



‘Into Cedarbank’

**Information for new Pupils,
Parents & Carers and Staff**

Session 2020-21

Head Teacher: Ms A O’Hagan



CONTENTS

3. Welcome
4. General Information
5. General Information (cont)
6. School Address
7. West Lothian Council Mission Statement
8. Our Vision, Values and Aims Statement
9. School Staff
10. School Staff (cont)
11. School Hours and Timetable
12. Emergency Arrangements
13. Home to School Travel
14. Meals
15. School Clothing
16. Assistance with provision of clothing and meals
17. Health & Safety and Excursions
18. Child Protection
19. Attendance at School
20. Medical Care
21. Positive Relationships
22. Photography and Mobile Phone Use
23. Transition into School
24. Meetings in School
25. Parental Engagement
26. Getting It Right For Every Child (GIRFEC)
27. Our Curriculum
28. Our Curriculum (cont)
29. Our Curriculum (cont)
30. Our Curriculum (cont)
31. S6 (Leavers Year)
32. Pupil Council
33. Parent/ Carer Council
34. Pupil Committees
35. Data Protection

APPENDIX:

36. Wellbeing Concern Form

WELCOME

Dear Parent/Carer,

Welcome to Cedarbank School! This handbook, which is updated annually, contains a range of information that I hope you find helpful. It explains the aims of Cedarbank School, how it is organised, the courses we offer and how we care for the pupils in our charge. If there are any parts of it which are unclear, or if there are any gaps in the information which it provides, you are urged to contact the school for clarification. Further information can be found on our school website and through our Twitter feed which we aim to update on a daily basis.

Pupils should thrive in Cedarbank School and we work hard to ensure they enjoy their time with us. It is important that we work in partnership with you to achieve these goals.

Throughout your child's time at Cedarbank School, we shall explain the courses and experiences we are providing and how your child is responding to them. We look forward to having your active encouragement and co-operation. We are confident that this will be the start of a strong and successful partnership.

I hope that you find our handbook useful. You are always welcome to contact the school to talk over any issues which you may feel need attention.

We look forward to welcoming you as parents/carers and wish your child a happy and successful time at Cedarbank School.

Ms Ann M. O'Hagan
Head Teacher

GENERAL INFORMATION

Our Handbook aims to introduce you to our school community and answer commonly asked questions.

There is also a supporting Pupil Handbook which is given to new pupils as part of the transition process. This booklet is more pupil ‘friendly’ and contains photographs. It can be found on our school website.

General Information

As a school for pupils/children with specific additional needs, Cedarbank School is administered by the Pupil Support Division of the Education Development and Quality Assurance for West Lothian Council. Parents seeking wider advice or general educational information should contact Inclusion & Wellbeing Manager through Education Services, West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF.

Parents/Carers are also welcome to contact the Head Teacher, Ms Ann O'Hagan for specific information or to arrange a visit.

Parents/Carers who have been informed by West Lothian Council that their child has been granted a place will be contacted by Ms O'Hagan at the start of the transition process. This will then begin transition from P7 into S1 or, in some cases, from another Secondary school into Cedarbank.

Cedarbank School is situated in the Ladywell district of Livingston and makes provision for pupils from all over West Lothian who have additional support needs (ASN) and whose admission to the school has been recommended by West Lothian Council in consultation with parents/carers. Allocation of a place at Cedarbank is through the Council's Senior Officer Resource Group (SORG).

The school was built in 1981, refurbished in 2005 with additional refurbishment and in 2015 to provide a learning environment suitable to the needs of pupils. It has its own PE Hall and Craft, Design & Technology, ICT, Science and Food, Health and Technology classrooms. There is an attractive dining area, Library, Music and Art rooms. Our school

Outdoor learning is important to our community and there are hard and grassed play areas. All the classrooms are on the ground level and are accessible by wheelchairs. Most have direct access to the outside areas. The inner quadrangle garden area has been greatly enhanced by the work of all the pupils led by the successive Eco Committees and through Wider Achievement classes. In August 2019 we won the West Lothian School garden competition in Edible and Wildlife categories.

The school provides for up to 100 secondary age pupils with a range of additional support needs (ASN). In addition to the full time secondary school provision, arrangements are also made, in consultation with parents and specialist education support officers, for some secondary pupils to return to mainstream. This follows full multi-disciplinary discussion.

Our school is located across 3 sites

- Cedarbank school
 - CB@Deans Community High School
 - CB@Armada Academy
- S1-3 Broad General Education
S4-5 Senior Phase
S6 Senior Phase Leavers Programme

Cedarbank is inter-denominational. We have active links with Deans Community High School and the associated Primary Schools as well as with our shared placement colleagues in the other West Lothian Secondary Schools. We have links with other schools and teachers working in the area of additional needs. We have strong links with Primary Schools for transition at P7 to our S1.

The Baptist Church is adjacent to the school and we have links with them. We are keen to enhance links with other churches. We will support all parents and pupils in following their religious beliefs.

