Period 2	9.40-10.30
Interval	10.30-10.45
Period 3	10.45-11.35
Period 4	11.35-12.25
BGE Lunch	12.25-13.00
Period 5	1.00-1.50
Period 6	1.50-2.40
Period 7	2.40-3.30

TRANSPORT

The vast majority of our pupils stay within walking distance of the school and are encouraged to walk or cycle to school as often as possible. Pupils who cycle to school should dismount their bikes before entering the grounds, and should ensure that their bikes are securely chained to the cycle racks during the day.

Parents who transport their children to school by car are asked to show consideration for others, drive slowly and safely. Please do not drive through the school, drop your child in a safe place outside the school grounds and avoid congesting the school entrance.

SCHOOL DRESS CODE

School uniform contributes to a positive school ethos which avoids discrimination. We have found that the school's reputation has been enhanced in the local community by the wearing of school uniform. The wearing of school uniform also contributes to safety and security in the school.

SCHOOL UNIFORM

Students are expected to wear the following items which can be bought from any retailer:

Black Trousers / Skirt

White Shirt

Plain Black Jumper / Cardigan

School Tie from the school office

Plain Black Shoes

Black Blazer from the school supplier or without a badge from other retailers. Sessions are arranged after school for pupils to be measured up for their blazer



FOR PHYSICAL EDUCATION

Students are expected to bring a change of clothes for PE and to wear:

Plain white T-shirt, Plain dark coloured shorts or, Tracksuit bottoms, Change of footwear and socks, Hooded sweatshirt

Swimming Classes: Swimming trunks for boys, 1 piece swimming costume for girls

The school occasionally has a “Dress-Down Day” to raise money for charity. This is the only time that pupils can wear casual dress.

SCHOOL STRUCTURE

Pastoral Care is organised on a House basis, each pupil being allocated to one of three Houses (Avon, Forth, Kinglass) and to a form class within that House when he/she enrolls.

For each pupil, the key contacts are the Pastoral Principal Teacher for his/her House. Pupils with additional support needs will have a key worker from within the wider pupil support team.

Pastoral PTs provide first level pastoral care and help all pupils by:

- providing regular contact and support
- taking an active interest in the pupils in their group
- providing first level communication for pupils and their parents/carers
- promoting the school's values and aims and a positive ethos
- being aware of the network of support for pupils
- contributing to reports to parents
- bringing to the attention of the appropriate Principal Teacher any pupils who may require additional support

Pastoral PTs have teaching commitments - parents are welcome to telephone to make an appointment.

SCHOOL IMPROVEMENT

Each year the school publishes the School Improvement Plan for the following session. Improvement priorities are based on a varied programme of self-evaluation.

More information is available in our Annual Quality and Standards Report:

http://bonessacademy.com/our_school/standards_quality_report/standards_quality_report.html

CURRICULUM FOR EXCELLENCE

Curriculum for Excellence is imbedded across Scotland for all 3-18 year olds – wherever they learn. It aims to raise standards, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world.

You can read more about Curriculum for Excellence at

[https://education.gov.scot/scottish-education-system/policy-for-scottish-education/Policy-drivers/CfE-\(building-from-the-statement-appendix-incl-btc1-5\)](https://education.gov.scot/scottish-education-system/policy-for-scottish-education/Policy-drivers/CfE-(building-from-the-statement-appendix-incl-btc1-5))

PRIMARY SECONDARY LINKS AND P7 TRANSITION

We recognise that the move between primary and secondary can be stressful and worrying for many pupils and our enhanced programme is designed to make the transition process much easier for all pupils. In P7 Pupil Support Staff make regular visits to each primary school to make sure we have a detailed picture of each pupil before they arrive. This information helps us to put each pupil in appropriate classes taking on board a wide variety of factors.

All pupils from our cluster primaries follow an enhanced transition programme. Over the course of the academic session P7 pupils will have the opportunity to attend a P7 Pupil and Parent Open Evening as well as attending the school on a number of occasions. There is also an induction day in June when pupils visit the school and have the opportunity to follow a school timetable.

S1-S3 BROAD GENERAL EDUCATION

Students at Bo'ness Academy follow a broad general education for their first three years at secondary school. Our structure supports the delivery of all 8 curricular areas up to Level 3 with opportunities to progress to Level 4 as appropriate.

The eight curricular areas are: Languages, Mathematics, Sciences, Social Studies, Technologies, Expressive Arts, Health & Wellbeing and Religious and Moral Education. Literacy, Numeracy and Health and Wellbeing are included where appropriate in all subjects.

S1 – Pupils will undertake study in all curricular areas and through interdisciplinary activities. They will also have 4 taster sessions from the 'schools of' programme during the year.

S2 – Pupils will have an opportunity to personalise their curriculum and can select one option from the 'schools of' programme.

S3 – Pupils will continue with their curriculum choices selected in S2. During S3 pupils will choose the subjects they want to study in S4 for National Qualifications.

First and second year classes are taught for much of the time in “Mixed Ability” classes. In order to make this an efficient method of learning and teaching, the teacher may group the class, or provide material which is differentiated for differing abilities. In subjects where there are a large number of students, such as English and Mathematics, classes may be grouped according to the course level.

<https://education.gov.scot/scottish-education-system/Broad%20general%20education>

S4-S6 SENIOR PHASE

Pupils in S5 and S6 will study within a framework which is made up from a range of levels:

National 4 and National 5
Higher and Advanced Higher

The structure will allow for up to 6 subjects to be studied in S4. Pupils in S5 and S6 can study 5 subjects and a Wider Achievement Opportunity (WAO). WAOs develops key skills for Developing the Young Workforce. There will be flexibility to allow for consortia arrangements involving Forth Valley College, other Secondary School, the third sector, and Business Partners.

