



Confidence  
Resilience  
Respect  
Independence  
Achievement

# **‘Into Cedarbank’**

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

**Session 2024-25**

**Head Teacher: Mrs C McDonald**



---

# CONTENTS

---

3. Welcome
4. General Information
5. School Address
6. West Lothian Council Mission Statement
7. Our Vision, Values and Aims Statement
8. School Staff
9. School Staff (cont)
10. School Hours and Timetable
11. Emergency Arrangements
12. Home to School Travel
13. Meals
14. School Clothing
15. Assistance with provision of clothing and meals
16. Health & Safety and Excursions
17. Getting It Right For Every Child (GIRFEC)
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. Our Curriculum
27. Our Curriculum (cont)
28. Pupil Council
29. Parent/ Carer Council
30. Pupil Committees
31. Data Protection

**APPENDIX:**

32. Wellbeing Concern Form
33. Visual from Poverty Proofing Statement

---

# 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 the school is organised, the curriculum we offer and the pastoral care we provide for our learners.

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

Throughout your child's time at Cedarbank School, we will explain the courses and experiences we are providing and there will be opportunities to discuss how your child is progressing. 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. Further information can be found on our school website and through our Twitter feed which we aim to update on a daily basis.

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

Mrs Carol McDonald  
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**

1. Parents/Carers who have been informed by West Lothian Council that their child has been granted a place will be contacted by Cedarbank 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.
2. Cedarbank School is situated in the Dedridge 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 Education Placement Group (EPG).
3. Cedarbank is a brand new purpose built building for children with additional support needs. The building has its own PE hall, Rural Skills room, Digital Learning Area, Food Tech and Science classrooms. There are attractive library, music and art areas.
4. Outdoor learning is important to our community and forms part of our curriculum. S3 learners follow the ASDAN Gardening short course. In the Senior Phase they have the opportunity to do SQA Rural Skills or Horticulture. We have been recognised for local and national awards. In August 2021 we were awarded “The Woodland Trust” Green Tree Gold Award and hold RHS Gardening for schools Level 5 Award.

The school provides for up to 110 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.

Cedarbank is inter-denominational. We have active links with James Young 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.

---

# SCHOOL ADDRESS

---

Address: Cedarbank School  
Dedridge Road North  
Livingston  
West Lothian  
EH54 6FW

Telephone: 01506 280420

Email: [wcedarbank-sch@westlothian.org.uk](mailto: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

- Confidence
- Resilience
- Respect
- Independence
- Achievement

and we ask our pupils and staff to demonstrate these actions and values daily.

These direct and inspire us daily at Cedarbank School.

In 2022 we refreshed our Aims.

## Vision, Values and Aims



- In a safe and nurturing environment where each child feels understood and included.
- To experience the highest quality of learning and teaching which ensures individualised support and challenge.
- We will ensure flexible curriculum pathways which enable learners to develop the skills and attributes that they require for their lives, future learning and work.
- Within a thriving learning community who work collaboratively to ensure the highest quality of learning experience for all.

---

# SCHOOL STAFF

---

## Senior Leadership Team



Head Teacher  
Mrs Carol McDonald



Depute Head Teacher  
Mrs Alison Lindsay



Principal Teacher  
Support for Learning  
Mrs Kaitlyn Mendenhall



Acting Principal Teacher  
Mr Craig Henderson

## Teachers

Mr Brown	<i>Social Subjects</i>	Ms Galloway	<i>Art</i>
Mrs Clarke	<i>Modern Languages &amp; RE</i>	Ms Hart	<i>Social Subjects</i>
Ms Cook	<i>Science &amp; Numeracy</i>	Mr Henderson	<i>Social Subjects</i>
Mr Cox	<i>PE</i>	Mrs Keir	<i>English</i>
Mrs Davies	<i>Primary</i>	Mr McDermott	<i>Science &amp; Rural Skills</i>
Mrs Divers	<i>Food Technology</i>		
Mrs Downey	<i>English</i>	Mr Stewart	<i>Maths &amp; Business</i>
Mrs Steele	<i>Maths</i>	Mr Thompson	<i>English</i>
Mrs Ferris	<i>Lifeskills and Admin</i>	Mrs Thomson	<i>Art</i>

Staff also lead Outdoor Learning and personal development classes.