There are dedicated parking bays for the school transport to safely drop off and collect the pupils and two parking bays are designated for disabled users only. During the school day parents are asked not to use the school car park to drop off pupils, but, there is usually parking available in the street and safe entry to the building by the footpath.

There is door entry access in to the building during the school day and restricted access to some areas of the internal building. This helps us control the learning environment, particularly for the pupils who dislike noise and busy areas.

SCHOOL ADDRESS

Address: Cedarbank School
Cedarbank
Ladywell East
Livingston
West Lothian
EH54 6DR

Telephone: 01506 442 172
Fax: 01506 436 955

Email: wcedarbank-sch@westlothian.org.uk
Website: <https://cedarbankschool.westlothian.org.uk>
Twitter: <https://twitter.com/CedarbankSchool>

WEST LOTHIAN COUNCIL MISSION STATEMENT

West Lothian Council Mission Statement:

“Striving for Excellence – working with and for our communities”

West Lothian Council Values:

- Focusing on our customers' needs
- Being honest, open and accountable
- Providing equality of opportunities
- Developing employees
- Making best use of our resources
- Working in partnership

OUR VISION, VALUES & AIMS

Our Vision

Through a curriculum that reflects the uniqueness of Cedarbank School and National advice, we aim to equip our young people with the Skills for Learning, Skills for Life and Skills for Work, which thereby lead them to a positive, meaningful and sustained destination.

Our Values are shown around our logo

- Confidence
- Resilience
- Respect
- Independence
- Achievement

These direct and inspire us daily at Cedarbank School.

In 2018 we refreshed our Aims.

Our Aims

- To move forward in the development of high quality Learning and Teaching which provides opportunities for all pupils to participate in active learning experiences which are enjoyable, creative and meaningful.
- To revisit the rationale and curriculum map for our BGE and Senior Phase curriculums thus ensuring they meet the needs of all of our young people.
- To develop more formal opportunities for pupils to choose wider skills and achievement options to complement their academic courses thereby developing the young work force.
- To provide opportunities to celebrate the successes and uniqueness of all individuals in our school community.
- To further develop a nurturing school culture where young people feel listened to and are secure in their ability to communicate personal and sensitive aspects of their lives.
- To insure a sense of belonging and school community by providing opportunities for whole-school learning and celebration.

SCHOOL STAFF

Senior Leadership Team



Head Teacher
Ms Ann O'Hagan



Depute Head Teacher
Ms Louise Queen



Depute Head Teacher
Mrs Alison Lindsay



Principal Teacher Support for Learning
Mrs Vicky Cairns



Principal Teacher CB @ DEANS
Mrs Nicola da Silva

Primary Teachers

Mrs Docherty Mrs Davies

Secondary Teachers

Mrs Ballantyne	<i>Health and Food Technology</i>	Mr Brown	<i>Social Subjects</i>
Mrs Clarke	<i>Modern Languages</i>	Mrs Cook	<i>Science</i>
Mr Cox	<i>PE</i>	Mrs Downey	<i>English</i>
Mrs Gallacher	<i>Maths</i>	Mrs Galloway	<i>Art</i>
Mr Henderson	<i>Social Subjects</i>	Ms Hart	<i>Social Subjects</i>
Mr McLean	<i>Administration & IT</i>	Mrs McNeil	<i>Music</i>
Mrs Keir	<i>English</i>	Mr Stewart	<i>Maths</i>
Mr Thompson	<i>English</i>	Mrs Thomson	<i>Art</i>
Mr Ward	<i>Maths</i>		

Administration Staff

Mrs T Curran Mrs J Wood Ms L Barnes

Pupil Support Staff

Ms K Bourdarias	Ms S Martin	Mrs M Brown	Mrs K McAllister
Mrs D Cort	Mrs M McRoberts	Ms P Fallon	Mrs L Montgomery
Mrs M Curran	Mrs D Henderson	Mrs L Polland	Mrs L Jones
Mrs G Horsburgh	Miss K Walker	Mrs A Love	Mrs T Orr
Mrs J Wood	Mr R Cochrane	Ms L Orr	

Facilities Management Team

Mr T Lowrie

Kitchen

Ms Tracey O'Conner

Link school nurse

Mrs Shirley Johnson

Link educational psychologist

Mr Will Ogg

SCHOOL HOURS AND TIMETABLE

PUPILS' SCHOOL HOURS/TIMETABLE

The school day is organised as follows

S1-3

Monday to Thursday 8.30am - 3.30pm

Friday 8.30am - 12.15pm



Cedarbank timetable

	Period 1	Period 2	Period 3		Period 4	Period 5	LUNCH	Period 6	Period 7
Monday to Thursday	8.30 – 9.30	9.30-10.20	10.20-11.10	BREAK	11.30- 12.20	12.20-1		1.50-2.40	2.40-3.30
Friday	Period 1 8.30-9.30	Period 2 9.30 – 10.20	BREAK 10.20 to 10.40	Period 3 10.40– 11.30	Period 4 11.30-12.15	FINISH			
						Take packed lunch home			

EMERGENCY ARRANGEMENTS

Emergency Arrangements and Variations in School Hours

There are occasions when the school may have to close early e.g. severe weather warning. In the event of an unplanned early closure, eg. severe weather, parents and carers will be contacted via Groupcall and transport informed.