Information about qualifications and assessment can be found on the SQA Website:

<https://www.sqa.org.uk/sqa/68409.8952.html>

The curriculum is designed to support the acquisition of qualifications both academic and vocational; life skills; and the development of the 4 capacities – Successful Learners, Effective Contributors, Responsible Citizens and Confident Individuals.

The ultimate aim of our Senior Phase is to raise attainment and achievement, and to prepare our young people for an increasingly challenging future.

Further information about curriculum choice and moving on from school can be found at:

[Bo'ness Academy - Curriculum \(bonessacademy.com\)](https://www.bonessacademy.com)

<https://education.gov.scot/scottish-education-system/senior-phase-and-beyond>

<https://www.skillsdevelopmentscotland.co.uk/>

GAELIC STUDIES

Please note that we do not currently offer Gaelic at Bo'ness Academy.

TRANSITIONS – MOVING ON FROM SCHOOL

As part of the transition to working life, all S5 and S6 pupils undertake an SQA accredited course to facilitate the development of their “Employability skills.” Each pupil is required to choose a Wider Achievement Opportunity (WAO). These options provide pupils with an opportunity to develop a more hands on employability skills whilst gaining an extra qualification. As well as the WAO, pupils will be encouraged to participate in work experience, attend careers fairs and various employability events throughout the year. A dedicated Skills Development Scotland careers coach is also attached to the school to offer advice and support on routes to employment and further education.

For those students wishing to go on to Higher Education we have a number of teaching staff trained to assist students with their university applications using UCAS (Universities and Colleges Admissions Service)

REPORTING & PARENTS EVENINGS

Parents are kept informed of the student’s progress through regular reports and parents evenings. Please see the calendar on our school website for current year information.

When students are seeking entry to courses leading to certification, we will give our best professional advice as to the suitability of the chosen course. If there is a considerable difference between our advice and the parent/student’s wishes, the school will discuss the matter with both the parent and the student.

We use a parental booking system for Parent’s Evenings and will advise you, about a week before, how to you to book your slots with the teachers.

We try to report information which is positive, helpful to parents, helpful to students, and which allows feed-back from parents and students. Parents’ Evenings, when parents have the opportunity to discuss their child’s progress with the class-teacher, are integral to our reporting arrangements.

ASSESSMENT

The tracking and monitoring of pupil progress is vital to ensure all pupils from S1-S6 achieve their potential. Pupils in all years are given targets to aim towards and monitored by class teachers on a regular basis. Additional help and support is given to any pupil who is struggling to meet their targets. Assessment is a vital part of the educational process. Regular assessment enables teachers to evaluate students’ progress and to gauge if particular areas of work or skills have been mastered. A wide range of assessment takes place including testing, teacher observation, talking and listening homework.

RELIGIOUS EDUCATION & OBSERVANCE & SENSITIVE ASPECTS OF LEARNING

Religious, Moral and Philosophical Education classes form an essential part of the curriculum. The courses cover moral issues, world faiths, Christianity in its various denominations, and issues affecting the spirituality of young people.

Parents who wish to withdraw their child from these courses should make an appointment to see the appropriate Deputy Headteacher. We would however, recommend that any parent who is considering withdrawal of their child, should first seek further information about the courses.

We have a programme of Personal & Social Education across all year groups which looks at topics such as Sexual Health, Relationships, Social Media and Drug Awareness. If you want to know more about this please contact our pastoral team.

HOMEWORK

Homework can take a variety of forms including written work, reading or research. Departments use a combination of jotters/ipads/teams to give homework tasks to pupils. We believe that homework is useful training for study. Homework can allow for practise of skills out-with the classroom. We try to tailor homework to the individual's needs and ability and we encourage return of homework on time. We communicate with parents if there is a problem with homework, if you do not wish your child to complete homework you should be aware that this will considerably reduce the chances of success in the course.

SUPPORT FOR PUPILS

The basic principle which underpins the current arrangements is the Senior Leadership Team, Faculty Heads and Pupil Support Staff work within an integrated system to provide the optimum support for the individual child and to meet their pastoral, learning and behaviour needs within available resources. Support for pupils currently involves House Teams comprising Avon House, Forth House and Kinglass House.

Each student has a Pastoral Principal Teacher who monitors their academic, vocational and personal progress. When contacting these members of staff it is best to make an arrangement in advance as these teachers also have a heavy class teaching commitment. If the relevant member of the house team is unavailable, pupils and parents are always able to speak to an appropriate member of staff in an emergency.

ADDITIONAL SUPPORT NEEDS

Pupils' additional support needs will be identified and addressed through the *Getting It Right For Every Child* processes. This involves close co-operation between the parent or carer, the child and the staff in school – they are the core parts of the Team Around the Child. Others involved in your child's education and well-being will also be part of the Team, and will help to complete a rounded picture of assessment where appropriate. The Team will also draw up and review plans to meet the needs identified. See Falkirk Council Website for more information regarding our policy:

<http://www.falkirk.gov.uk/services/schools-education/additional-support-needs/>

GIRFEC: GETTING IT RIGHT FOR EVERY CHILD

Getting it right for every child is a national programme that aims to improve outcomes for all children and young people.