## Administration Staff

Mrs T Curran                  Mrs J Wood

## Pupil Support Staff

Ms L Baker	Mrs D Cort	Ms L McKee	Mrs L Polland
Ms C Geddes	Mrs R Farquhar	Ms J McKinnon	Ms K Radcliffe
Ms A Boniface	Mrs D Henderson	Ms M McRoberts	Mrs T Sinclair
	Mrs G Horsburgh	Ms S Martin	Ms Y Wilson
Ms M Brown	Mrs L Lawson	Ms R Mayne	
Mrs J Clark	Mrs A Love	Mrs L Montgomery	
Mr R Cochrane	Mrs K McAllister	Mrs T Orr	

## Facilities Management Team

Mrs T Reid  
Mr G Avinou  
Mr B Wood

## Kitchen

Ms Tracey O'Conner  
Ms M Kerr  
Ms D Bonner

## 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

Monday to Thursday 8.30am - 3.30pm

Friday 8.30am - 12.15pm



## Cedarbank School Timetable

Monday To Thursday	Reg 8.30 – 8.40	Period 1 8.40 – 9.35	Period 2 9.35 – 10.25	Period 3 10.25 – 11.15	BREAK 11.15 – 11.30	Period 4 11.30 – 12.20	Period 5 12.20 – 1.10	Lunch 1.10 – 1.50	Period 6 1.50 – 2.40	Period 7 2.40 – 3.30
Friday	Reg 8.30 – 8.40	Period 1 8.40 – 9.30	Period 2 9.30 – 10.20	Period 3 10.20 – 11.10	BREAK 11.10 – 11.25	Period 4 11.25 – 12.15				

---

# 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

---

There will be 2 lunch times, 12.20 – 1.00 – for S1 to 3 and 1.10 – 1.50 for Senior Phase pupils.

Pupils choose lunches during Tutor time each day.  
Hot rolls/pizzas provided on a Friday.

School meals are provided from the kitchen of James Young High School. There is no cost for school meals.

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 James Young High School for outdoor education trips.

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

Breakfast options and healthy break time snacks are also provided at no cost.

---

# SCHOOL CLOTHING

---

## School Clothing

Parents/Carers are asked to encourage their son/daughter to wear the school uniform. Parents/Carers can purchase uniform out with school and we have a number of school second hand items.

If a parent chooses school tie and or badge for a blazer, these can be purchased at the school office

Suggested uniforms are shown:



**We encourage pupils to wear black and white items where possible.**

S1-3:

- Black trousers/skirt
- Plain black cardigan/jumper **or** black blazer
- White/black shirt **or** white/black polo shirt
- School tie
- Plain black shoes

S4-6:

- Black trousers/skirt
- Plain black cardigan/jumper
- Black blazer
- White/black shirt
- School tie
- Plain black shoes

All pupils should come to school with a suitable outdoor warm winter coat with hood. We also have some in school. (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.)

---

# 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.

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

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.

Food parcels can also be obtained from the school.

---

# 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 and visits to local shops 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.

Pre Covid we had been able to offer all pupils from Cedarbank a residential activity. This is something we would like to do again. 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.

---

# 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 choose not to attend, or choose not to speak in the meeting, but would like their views known.

Staff use the Wellbeing Concern form (p32) 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.

---

# 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)**

**Mrs Mendenhall and Mr Henderson (Principal Teachers)**

**Mrs McDonald**

Mrs Lindsay is the co-ordinator of “Care Enhanced Children” 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** (p32) 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 it 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” (January 2023) – 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. This form must be returned to the school with the medication to be administered.

Parents/carers must inform the school if there are changes to medications times or dosage.

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.

Parents/carers must:

- Sign all forms/Individual Health Care Plans/personalised Symptom and Action Flowcharts
- Give the first dose of any medication to their child and confirm that no adverse reaction has been observed prior to the medication being administered in school
- Provide the school with a supply of medication in the original packaging/dispensing container including any patient information leaflet and for prescribed medication with the original pharmacy label attached stating the child’s name, name of medication and time/frequency of administration
- Ensure that the school supply of medication is replenished as required; collect out of date medication and ensure that it is disposed of correctly; and
- Collect all medication from the school at the end of the academic year

This includes medication such as painkillers for headaches. Cedarbank staff are unable to give your child medication if you ask them by phone.