If parents and carers are unavailable, then emergency contacts will be informed.

We have contingency plans and procedures in place for emergency evacuation of the building.

Parents/Carers are asked to ensure that the school always has an up-to-date telephone numbers where contact can be made in any emergency and at short notice.

Email contact may be established between a member of the School Leadership Team and Parents/Carers if appropriate.

HOME TO SCHOOL TRAVEL

Transport is provided free of charge to all pupils attending Cedarbank School.

Transport is arranged through School Transport at the Civic Centre, Howden South Road, Livingston, EH54 6FF. Telephone 01506 282322.

Cedarbank admin office liaises with School Transport.

Pupils are welcomed and dismissed at the taxi drop-off area each day by school staff.

Parents/Carers are responsible for the behaviour of their children whilst using the transport and will be informed if there are any issues. Parents/carers are asked to inform the school and the transport company of any known changes to the home pick-up or collection arrangements as soon as possible. The school office and/or transport company will endeavour to inform parents/carers of any delays etc.

MEALS

Lunchtime is **1.00pm – 1.50pm** Monday to Thursday (S1-3)

In S1-3 pupils choose lunches during Period 1 and lunches are free to all pupils.
Packed lunches are provided on a Friday.

School meals are provided from the kitchen of Inveralmond Community High School.

Special diets can be arranged on medical advice and parents/carers are asked to inform the school staff of any known allergies.

Pupils may bring a packed lunch from home if preferred.

Packed lunches are provided from Inveralmond High School for outdoor education trips.

The dining area is always supervised by a team of support staff.

Pupils in S4 – 6 use the Cafeteria facilities at Deans CHS and Armadale Academy.

SCHOOL CLOTHING

School Clothing

Parents/Carers are asked to encourage their son/daughter to wear the school uniform. Parents/Carers should purchase uniform out with school except for school ties and badges which can be purchased from the school office:

School ties are £3.00 School blazer badges £3.50

Uniform Consists of:

White Shirt

School Tie

Black jumper/cardigan

Black trousers/skirt

Black blazer (optional)

Black Footwear

All pupils should come to school with a suitable outdoor warm winter coat with hood.
(This is important as pupils go outside almost every day.)

For swimming, children are asked to bring their own swimsuits and towels.

Parents/Carers are also asked to provide gym shoes, shorts, T-shirt or blouse for PE.
(Football colours/strips are not permitted for PE.)

Suitable clothing for outdoor activities is requested in advance.
(Cedarbank has a small range of outdoor clothing and boots/wellies hic can be used by pupils)

Assistance with Provision of Clothing and Meals

The Authority operates a scheme of provision to ensure that a pupil is sufficiently and suitably dressed to take full advantage of the education provided. Families in receipt of Income Support/pension Credit, Income-Based Jobseekers Allowance, any Income Related element of Employment & Support Allowance or Universal Credit, may qualify. Parents/carers may also qualify if you are in receipt of Working Tax Credit and/ or Child Tax Credit.

This can be accessed through the West Lothian Council website:
<https://www.westlothian.gov.uk/mealsandclothing>

Parents/Carers who wish to apply for the scheme should complete an application form which is available from the following: -

- The School Office
- Local Libraries
- Customer Information Services (CIS Offices – please see <https://www.westlothian.gov.uk/article/31081/Customer-Information-Service> for more information)
- Education Headquarters (Civic Centre, Howden South Road, Livingston, EH54 6FF). Tel: 01506 281952 / Email: EducationCustomerServices@westlothian.gov.uk

Alternatively a school clothing bank is available. For further information please contact the school.

If necessary, school staff will assist in the completion of these forms.

HEALTH & SAFETY AND EXCURSIONS

Health and Safety and safety regulations apply to all aspects of school life, both in and out of the premises. Risk Assessments are undertaken and written for outings and activities by the staff member in charge of the group, in line with WL Council policy.

Excursions are embedded into Cedarbank's curriculum and allow pupils to further develop skills for learning, life and work.

Parent/carers will be asked to complete an EE2 form for excursions.

An EE2 for local walks will be issued at the start of each session.

Pupils will not be able to attend excursions if the EE2 form is not signed by parents/carers.

Pupils are encouraged to behave responsibly and to comply with all safety requirements e.g. clothing and to follow the class rules. The support of parents/carers in promoting good practice in health and safety is of great importance to the school and welfare of the young people.

Any excursions are organised in accordance with the West Lothian Council "Educational Excursions – Policy and Procedure" (April 2019).