It promotes a shared approach that:

- builds solutions with and around children and families
- enables children to get the help they need when they need it
- supports a positive shift in culture, systems and practice
- involves working together to make things better

Getting It Right For Every Child is the foundation for work with all children and young people, including adult services where parents are involved. For more information visit

<http://www.falkirk.gov.uk/services/children-families/policies-strategies/girfec.aspx>

POSITIVE RELATIONSHIPS

We seek to ensure a positive ethos across the school by encouraging positive relationships and behaviour and encourage our school community to live and work under our school values of Aspiration, Motivation and Respect. This allows for learning and teaching to take place in a calm and meaningful environment. We encourage and reward positive behaviour throughout the year, recognising achievement and attainment through our referral system and the wider celebration of success across the school. We also ensure that behaviour that falls below our expectations is dealt with appropriately and relevant consequences applied. To ensure that positive relationships continue to be fostered our approach involves the use of both reflective and restorative conversations.

At the start of each new school year every pupil is issued with a Pupil Handbook which explains the school expectations and reminds them of standards of behaviour expected of them while they are pupils in Bo'ness Academy.

ANTI BULLYING POLICY

Within Bo'ness Academy all forms of bullying are taken very seriously. All incidents of bullying are unacceptable and the school recognises the negative impact that this has on individual pupils and their families. In recognition of this we aim to take appropriate and relevant action when dealing with allegations of bullying, with the school policy designed to align with the Scottish Government 'Respect Me' agenda. The policy is designed to provide a range of strategies to deal with the complex issue of bullying with the school committed to combating all forms of bullying behaviour.

The school policy is currently under review and will be republished in early 2023.

[Policies & strategies - Anti-Bullying Policy | Falkirk Council](#)

[Promoting Positive Relationships in Falkirk](#)

ATTENDANCE

It is clear that to benefit from education, students require to be present in school. Parents are asked to keep us informed of illness, absence for family reason etc. Pupil Support staff and Pastoral PTs are vigilant in monitoring attendance, sending out enquiry letters and contacting parents when there are concerns.

When a child is absent from school as a result of illness, parents are requested to inform the school by phone using the dedicated absence line. Where we do not receive a phone call, then a brief note explaining the reason for absence and giving the dates of absence should be provided. When there is to be an absence for a reason known in advance (medical appointment, family reason etc.), parents are asked to send in a note before the student is absent.

SMS Texting is a system that allows the school to contact parent/carers of pupils who have not arrived in school and for whom we have no explanation for their absence. A text message is sent to the nominated mobile phone, or a voice message to a landline phone. The parent is therefore alerted to the absence and should phone the school to explain the absence or to speak to a member of staff.

IF YOUR CHILD BECOMES UNWELL IN SCHOOL

If your child becomes unwell in school we will take care of them and contact you if they need to go home. Although your child may have access to a mobile phone we ask them not to contact you directly as the pupil must a) let our staff know that they are unwell, b) be kept safe and assessed in our medical room and c) not leave the building without permission from school staff

MEDICINE ADMINISTRATION

The administration of medicines prescribed by a family doctor is undertaken at the discretion of the Headteacher. In order to safeguard the health and safety of children, procedures are drawn up by Falkirk Council Children's Services.

When a child is prescribed medication by a doctor or a dentist and parents require the school to administer this, the relevant request Form should be completed. The MED 1 Form requires parents to deliver the medication to schools for administration by school staff. MED 4 Form permits pupils to carry and administer medication themselves e.g. inhalers.

Prescribed medication should be clearly marked with your child's name, the date prescribed, how often it has to be taken and for how long.

Falkirk Council liability insurance does not provide indemnity to employees for administering non-prescribed medicines.

MOBILE PHONES

We recognise the importance of mobile phones and other personal devices to today's young people and for this reason they are not banned from school completely. However, it is made very clear to pupils that phones and other devices must be used responsibly and in line with the Council's ICT user agreement.

In particular, phones and other devices must not be used to make unauthorised recordings or take unauthorised photographs, to engage in “cyber-bullying”, to encourage or orchestrate anti-social behaviour, or to disrupt lessons and the wider work of the school. If parents need to contact their child(ren) they can do so via the school office.

Connected Falkirk Device

Falkirk Council provides pupils in P6-S6 year stages an iPad in order to access online resources that support their education inside and outside of school premises.

By your child using the device, as a parent/carer of the child/ren, you accept that the Connected Falkirk iPad is supplied primarily to support your child’s education. You, as a parent/carer, are responsible for the safe storage and use of the Connected Falkirk iPad in your home. It should be stored safely when not in use. The Connected Falkirk iPad and case should be returned in the same condition it was given in, allowing for minor wear and tear. Customisation such as branding or stickers should not be placed on the case or iPad itself, although an insert in the clear case is acceptable.

Be The Best You Can Be at Bo'ness Academy

Using your iPad to improve your learning

- ✓ Bring your iPad to school every day
- ✓ Keep your iPad charged
- ✓ Protect your iPad by Having the case on it
- ✓ Look after your iPad

What do I do if...

- ... I forget to bring my iPad?**
Speak to your teacher.
You may be given one on loan
- ... my iPad is low on charge?**
Let your teacher know.
A charger will be made available for the period.
- ... my iPad has run out of charge?**
Let your teacher know.
A charger will be made available for the period.

A referral will be emailed home or your Pupil Support teacher may speak to you if...