---

# 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. 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. Twitter can be accessed on the school website. 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 to the tutor teacher in the morning for safekeeping.

Senior Phase pupils can carry mobile phones in their bags during the school day (if their parent/carer is in agreement). Phones however should be switched off/on silent during class time and should be used in accordance with the annual Digital Responsible Usage Agreement, which is agreed with learners and their parents.

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 at a meeting.

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.

---

# 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 target will be set to replace this.

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

- An “Assessment of Wellbeing” (AoW) meeting may be scheduled if additional support is required.
- An “Assessment of Wellbeing” meeting will be scheduled each session for each Looked After Child.
- If pupils have other agencies supporting their progress, a “Child Planning Meeting” (CPM) will be held and reviewed through the year. All agencies involved will be invited to join these meetings.

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 Teacher 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.

Individual literacy assessments, led by the Principal Teacher Support for Learning, will also take place near the end of S1.

---

# 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 280420.

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 if a return is required, all others will be sent by email. The letters are 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

---

# OUR CURRICULUM

---

Curriculum for Excellence is the name given to the curriculum in Scotland for all children and young people aged 3-18. It is a forward looking, coherent, flexible and enriched curriculum that provides young people with opportunities to engage with the knowledge, skills and attributes they will need to flourish in life, learning and work, now and in the future.

The curriculum includes all of the experiences that are planned for children and young people to support the development of their skills, wherever they are being educated, for example in the family and community, pre-school centre, nursery and school. In a secondary school setting the broad general education (BGE) will provide them with opportunities to become *successful learners, confident individuals, responsible citizens and effective contributors* to life in the 21st century.

The Senior Phase that follows on from the BGE will provide learners with the opportunity to achieve a wide range of qualifications and Lifeskills which will prepare them for the World of Work.

We work closely with our partner agencies to enrich the curriculum, to provide the best possible education for all of our young people. We wish you to feel confident that your child is encouraged and supported to develop their literacy, numeracy, mental health & wellbeing and other skills whilst they attend our school. Programmes of work are tailored to suit pupils learning needs

The curricular areas for the *Broad General Education* are as follows:

- Expressive Arts
- Languages and literacy
- Health and wellbeing
- Mathematics and numeracy
- Religious and Moral Education
- Science
- Social studies
- Technologies

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. We encourage the use of supports such as *IVONA Reader*, *Clicker 8* and *Immersive Reader*. All of these digital supports are installed on all pupil Netbooks.

As with Literacy, Numeracy is promoted across all subjects and activities. Staff embed Numeracy outcomes into their planning. A range of techniques including *Number Talks* and use of real life situations are used to embed learning.

In an increasingly changing world, use of digital technology is so important. Pupils study a range of IT related topics as they develop their digital skills. In fact, we are very proud to have recently achieved our **Level 1 Digital School Award**.

In the **Senior Phase** (*S4, S5 & S6*), our young people focus on gaining their **National Qualifications** alongside the development of their *Skills for Learning, Skills for Life & Skills for Work*.

In addition to their National Qualifications, emphasis is placed on those aspects of the curriculum that will best prepare students for their post school provision. Working within a 16+ Transition Programme, staff work alongside *Skills Development Scotland* (SDS) in order to ensure that each young person's interests and needs are considered as they progress through their senior phase.

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 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.

Our *Senior Phase Curriculum* is designed to widen our student's horizons, strengthen their independence skills and provide training opportunities. Students in S5 & S6 have the opportunity to attend **West Lothian College** as part of the *West Lothian School College Partnership*. Students also have the opportunity to attend mainstream classes if appropriate as part of our newly formed Campus with The James Young High School.

Each academic year, all *Senior Phase* students will be given the opportunity to complete a work-experience placement. 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 may also be offered to individual pupils where appropriate. We have also introduced voluntary work and hospitality to this older group of pupils.

Once a pupil is approaching the school leaving age of 16, they may be eligible for an Education Maintenance Allowance. Parents and carers can contact **Education Customer Services** at: **[EducationCustomerServices@westlothian.gov.uk](mailto: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 regularly with Mr Cox.