Parents/Carers will be informed of any excursions by letter and/or Groupcall.

In recent years we have been able to offer all pupils from Cedarbank a residential activity. Annually, in May we have a whole school camp at Dounans Centre, Aberfeldy. Pupils can opt to stay overnight or return to school with a member of staff. The aim of this experience is to build upon personal and social development skills learned in school and develop confidence.

Parent/Carers will be informed immediately if there is an injury to your child or if they become ill while at the school. It is therefore essential that we hold current emergency contact names and telephone numbers. Please update with the school office if there are any changes. Several members of staff are qualified first aiders.

If a parent/carer is unable to collect their child arrangements are made by the school for the pupil to be taken home, or for a taxi to collect their parent/carer. If hospital treatment is felt necessary, this is arranged immediately and the parents are notified and expected to meet the staff member and child at the hospital.

Cedarbank School follows West Lothian Council Procedures for reporting accidents and incidents to the Health and Safety Officer.

CHILD PROTECTION

It is our role as educators to ensure all our children live safely and can reach their full potential. As such all schools in West Lothian follow the current Lothian Child Protection Procedures.

The Child Protection designated members of staff in Cedarbank are:

Mrs Lindsay (Lead)

Ms Queen

Mrs Cairns

Mrs Da Silva

Mr Ward

Ms O'Hagan

Mrs Lindsay is the co-ordinator of "Looked After Children" (LAC) and will liaise with parents, carers and other agencies as required.

All staff undergo annual Child Protection training as directed by the Child Protection Officer (West Lothian Council)

The Edinburgh and Lothian Wellbeing Concern Form (p36) is available for anyone to complete and send a concern to one of our Senior Leadership team.

Staff use this form in Cedarbank School to record and report any concerns.

ATTENDANCE AT SCHOOL

In line with West Lothian policy, parent/carers must report pupil absence by contacting the school office by 9.30am on the first day of the absence.

Parents/carers must provide information on the nature of the absence along with an indication of when the pupil is expected to return to school.

If the school does not hear from the parent/carer they will be contacted by the school office.

Absences due to illness or special family circumstances e.g. bereavement are recorded as “authorised absences”. Absences for all other reasons are recorded as “unauthorised absences”.

Please note holidays taken during term time are almost always recorded as “unauthorised absence”.

School attendance is important as allows continuity of education. We are aware that some of our pupils require additional support with this.

Further information can be found through “Attendance at School: Policy and Procedures” – West Lothian Council

School attendance is monitored by the Senior Leadership team regularly and parent/carers may be contacted to discuss attendance and /or to attend meetings in school.

MEDICAL CARE

Routine medical examinations can be carried out during the school session. Various other clinics may also be held in Cedarbank School. Parents and carers will be fully informed. If parents and carers have any special requests or require advice from associated health professionals, Mrs Lindsay will be pleased to advise.

Administration of Medication

There are nominated members of the staff who will administer medication to those pupils who require it regularly during their school day.

All procedures are in accordance with:

“The Handbook for the Management of Pupils with Healthcare Needs in Educational Establishments” (April 2019) – West Lothian Council.

There are several certificated Full First Aiders.

Most Pupil Support Workers hold an Emergency First Aid qualification.

We have an associated school nurse who advises and attends reviews as required.

It is important that parents/carers notify the school of required medication or of any special medical condition.

Medication cannot be administered by school staff without completion of the required form. This will be issued by school staff for completion by parent/carer.

The office staff will give parents/carers a form to complete before any medication can be administered. It is very important that pupils should not carry medication to school, but that they should be given to the taxi/bus escort for safe delivery to school.

All medication must be in the original packaging with the name of the pupil clearly stated. This includes medication such as painkillers for headaches. Cedarbank staff are unable to give your child medication if you ask them by telephone.

POSITIVE RELATIONSHIPS

All pupils are expected to behave in a socially acceptable and responsible manner whenever possible in school, in the community and on the transport to and from school. It is recognised that close co-operation between home and school is essential in understanding behaviour patterns and parental support and co-operation is welcomed. The school staff appreciate parental advice and “early warning” systems prevent escalation and misunderstandings.

On entry to Cedarbank a Profile is created and shared with all staff. In this strategies may be shared. Parents/carers will be informed of any changes noted by the school staff and of any disruption to the normal patterns of behaviour displayed by their child. Meetings may be arranged by a member of staff to discuss this situation more fully when professional concerns are expressed about the deterioration of pupil attitude, demeanour, work patterns or displays of persistent disruptive behaviour.

We are keen to promote positive behaviours and celebrate success.

We use Restorative Practice principles in order to resolve conflict and will use such issues as a learning experience.

Staff are regularly trained in behaviour management techniques.

Staff are creative and solution focussed in their approach to managing behaviour. Some pupils benefit from a Monitoring sheet, with sets targets which will go home at the end of each day. A range of other strategies may be employed, following discussion.