- ... there is **inappropriate use** of your iPad
- ... you do **not bring your iPad on a regular basis**
- ... your iPad is **not charged on a regular basis**

Please ensure you keep your iPad, case and charger safe as these will need to be handed back in when you leave Bo'ness Academy

Aspiration • Motivation • Respect

CLUBS, ACTIVITIES AND OUT OF SCHOOL TRIPS

We try to provide something beyond the “formal curriculum”. This usually takes the form of activities which go on after school or at lunch times. These activities depend on the willingness of teachers to give of their time, and can be supported by parents who help as leaders or organisers. The programmes on offer can change from year to year but have often included football, badminton, basketball, school show, band practice, craft clubs and nurture groups.

We offer a variety of school trips during the academic year. Some of these are based around the curriculum, for example theatre and art gallery trips. Other trips provide opportunities for students to be involved in cultural exchanges, in past years students have visited China and The Gambia. We also try to include a range of local and national trips so that all students have the chance to experience out of school activities.

THE ANNUAL AWARD CEREMONY

This is an occasion for recognising and celebrating a wide range of achievements. In S1-3, pupils may be awarded certificates based on nominations from their class teachers for endeavour or for academic merit. In S4-6, subject prizes and specialist prizes are added to certificates, with the highest prize of all, the Junior and Senior Dux Medals, being awarded to the S5 and S6 pupil who has attained at the best level across subjects in previous summer SQA exam diet.

PARENTAL ENGAGEMENT & VOICE

By law, you must make sure your child receives education. As a parent, you can help your child by:

- making sure your child goes to school regularly
- encouraging and supporting your child with any homework given
- showing that you are interested in how your child is getting on at school
- encouraging your child to respect the school and the whole school community
- being involved in the school

All parents/carers are members of the Parent' Forum and their views are expressed through an elected Parent Council. The Council meets regularly throughout the session and is involved in a number of joint activities with the school.

If you wish to become involved or have any questions for the Parent Council you can contact the Chair via Bo'ness Academy Bonessacademy@falkirk.gov.uk

The link below will give you further information about Parental involvement in Falkirk Council.

<http://www.falkirk.gov.uk/services/schools-education/school-life/parent-councils/>

Scottish Government Information: <https://education.gov.scot/parentzone>

COMMUNICATION

The school now sends most parental communication via Groupcall/email. Please ensure that your email address is up to date. If we need to contact you urgently we will phone, we may also send out a text message, so again, please ensure that your telephone number is correct.

We also have:

- School Website [Bo'ness Academy Bo'ness - Home Page \(bonessacademy.com\)](http://bonessacademy.com)

- Twitter [@Boness_Academy](#)
- School App [Go to your App store and search School App for Parents](#)
- We aim to publish our Newsletter throughout the year

PUPIL LEADERSHIP & VOICE

Our school supports all young people to have opportunities to develop interests, skills and talents both within the classroom and beyond.

Pupils can aspire to various leadership roles throughout the school. Our pupils are given the opportunity to improve skills that are important for now and for employability in the future, leading to sustained, positive school-leaver destinations.

Our pupil leadership structure allows for:

- pupils to get involved in a range of activities that help to contribute to the school and community
- improvement in children and young people's health and wellbeing by ensuring our leaders have an important role in the voice of pupils at the highest level.

Leadership Roles:

Senior Captains (S6)

House Captains (s5/46)

Junior Captains (S3)

Faculty Ambassadors (S2-6)

Social Co-ordinators (S5/6)

Transition Ambassador (S1)

Wellbeing Ambassadors

The Ambassadors role is to take responsibility through organising and leading school events, supporting younger pupils in their learning, assist, lead and coach at extra-curricular clubs etc.

PUPIL HANDBOOK

Pupils are asked to follow a set of procedures throughout the day that will keep them safe in school and to ensure that they have an understanding of the standards we require in Bo'ness Academy.

[Bo'ness Academy - Pupil Handbook \(bonessacademy.com\)](https://bonessacademy.com)

FALKIRK COUNCIL WEAPONS PROTOCOL

Can be found at: http://bonessacademy.com/our_school/policies/policies.html

SCHOOL HOLIDAY DATES

These can be found on the Falkirk Council Website: <http://www.falkirk.gov.uk/services/schools-education/school-life/school-holiday-dates.aspx>

UNEXPECTED CLOSURES

Most closures will be notified to you in writing, in advance, but there are occasions when the children may be dismissed early without warning, e.g. as a result of power cuts or severe weather. In the event of an early school closure please ensure that your child knows where to go if you are not usually at home during the day. To help us keep you informed it is important that you make sure we have the most up to date emergency contact information for your family. We will keep in touch using text messaging, via the Bo'ness Academy Website, Falkirk Council website or via information broadcast on Central FM.

<http://www.falkirk.gov.uk/services/schools-education/school-closures.aspx>

HEALTHY EATING AND CLOTHING GRANTS

Students use a swipe card to pay for their meals in our Dining Hall. Students who are entitled to free meals have their swipe card charged automatically each day. Parents can use online payments to pay for school meals (as well as payments for trips and events). Please see the school website for more details on how to access this service. Pupils may bring a packed lunch which they can eat in the school Dining Hall. Some families may be eligible to apply to Falkirk Council for free school meals and / or a payment towards the costs of footwear and clothing. The level of grant is set by the Council. Application Forms for Clothing Grant and Free School Meals are available from the school office or can be downloaded from the Falkirk Council website:

<https://www.falkirk.gov.uk/services/schools-education/education-benefits-support/free-school-meals-clothing-grants/>

VISITING OUR SCHOOL

We welcome visits by parents or prospective parents at any time. Parents wishing to see the school at work should contact the school office to make suitable arrangements – 01506 822028. Interviews can be arranged with relevant Senior Staff, and a tour of all or any of the Departments is possible.