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 Mrs Evans.

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

The Parent Council meets regularly and when meetings are in school, childcare is provided.

Dates are shared through Groupcall and our Twitter/X 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

---

Pupils in S3 have a lead role and through the one period of Citizenship on a Friday, they work on using this to support issues in the school.

In addition, a range of pupils serve in the following roles. Pupils have badges to show which committee they are on and to encourage other pupils to ask them about their role.

The roles can change every year and new ones are added if pupils request them.

Roles can include

- Language Ambassadors
- Library Ambassadors
- Sport Ambassadors
- Eco Ambassadors
- Green Gardeners
- Buddies
- “Be Kind” mentors
- Sleep mentors
- “Frogateers”
- Pupil Council (whole school)
- S6 committee
- Art reps
- Developing the Young Workforce (DYW)

We are keen to support and promote the principles of sustainable living and “Fair Trade” in Cedarbank. These principles are taught through subject areas and on themed days/weeks.

---

# DATA PROTECTION

---

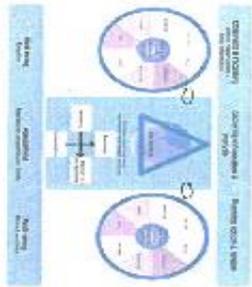
On occasion, schools will make data available to partners and also academic institutions to carry out research and statistical analysis. In addition, schools will provide our partners with information they need in order to fulfil their official responsibilities.

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

# APPENDIX: WELLBEING CONCERN FORM

## ACTION TAKEN BY YOU: Summarize the following 5 questions that record any actions you have taken

1. What is going on in the way of the child's wellbeing?
2. Do I have all the information I need to help this child?
3. What can I do now to help this child?
4. What can my agency do to help this child?
5. What additional help - if any - may be needed from others?



Has the action you been taken by you?

**NAMED PERSON - UPON RECEIPT OF FORM**

Received by:  Date:

Contact details:

Forwarded to named person field name:  Date:

Enter Call number (if known):

Enter SCN number (if known):

Action being taken in relation to the Wellbeing Concern?

Continue to monitor  In site Child Protection Procedures

Carry out assessment of need  Discuss with Lead Professional / a board

Add	Any other action (e.g. sharing with other agency)	By When	By Whom	Date
1. Child's Wellbeing				Person's Name
2. Child's Safety				R.W
3. Child's Health				

Has the action been taken to the following? Yes  No

Getting it right  
MIS (Muir, City of Edinburgh Council, East Lothian Council, Midlothian Council, West Lothian Council)  
Page 2 of 2  
21 Dec 2015

## Edinburgh and Lothian Wellbeing Concern Form

1. What is going on in the way of the child's wellbeing?
2. Do I have all the information I need to help this child?
3. What can I do now to help this child?
4. What can my agency do to help this child?
5. What additional help - if any - may be needed from others?

**BABY/SCHILD'S/ADULT PERSON'S DETAILS**

Name and family name (if different):

Date of birth:

Address (if known):

**PERSON RAISING THE CONCERN**

Name:

Agency:

Contact details:

Date:

**SUMMARY OF CONCERNS**

Exposure to risks or dangers is assessed the area and/or any other means. Please use appropriate tick boxes to indicate.

Please tick the wellbeing indicators that are causing concern on the wheel below.

**VIEWS OF THE FAMILY**

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 here.

How the concern been shared with the parent/carer?

Yes  No

What is the date/time you had the concern?

Has the concern been shared with the child/young person?

Yes  No

What is the child/young person's view about the concern?

Getting it right  
MIS (Muir, City of Edinburgh Council, East Lothian Council, Midlothian Council, West Lothian Council)  
Page 1 of 2  
21 Dec 2015









  
 I wear a black and white uniform so I can feel a part  

 of the school.









  
 I ride in a taxi to and from school.








  
 I can eat breakfast, lunch and snacks at school for free.








  
 My teachers have everything I need to learn.







  
 We go on school trips different places. I do not have to  


 pay to go .







  
 We have fun events in school that are free for everyone.

If I cannot complete my revision work at home, I can do it in school lunch clubs. I will get home learning projects to do with my family.

I have a netbook in school to help me learn!

The school can help me and my family if we need anything like food, clothes or hygiene products.