Our practice is guided by “Promoting Positive Relationships in West Lothian Establishments” (May 2018) – West Lothian Council.

We celebrate success regularly with pupils and have a “Celebrating Success” policy – Cedarbank School. Staff award praise postcards and certificates. Each subject area has a different way of celebrating success and these awards are issued at our monthly assemblies. Many of these successes are shared on Twitter.

PHOTOGRAPHY AND MOBILE PHONE USE

The school recognises the issues of child protection and personal privacy and is subject to the Data Protection Act 1998 and the Human Rights Act 1998.

A proforma is used on admission and will be sent home when necessary by other agencies and for other settings for approval by the child's parent/carer and returned signed. No photos will be taken without this permission being secured. Some parents/carers may be willing for school displayed photos, but not for them to be used in a public forum such as Twitter or on the school website.

Parents and Carers are encouraged to follow Cedarbank on Twitter. Photos are uploaded most days and give a flavour of Cedarbank activities.

Mobile Phone Use

The use of mobile phone cameras is prohibited in view of the risks inherent in such use, which include the existence and/or distribution of photographs contrary to the wishes, welfare and privacy of young people and adults. Cedarbank pupils are therefore not encouraged to bring mobile phones to school.

Mobiles phones, in S1-3, if carried to school should be handed into the school office.

Mobile phone use in the Senior Phase is by negotiation with the Senior Leadership team.

Be assured that pupils will not need access to a mobile phone while in the school. If a pupil requires to contact home during the school day they can do so using the school landline, with staff supervision.

TRANSITION INTO SCHOOL

Our transition programme will involve parents and carers at every level.

Full discussion of your child's needs will take place as part of the transition process before they come to Cedarbank.

The school's link Educational Psychologist may be involved in these meetings.

For young people transitioning into Cedarbank from Primary 7 we have a programme of events which involve those who know the pupil best.

Liaison with the primary school staff enables staff to make professional judgments about a young person's learning and assists educational planning as they enter Cedarbank School.

In May 2020, the transition programme was customised to suit the National situation.

MEETINGS IN SCHOOL

Pupils will enter Cedarbank with an Individual Education Plan (IEP) from their Primary school and through the course of term one Literacy and Numeracy targets will be set to replace this.

Individual literacy assessments, led by the Principal Teacher Support for Learning, will also take place.

A Cedarbank “Pupil Passport” may be suggested to support some aspects of learning/development.

If pupils have other agencies supporting their progress, a “Child Planning Meeting” will be held and reviewed through the year. All agencies involved will be invited to join these meetings.

An “Assessment of Wellbeing” meeting may be scheduled if additional support is required.

An “Assessment of Wellbeing” meeting will be scheduled each session for each Looked After Child.

At each of these meetings, the criteria for a Co-ordinated Support Plan (CSP) will be considered. A CSP will be opened if appropriate and reviewed annually.

Our Principal Teachers and Depute Head Teachers will lead these interventions and you will be fully involved as parents and carers.

We aim to be solution focussed and creative in our approaches.

PARENTAL ENGAGEMENT

We consider it extremely important that parents and school should work closely together for the benefit of the pupil. Parents and Carers will be kept fully informed and involved throughout the pupil's time in Cedarbank School.

Parents and Carers are encouraged to phone or to visit to discuss any particular issues.
Telephone: 01506 442172.

Our school website is updated regularly and allows us to share information and photographs. There are regular Newsletters which are available to view on the school website. Parents and Carers will be notified of newsletter updates.

All letters are sent home with pupils in paper copy. A Groupcall will also be sent and the letter also uploaded to the school website for ease of access.

If Parents and Carers are not happy with anything related to school please contact a member of the Senior Leadership Team.

It is our experience that when parents and carers keep in touch with the school any issues can be discussed freely and placements are more successful. It is less likely that misunderstandings will arise. Decisions are best kept when we make them together.

We have a Parental Engagement Programme which includes:

- Parent/Carer evenings
- Open afternoons
- Organised events
- Cafes
- Feedback forms
- Parent focus groups

If Parents and Carers are unhappy with the school's handling of any concern then further advice is available from Education Customer Service Department at West Lothian Council, Education Services Department, Civic Centre, Howden South Road, Livingston, EH54 6FF

Parents and carers will be notified beforehand of any planned closures. Unplanned closures may be necessary particularly in adverse weather conditions. The school will arrange with parents and carers or the emergency contact for the pupil's return home. It is important that parents and carers inform Cedarbank school if the contact details change.

GETTING IT RIGHT FOR EVERY CHILD (GIRFEC)



This is the Wellbeing wheel and it guides the work of staff in schools. We use the Wellbeing Indicators shown to help pupils deal with any issues and to progress their development.

Wellbeing questionnaires are used in our Personal and Social Development (PSE) programme and at other times in the school year.