COMPLAINTS PROCEDURE

If you have any concern about your child in school then the first step is to raise the matter with their Pastoral PT. Where the matter is, or becomes, more serious or complex then the Depute Headteacher will be involved. If you do not feel satisfied with the response for the school you can make a formal complaint by telephoning the school or by using the form:

<http://www.falkirk.gov.uk/contact-us/complaints/>

CONCLUSION

The information given in this document cannot convey all the things that a school is about. We hope, however, that it has given you an indication of what we try to do. Perhaps it will whet your appetite to learn more, in which case please visit and ask for further detailed information. On the other hand, it may make you want to become more involved in policy making. If so, why not take an active part in the Parent Council? Throughout the session there are Parents' Evenings for parents of all year groups and special meetings for parents at times of curricular change for their children. We look forward to welcoming your child to Bo'ness Academy.

Contact details:

Headteacher: Catriona Reid

Bo'ness Academy
Gauze Road
Bo'ness
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Parent Council:

http://bonessacademy.com/parent_zone/parent_council/parent_council.html

ADDITIONAL INFORMATION FROM FALKIRK COUNCIL

Transport for Primary and Secondary School Children (Excluding Placing Requests)

Free school transport is provided to and from your home address to your child's catchment school if they are distance entitled. Falkirk Council operate a more generous distance entitlement policy than required by law.

Distance entitled children are:

All children under 8 years of age who live one mile or over from their catchment school by the nearest available safe walking route.

All children over 8 years of age who live two miles or over from their catchment school by the nearest available safe walking route.

Parents should remind their child(ren) that, in the interests of safety, good behaviour is expected from all pupils travelling on school transport. Concessions, details of times of operation, criteria and application forms are available from the Transport Planning Unit within Falkirk Council. Tel: 01324 504724/504966.

Pickup points

Where home to school transport is provided, some pupils will require to walk a reasonable distance from home to the transport pick-up point but this should not exceed the authority's agreed limit of 1 mile.

It is the parent's responsibility to make sure that their child arrives at the pickup point on time and behaves in a safe and acceptable manner while boarding, travelling in and leaving the vehicle. Children who misbehave can lose their right to home to school transport.

Equality

The council is required to work towards advancing equality of opportunity for all people and to foster good relations between people. The council is committed to eliminating discrimination on the grounds of race, sex, disability, sexual orientation, religion/belief, age, marriage or civil partnership, transgender status, pregnancy/maternity or poverty.

Children's Services has a range of policies and procedures to address equalities issues specific to education to enable us to fulfil these duties. In addition to this all education establishments have a responsibility to report incidents of identity-based bullying.

School Health Service

NHS Forth Valley has a statutory obligation to provide a health service for all school age children in Falkirk District. The aim of the service is to make sure that all children, throughout their school years, are in the best possible health to benefit from their education.

The Public Health Nursing Team for Schools offer health assessments and reviews, health screening and deliver school based immunisation programmes. The team comprises of Public Health Nurses (Specialist Practitioner), Registered Nurses and Healthcare Assistants who are based in a local Health Centre and work over a number of schools in the area.

Pupils, parents/carers can request a health appointment at any time. Other health professionals and teaching staff can also request a health appointment for the child or young person with parental and or young person's consent.

- Health reviews will take place as necessary involving a parent questionnaire, a check of health records and, if required, screening of growth and vision.
- Health screening – All children in primary one and at other selected stages will be seen to have their growth and vision checked.
- Immunisations – Secondary school pupils are offered immunisations. At the appropriate time information booklets and consent forms will be issued.
- Health Education – The Public Health Nursing Team has an important role in encouraging health lifestyles, working closely with teaching staff, pupils, parents/carers and the community.

The School Doctor (Community Paediatrician) may also offer appointments to children who have a significant ongoing medical or developmental condition affecting their education.

School staff and parents can request a consultation with the School Doctor at any time. The School Health Service can be contacted on 01786 434059.

The Public Dental Service carries out dental inspections in Primary 1 and Primary 7 and can help access dental services for those children who are not registered with a Dentist.

Infectious Diseases

Colds, flu and gastroenteritis are the most common infections affecting children of school age. It is important that you keep your child off school in the early stages of flu and while they still have diarrhoea. It is also important that your child understands how to prevent picking up and spreading such infections. You will be able to get further advice about good health from staff in your Health Centre or GP Practice.

For advice about early detection and treatment for other infectious diseases e.g. chickenpox and mumps, please consult your GP or Nurse.

Head Lice

Head lice are spread through head to head contact at home, while playing or in school. Regular wet combing of your child's hair using a head lice detection comb is the best way to catch this possible problem at an early stage.

The only way to be sure that your child has head lice is to find a live louse. If you find live lice, get the correct lotion from your doctor, health visitor or pharmacist. Shampoos and other treatments are not effective. One treatment is two applications of the treatment lotion, seven days apart. If this is not followed then re-infection is likely. Advise family members and close friends that your child has head lice and that they should check their own hair. Only treat if live lice are found. Don't be shy about advising others of this possible problem because you would likely tell family and friends about other infections which might affect them. Regular wet combing of your child's hair with the head lice detector comb is the best protection as it allows you to detect the condition and treat it speedily.

Further advice can be obtained from the Health Board head lice leaflet which is available in all schools and health centres. Children's Services leaflet 'Frequently Asked Questions' is also available in schools.

If you would like to discuss your particular concerns, you could speak to:

Infection Control Service
Forth Valley Royal Hospital
Stirling Road
Larbert
FK5 4WR
01324 567490/01324 567679

Clinics

From time to time some children are asked to attend clinics (eye clinics, dentist, doctor, etc.). Please inform the school of these visits and arrange for your child to be collected if he/she must leave school to attend the clinic. No child will be allowed away from school during school hours unless accompanied by a responsible adult or unless written permission to do so has been given by the parent.

Protecting Children and Young People

Children's Services have an important role in identifying children who have been abused or are at risk of being abused. Falkirk Council has clear procedures for all staff to follow. Headteachers or designated member of staff are instructed to notify Falkirk Council and Social Work Services when a member of staff has a suspicion that a child might have been abused or be at risk of abuse.

Social Work Services will make a decision on whether or not an investigation is necessary and will advise accordingly.

For medical appointments during school hours, please notify the school by letter and collect your child from the school.

Insurance Cover for School Children

Public Liability & Personal Injury

Falkirk Council has in force a Public Liability policy which operates in respect of claims for injury to any school child whilst in the control of the Council or employees, but the onus is on the claimant to prove that the Council have been negligent.

Pupils' Property

Each session, unfortunately but inevitably, pupils' property is lost, damaged or stolen from school. Parents are therefore discouraged from allowing their children to carry expensive items of personal belongings to the school and are reminded that a standard household policy can be extended to provide a degree of cover for personal items taken away from the home.

Any claim made for loss or damage to the property left in the care of the school will have to be submitted, in the first instance to Children's Services, and the claim will only be settled if it is shown that the Council can be held legally liable for the loss.

Personal Accident Cover – Educational Excursions

The Council has in force personal accident cover for the school children under which the compensation is payable in the circumstances below, irrespective of legal liability.

1. Death £20,000
2. Permanent Total/Partial Disablement up to £20,000

The insurance applies to any activities involving a journey outside the premises of the School – both in the UK and overseas – organised by the school/Council.

Active Schools

Active Schools are now part of Falkirk Community Trust. Active Schools aims to provide more and higher quality opportunities to take part in sport and physical activity before school, during lunchtime and after school, and to develop effective pathways between schools and sports clubs in the local community.

Active School co-ordinators work with primary, secondary and additional support needs schools to increase the number and diversity of children and young people participating in Active Schools activities. In Falkirk there are 8 cluster schools that co-ordinators work with to provide clubs, events and coach education training. For further information please contact 01324 590952.

www.falkirkcommunitytrust.org/sport/active-schools

Placing Requests

As a parent, you have the right to make a Placing Request for your child(ren) to be educated in a school other than the local school. Applications for Primary 1 and Secondary 1 Placing Requests to commence school in August will only be accepted following the publication of an advert in the local press inviting applications in early December.

Every effort will be made to try to meet parental wishes, but you should note that it is not always possible to grant every Placing Request to a particular school. You should also note that a successful Placing Request for one child does not guarantee a successful one for another child. A parent could, therefore, end up with children attending different schools.

Placing Requests can only be approved when there are sufficient places remaining in the class after all catchment area children have enrolled and if staffing and accommodation at the school are able to meet the numbers of Placing Requests at that school. Children's Services can also reserve places in a class for future catchment pupils they expect to move into the area in the following school year. If more Placing Requests are made for admission to a particular school than places available, these Requests will be prioritised according to Falkirk Council's Admissions Policy and requests accepted and refused accordingly.

If you wish to make a Placing Request, you should complete the appropriate application form (one for each child involved) and return it to Forward Planning Section, Children's Services, Sealock House, 2 Inchrya Road, Grangemouth, FK3 9XB. This Form must be completed by the child's parent/carer. Placing Requests for Primary 1 and Secondary 1, commencing in the next school session should be made by the 15th of March each year for consideration. Responses will be issued no later than 30th April. Any Placing Requests received after the 15th March for Primary 1 and Secondary 1 will not be considered in the first round of Placing Requests. Parents/carers will be notified of the outcome of their request within 8 weeks of receipt.

Your Placing Request will be considered against a set of criteria which is set out in the Council's priorities for admission. As soon as a decision has been made, you will be notified of the result. If your Placing Request is successful, you will be asked to contact the school to establish arrangements for enrolment.

Placing Request Forms are available from the Forward Planning Section, Children's Services at Sealock House, all schools, Libraries, One-Stop Shops and on the Falkirk Council website. Mid-Session Transfers You may make a Placing Request at any time during a school session. If your child is experiencing problems at school, you are advised to discuss the matter with the Head Teacher prior to making a Placing Request. Completing the Application Form does not guarantee a place for your child at your chosen school. Your Placing Request will only be granted if there are surplus places available at the school.

Transport for Placing Requests

If a Placing Request is successful, parents will be responsible for the safety and transportation costs of their child to and from their chosen school.

Transferring Educational Data About Pupils

The Scottish Government and its partners collect and use information about pupils in schools (e.g. the number and characteristics of pupils, their attendance, absence and exclusions, their attainment and their destination when leaving school) to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Skills Development Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils
- plan and deliver better policies for the benefit of specific groups of pupils
- better understand some of the factors which influence pupil attainment and achievement
- share good practice
- target resources better
- enhance the quality of research to improve the lives of young people in Scotland

Data policy

Information about pupils' education is collected through our statistical surveys in partnership between the Scottish Government and Local Authorities through the ScotXed Programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.