We use Pupil's Views sheets, which a pupil will complete with the support of member of staff. These are completed prior to meetings. The Pupil's Views sheet will allow the pupil to contribute to the meeting if they chose not to attend, or choose not to speak in the meeting, but would like their views known.

Staff use the Wellbeing Concern form (p36) to log any concerns. These forms are available for anyone out with the school to report a concern and refer it to a member of SLT.

As a result of an issue raised, interventions may be put in place to aid pupil confidence and to address concerns, worries or questions.

OUR CURRICULUM

At Cedarbank School we are working alongside other West Lothian schools to develop the principles behind ‘Curriculum for Excellence’ (Education Scotland) by thinking creatively about the curriculum. This thinking is ongoing. We continue to develop and implement a curriculum framework which encourages our pupils to be Successful Learners, Responsible Citizens, Confident Individuals and Effective Contributors.

In our Broad General Education (S1 to S3) “Curriculum for Excellence” Experiences & Outcomes are followed. Programmes of work are tailored to suit pupils learning needs.

We use a range of ways to deliver “Wider Achievement” which will improve learning, encourage decision making and increase a sense of responsibility. In our Broad General Education young people work towards achieving a Bronze ASDAN award in their “Wider Achievement” time one afternoon a week.

Our pupils are encouraged to follow the 4 values of “Curriculum for Excellence” which are wisdom, justice, compassion and integrity.

Literacy

At Cedarbank School we aim to help all pupils to reach their full potential in literacy. They are encouraged to improve their reading, writing, listening and talking skills on a daily basis and across all the subjects.

All S1-3 pupils access our library known as the “Knowledge Nest”. One period per week is also allocated to class time in the “Knowledge Nest”. This aims to encourage reading using a range of genres, chosen by pupils. Staff model positive reading approaches.

In S1-3 English/Literacy teaching is guided by the Experiences and Outcomes.

In S4 to S6 SQA National Courses are studied, with pupils aiming to gain qualifications at an appropriate level.

We aim to promote Literacy across Learning in Cedarbank (a Responsibility for All).

We encourage the use of supports such as IVONA Reader, Clicker 8 and Immersive Reader –digital supports installed on all pupil Netbooks in S1-3 and on specific pupil Netbooks in S4-6.

Modern Languages

French is taught in Cedarbank S1 to S3 and is an option for study in S4-6. Pupils work on listening, talking, reading and writing skills. Lessons include active learning approaches. A second language will be offered as a lunchtime club option. SQA National Qualification can be achieved in S4-6.

Pupils also study cultural differences and what it would be like to live in another country.

Mathematics and Numeracy

We continue “Curriculum for Excellence” Experiences and Outcomes work completed in Primary School and focus on life skills – numeracy, handling money, time, measurement etc. A range of techniques including “Number Talks” and use of real life situations are used to embed learning. In S1, staff assess pupils using SEAL – Stages for Early Arithmetical Learning, to create a SEAL passport which pupils carry in their learning packs. This allows teaching staff to reinforce numeracy across the curriculum.

In S4, S5 and S6 pupils follow the Scottish Qualification Authority (SQA) National Qualifications at a suitable level. Progression is monitored through our Tracking and Monitoring system. Some pupils also follow ASDAN Numeracy related short courses.

Numeracy (A Responsibility for All) is promoted across all subjects and activities. Staff embed Numeracy outcomes into their planning.

We strive to develop an individual programme of study that pupils find both challenging and stimulating. Maths and Numeracy work at Cedarbank is interactive and includes using resources such as Promethean boards (smartboards), computers, computer software and fun games. We also go to Numeracy events in other locations.

Science

All pupils study Science from S1 to S3. We revised our Science programme in March 2019 and are continually reviewing its effectiveness. The course covers aspects of biology, physics and chemistry with an emphasis on gaining skills through planning, predicting and carrying out experiments.

Pupils are taught in a safe, fun environment where they gain confidence and experience in using lab equipment. We use active and outdoor learning to augment pupil experience.

In S4, S5 and S6 pupils are able to choose their subjects. We introduce SQA science courses which meet individual pupil needs. Some Senior Phase science is taught in Deans CHS and some in the Cedarbank school building.

The Science department is proud of its strong links with other areas of the curriculum especially “Eco Schools”, “Food for Thought” project, “Fair Trade” etc.

We are keen to promote recycling and the reduced use of plastic. This we do in a range of ways and try to make this visible to others.

Our school garden augments the work of science and we are working towards achieving the “Royal Horticultural Gardening” for Schools Level 5 award.

Information Technology (IT)

In an increasingly changing world, use of digital technology is so important. Pupils study a range of IT and business related topics in S1-3. We are working towards our “Digital School Award”.

In the Senior Phase, National qualifications offer a range of subjects, depending on interest. These include computing and business related qualifications.

Physical Education (PE)

PE encompasses a wide range of activities and aims to encourage pupil participation through personalisation and choice. Currently PE includes gymnastics, swimming (using Inveralmond Community High school pool), archery, cross country, yoga, badminton, boccia and table tennis. PE classes use the outside spaces and the indoor PE hall.