The individual data about pupils in schools collected by Scottish Government through statistical surveys is used only for the statistical and research purposes for which it is collected.

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act 1998. We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website

(<http://www.gov.scot/Topics/Statistics/ScotXed>).

Pupil names and addresses (other than postcode) are never collected in any ScotXed statistical survey. Scottish Government works with a range of partners including Education Scotland, Skills Development Scotland and the SQA. On occasion, in order to help meet our aim of improving the life of young people in Scotland, we may make individual data available to partners. For example: - 40 -National Registers of Scotland to carry out research relating to the national population census and also to academic institutions and organisations to carry out additional research and statistical analysis which helps inform policy development and contributes to improving outcomes for Scotland's people.

In order to carry out this research to support better decisions, policy making and practice, data may be linked to information from other sources. Any sharing or linkage of data will be done under the strict control of the Scottish Government, and will be consistent with our data policy and the National Data Linkage Guiding Principles. This will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing or linkage of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

Concerns

If you have any concerns about the ScotXed data collections you can email the Head of Schools:

Analysis, Mick Wilson, at mick.wilson@scotland.gsi.gov.uk or write to Education Analytical Services, Area 2D, Victoria Quay, Leith, EH6 6QQ.

Eligibility for Free School Meals

As of January 2022, all Primary 1-5 pupils are entitled to a free school meal. In addition, we can provide free school meals to children who live in the Falkirk Council area, are attending a Falkirk Council school and whose parents or carers get one of the following:

- Income Support*
- Income Based Job Seekers Allowance*
- Employment and Support Allowance (Income Related)*
- Child Tax Credit, but not Working Tax Credit, where the award letter from Her Majesty's
- Revenue and Customs (HMRC) states that the annual income is not greater than £16,105
- Child Tax Credit and Working Tax Credit, where the award letter from Her Majesty's
- Revenue Customs (HMRC) states that the annual income is below £6,420
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit where the monthly earned income does not exceed £610

*Pupils are eligible to apply for free school meals in their own right if they are aged 16 to 18, and receive one of these benefits.

Useful Websites

<https://education.gov.scot/parentzone>

Parents can find out about everything from school term dates to exam results. This site also offers information for pre-5 and post school. It also lists relevant publications for parents and provides hyper-links to other useful organisations.

<https://education.gov.scot/inspection-reports>

Parents can access school and local authority inspection reports and find out more about the work of Education Scotland.

<https://education.gov.scot/parentzone>

Parents can find out about individual schools. They can choose a school and select what type of information they need such as Education Scotland reports, exam results, stay on rates and free school meal entitlement.

www.falkirk.gov.uk

Contains information for parents and information on Falkirk schools.

<http://www.childline.org.uk/Explore/Bullying/Pages/Bullyinginfo.aspx>

Contains information for parents and children on varying forms of bullying and provides help for parents and children who are affected by bullying.

<http://www.respectme.org.uk/>

Scotland's anti-bullying service. Contains information for parents and children on varying forms of bullying and provides help for parents and children who are affected by bullying.

<http://www.ltscotland.org.uk>

Provides information and advice for parents as well as support and resources for education in Scotland.

<http://www.equalityhumanrights.com/>

Contains information for everyone on equality laws within the government and local authorities.

Appendix 1 - Getting It Right for Every Child (GIRFEC)

Taking care of our children's well-being and making sure they are alright - even before they are born - helps us ensure the most positive outcomes for them later in life. It gives them the potential to grow up ready to succeed and play their part in society.

Getting it right for every child is a programme that aims to improve outcomes for all children and young people. It promotes a shared approach that:

- builds solutions with and around children and families
- enables children to get the help they need when they need it
- supports a positive shift in culture, systems and practice
- involves working together to make things better

Getting it right for every child is the foundation for work with all children and young people, including adult services where parents are involved. It builds on universal health and education services, and is embedded in the developing early years and youth frameworks. Developments in the universal services of health and education, such as Better Health Better Care and Curriculum for Excellence, are identifying what needs to be done in those particular areas to improve outcomes for children.

The Getting it Right approach looks at eight areas of 'well-being'. These are recognised as areas in which children and young people need to progress in order to do well now and in the future. They allow those responsible for the care and support of children - including members of their own families - to look at a situation in a structured way that will help them identify any needs and concerns and plan with the child and family any action they need to take. The eight well-being indicators are:

Safe, Healthy, Achieving, Nurtured, Active, Responsible, Respected, Included

The approach gives them a common language and a way to gather information about a child's world, making sure the child is growing and developing, and has everything they need from the people who look after them both at home and in the wider community. It also encourages practitioners to think about who else might need to be involved (for example a teacher might need to contact other professionals to make sure that an education improvement plan with the child and family was meeting all the child's needs).

The GIRFEC web pages - <http://www.falkirk.gov.uk/services/children-families/policies-strategies/girfec.aspx> - link you to many sources of information relevant to children, young people, parents, families and practitioners which we hope will allow you to find what you are looking for.

Named Person

Every child and young person will have a Named Person to make sure their wellbeing is promoted. The role of the Named Person in health or education, depending on the age of the child, is to act as the first point of contact for children and families. Through children and families knowing who to contact, their access to help is made easier.

Who is my named person?

Your named person can help if you are a child or young person worried about your wellbeing, or a parent worried about your children/young person's wellbeing.