In S4-6 the classes follow the SQA National Qualifications. Within these pupils are encouraged to look more closely at their own performance and how they could improve on this. They also critically analyse, encourage and help improve the performance of other members of the class.

Pupils are encouraged to take part in a wide range of local inter-school competitions and events run by “Scottish Disability Sport”.

Social Subjects

Comprising of the discrete subjects of Geography, History and Modern Studies, our department delivers an S1-3 programme based of personalisation and choice. This includes comparison of countries, current affairs and the effects of war on a nation. By the end of S3, pupils are encouraged to choose a discrete subject of their choice and study this in the Senior Phase.

Music

Through setting realistically high expectations, personal targets and individual tuition we hope to develop pupils’ existing skills and develop their independence through music. We have a range of specialist instruments which enable pupil enjoyment and creativity at all levels. Many pupils learn to play the ukulele during their education in Cedarbank School.

Pupils enjoy music in S1-3 and can choose music at course choice times for Senior Phase progression. Music in the Senior Phase can be taught by Deans CHS staff and our Cedarbank music teacher.

We have an annual “Singing at the Centre” whole school event in December to which all parents and carers are invited. Pupils and staff all sing and/or play instruments, while we fundraise for Cedarbank.

Art and Design

Art and Design follows Curriculum for Excellence Experiences and Outcomes for S1-S3 pupils. S4 to S6 choice pupils follow SQA National Qualifications.

Art and Design offers opportunities for pupils to develop their creativity and imagination through visual, tactile and sensory experiences. Pupils will develop practical, technical and critical skills and use visual and tactile language to communicate their ideas, feelings and meanings. Pupils will learn to make value judgments and aesthetic and practical decisions, becoming actively involved in shaping environments. They will also explore ideas and meanings in the work of artists, craftspeople and designers and learn about the diverse roles and functions of art, craft and design in the contemporary world and in different times and cultures.

In Art and Design, pupils develop skills in order to be able to:

- Explore and develop ideas.
- Investigate and create 2D and 3D designs
- Use visual images and different media designs

Pupils learn to evaluate their work and the work of their peers....and enjoy and appreciate art.

Food Technology

We aim to build on prior knowledge by identifying and responding to needs of individual pupils and to offer a range of activities which are interesting and varied and offer a choice of learning strategies. Within Food Technology we aim to promote success and enjoyment and encourage healthy eating, hospitality management and entrepreneurial skills.

In S1-3 pupils are awarded “Chef of the Week” which is celebrated across the school.

We readily take part in any of the "whole school" community initiatives and social development activities which require food preparation or healthy eating promotion.

S4, 5 and 6 follow SQA National Qualifications which provide pupils with knowledge and skills required in the home and community. Textile qualifications may also be offered, depending on the level of interest.

Food Technology is at the forefront of developing a range of food related skills each month when we run school cafes. One class or year group will lead the café organisation and decide on the theme.

Religious & Moral Education (RME)

Cedarbank follows a programme of non-denominational religious education taught through RME classes from S1 to S6. Parents who wish to exercise their rights to withdraw their child from any of the school's religious observances are asked in the first instance to contacting the school office.

In the Senior Phase, National courses are offered, depending on interest.

In the Broad General Education (S1-3) we run a monthly assembly programme which encourages pupil participation. We cover topics related to our school values, Wellbeing indicators and skills.

Interdisciplinary Learning (IDL)

Interdisciplinary Learning is an important element within Curriculum for Excellence. We run a range of IDL weeks including:

- European Languages
- Scotland
- British Science
- “Time Capsule”
- Autumnwatch
- Anti-bullying
- Health and Wellbeing

Health and Wellbeing

Cedarbank aims to develop the mental, emotional, social and physical well-being of all of our young people and staff. We build and maintain confidence, resilience, self-awareness and self-worth through the health topics covered from S1 through to the Leavers’ Programme.

We promote health and wellbeing learning by supporting a range of national promoted weeks including Anti-bullying week, Health week etc.

S6 (Leavers Year)

In the final year of school greater emphasis is placed on those aspects of the curriculum that will best prepare students for their post school provision. Our Leavers programme is currently situated in Armadale Academy. Working within a 16+ Transition Programme, staff work alongside a Skills Development Scotland (SDS) partner in order to ensure that each young person's interests and needs are considered before moving onto the next stage in life.

We have a 16+ meeting on the first Wednesday of every month. In attendance are (Developing Young Workforce) DYW Co-ordinator, SDS Advisor, Depute Head (Senior Phase) and invited representatives from our partner agencies. The purpose of this meeting is to consider the opportunities available for our young people post 16.

The suite of SQA and ASDAN accredited courses available to our pupils in the Senior Phase allows them the opportunity to build on the experiences and outcomes of their Broad General Education and to further develop their skills for learning, skills for life and skills for work. In addition to this, for some of our pupils the focus of their Senior Phase will be the concrete development of their lifeskills alongside a breadth of National Qualifications which meet their interests and ensures that they are both achieving and attaining success at their level. For other pupils the focus will be on ensuring that they are supported, where required, to achieve and attain a depth of knowledge and skills in the subject areas which give direction to their post school destination.

The Leavers programme is designed to widen the student's horizons, strengthen independent skills, skills for life and work and highlight training opportunities.

All pupils in S6 will be given the opportunity to complete a 2 week work-experience placement in May. We endeavour to meet their interests and aptitude and place them in the most effective placement and location which meet their needs. Extended work placements are often offered to individual pupils if appropriate. We have also introduced voluntary work and hospitality to this older group of pupils.

Pupils also have the opportunity to attend West Lothian College.

Pupils have the opportunity to attend mainstream classes if appropriate.

During the Year a "Leavers book" is created by staff and pupils so Leavers have a memento of their time in Cedarbank school community. School Leavers hoodies are also designed by students and presented to them as they leave school.

Once a pupil is approaching school leaving age they may be eligible for the Education Maintenance Allowance. Parents and carers can contact Education Customer Services at: EducationCustomerServices@westlothian.gov.uk or on 01506 281952, for more information.

PUPIL COUNCIL

At the beginning of each session, every Tutor class at Cedarbank elects two representatives to be members of the School Pupil Council for the coming session.

The Pupil Council meets formally with Ms O'Hagan - Head Teacher and two Pupil Support Workers.

They discuss various issues which have been raised by their classmates and conduct surveys and seek the views of the whole school. Pupil Council has influenced the way the school is run and have included changes to the school lunches, improved playground facilities, addressed behaviour issues and concerns and complaints raised by the pupils.

The Pupil Council is actively involved in working towards becoming a "Rights Respecting School" and making decisions on how our Pupil Equity Funding should be spent.

Pupil Voice is extremely important in Cedarbank.

PARENT/CARER COUNCIL

This is chaired by Mr Doyle.

The Head Teacher and some members of staff attend the meetings.

The Parent Council meets regularly and childcare is provided.

Dates are shared through Groupcall and our Twitter feed.

The Parent Council helps parents and carers to become more actively and effectively involved in their children's learning. It provides a voice for parents on issues that are important to them and their children.

All parents/carers are very welcome to come along to the meetings.

PUPIL COMMITTEES

All pupils have a lead role in S1-3.

In addition a range of pupils serve in the following roles. The role has a teacher lead and meetings are timetabled to help pupils decide what to do in their roles. Pupils have badges to show which committee they are on and to encourage other pupils to ask them about their role.

- Language Ambassadors
- Library Ambassadors
- Sport Ambassadors
- Eco group
- S3 buddies who support S1 pupils
- “Be Kind” mentors
- Pupil Council (whole school)
- S6 committee

We are keen to support the principles of sustainable living and Fair Trade in Cedarbank. These principles are embedding in lesson plans and in IDL weeks where appropriate. The Eco group is very involved in promoting these principles Cedarbank (S1-3). An environmental audit is conducted and an action plan is produced. From this a key focus emerges - in 2019-20 the key focus was “looking at health, wellbeing, energy and reducing litter”.

DATA PROTECTION

On occasion, schools will make data available to partners and also academic institutions to carry out research and statistical analysis. In addition, schools will provide our partners with information they need in order to fulfil their official responsibilities.

The collection, transfer, processing and sharing of data is done in accordance with the Data Protection Act.

APPENDIX: WELLBEING CONCERN FORM

Wellbeing Concern Form

**getting
it right**
for every child

BABY'S/CHILD'S/YOUNG PERSON'S DETAILS

Name

Date of birth

PERSON RECORDING DETAILS

Name

Agency / Establishment

AREA OF CONCERN

Please tick relevant boxes on 'Wellbeing Wheel' and use these headings to record the details below.

DESCRIPTION OF CONCERNS

If appropriate include strategies to address the issue and/or any actions taken. Please also summarise any previous concerns.

Signature Date

It does not have to be the recorder that discusses the concern with the parent or carer, but agreement should be reached about who is the most appropriate person within the agency to do this and the parent or carer's views recorded.

Has the concern been shared with the parent/carer? Yes No

What is the parent/carer saying about the concern?

Has the concern been shared with the child/young person? Yes No

What is the child/young person saying about the concern?

ONLY COMPLETE THIS SECTION IF RELEVANT TO AGENCY STRUCTURE

Has the concern been shared with anyone else? Yes No Please specify

Comments/Action:

THIS MUST ALWAYS BE COMPLETED BY NAMED PERSON (or person acting on their behalf)

Action being taken in relation to this Wellbeing Concern?

Continue to monitor Initiate Child Protection Procedures

Carry out Assessment of Need Discuss with Lead Professional (if allocated)

Comments:

Feedback given to the referer

Name Job title Date Yes No