Stage of child/young person

Named Person From pre-birth – until starting school or 5 years old, Health Visitor

Primary or Secondary age Primary – Headteacher or Depute

Secondary – Principal Teacher, Pastoral Depute, Headteacher

Other agencies may share information with the Named Person. For further information please see the GIRFEC web pages - <http://www.falkirk.gov.uk/services/children-families/policies-strategies/girfec.aspx> - which link you to many sources of information relevant to children, young people, parents, families and practitioners which we hope will allow you to find what you are looking for. Falkirk Council and its partners are working together to embed the role of the Named Person. You will be given the name of your child's Named Person in due course.

When the Named Person is not available, please speak to another member of staff who will be able to help. During school holidays an officer from Children's Services Headquarters will provide the advice and support you may require.

Family Support Service

Across Falkirk there are a number of services who can support children. Young people and their families from early intervention to more intensive support.

The main aim of these services is to increase the wellbeing of young people and their families. Children, young people and their parents may require additional support at different times in their life e.g. following a bereavement, illness, transition, when experiencing anxiety, behaviour issues, during or after changes in family circumstances. Support is tailored to meet the individual needs of children & families, when they need it and as locally as possible.

Individual or group work can be delivered in school, home or in the community.

A request for support can be made through a member of school staff (named person) who will be able to talk with you, gather information & your family's views. This helps identify the most appropriate service.

Family Support services work in partnership with families, schools and other agencies to support young people's wellbeing.

Protecting Children and Young People

All children have a right to be protected from harm, abuse and neglect. The vision of the Forth Valley Child Protection Committee is that "It's everyone's job to make sure that children in the Forth Valley are safe."

Children's Services have an important role in identifying children who have been abused or are at risk of being abused. Falkirk Council has clear procedures for all staff to follow. Headteachers or designated member of staff are instructed to notify Falkirk Council and Social Work Services when a member of staff has a suspicion that a child might have been abused or be at risk of abuse.

Social Work Services will make a decision on whether or not an investigation is necessary and will advise accordingly. In every situation, the welfare of the child overrides other considerations.

Educational Psychology Service

Educational psychologists use their knowledge of psychology, learning and education to provide a specialist service to schools and pre five establishments.

Every school and pre-five establishment has a link Educational Psychologist who provides consultation, assessment intervention, training and project work.

Educational Psychologists work in collaboration with teachers, parents and other professionals to support children and young people with their learning and general development, and to make the most of their lives, particularly in educational settings.

The school must obtain the agreement of parents and, where appropriate, the pupil before involving the Educational Psychology Service.

Additional Support Needs

As with all local authority schools in Scotland, this school operates under the terms of the Additional Support for Learning Act (2009) and its accompanying Code of Practice. Further details of the policies and procedures can be found on the Falkirk Council website:

<http://www.falkirk.gov.uk/services/schools-education/additional-support-needs/>

Working with other agencies and professionals – for example, Social Work Services, Educational Psychology Service, National Health Service and parents – decisions are made jointly with parents, children and young people with regards to the best possible education to meet the needs of the child within the resources available.

Support for Pupils

Pupils' additional support needs will be identified and addressed through the Getting It Right for Every Child processes. This involves close co-operation between the parent or carer, the child and the staff in school – they are the core part of the Team Around the Child. Others involved in your child's education and wellbeing will also be part of the Team, and will help to complete a rounded picture of assessment where appropriate. The Team will also draw up and review plans to meet the needs identified. Their activities are co-ordinated by the Named Person, who is responsible for ensuring plans are implemented

and has an overall picture of the pupil's progress. You will be told who the Named Person is for your child when they start school. If you believe your child may have unrecognised additional support needs, your first point of contact should be the child's class teacher or form tutor.

The school makes provision for pupils with additional support needs throughout their education:

- each teacher differentiates the Curriculum for Excellence within their class to provide educational targets and objectives suited to their age and stage of development
- the school has an experienced Support for Learning Teacher to co-ordinate and organise support for children
- the school can call on the time of a Support for Learning Assistant for exceptional cases

The authority maintains specialist provision to meet the needs of children experiencing severe and complex disabilities, sensory impairments, significant and those with complex social, emotional and behavioural difficulties. There is also a specialist team supporting bilingual and travelling pupils, those with long-term illnesses, and other children with significant additional support needs.

If a child has long-term additional support needs requiring the significant support of agencies external to Children's Services (such as Speech and Language Therapy or Occupational Therapy), the support may require further co-ordination. At this point, the authority would issue a Co-ordinated Support Plan. Details of this process can be found on:

<http://www.falkirk.gov.uk/services/schools-education/additional-support-needs/>

Disputes and Resolution

Schools and Early Years facilities do their best to support pupils, and are responsive to the needs of parents, carers and pupils. Nevertheless, problems may arise, and it is important to deal with these as soon as possible.

In the first instant it is usually wise to contact the school or nursery directly, and if the matter cannot be satisfactorily resolved, they may call on the services of some of centrally-based staff – the Additional

Support for Learning Adviser, the Educational Psychologist or the school's attached Education Team Manager. Children's Services also commission independent mediation through Children in Scotland. Their services, called Resolve, may be arranged by the Additional Support for Learning Adviser, or accessed directly by parents on 0131 222 2456.

Parents, carers and children with additional support needs can also seek independent advice and support through:

- Enquire – the Scottish advice and information Service for additional support for learning:
- www.enquire.org.uk, 0845 123 2303.
- Scottish Independent Advocacy Alliance; www.siaa.org.uk, 0131 260 5380.
- Take Note: National Advocacy Service for Additional Support Needs (Barnados in association with the Scottish Child Law Centre) www.sclc.org.uk, 0131 667 6633.