



# Welcome Booklet for New Families



2025 -2026



## Welcome to Prospect Bank School

We are delighted to welcome you and your child to Prospect Bank. We know starting school or moving to a new school can be an apprehensive time for families and we hope this booklet helps to answers some of the questions you might have. If you have any unanswered questions, please don't hesitate to get in touch.

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YOUR COUNCIL – YOUR FUTURE

## School Session Dates 2025/2026

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Staff resume		Monday	11 August*	2025
Staff only		Tuesday	12 August*	2025
Pupils resume		Wednesday	13 August	2025
Autumn Holiday	Schools closed	Monday	15 September	2025
All resume		Tuesday	16 September	2025
Mid-term	All break	Friday	10 October	2025
Staff resume		Monday	20 October*	2025
Pupils resume		Tuesday	21 October	2025
Term ends		Friday	19 December	2025

Staff resume		Monday	5 January*	2026
Pupils resume		Tuesday	6 January	2026
Mid-term	All break	Friday	13 February	2026
All resume		Monday	23 February	2026
Term ends		Thursday	2 April	2026

The Easter break incorporates the following holidays				
Good Friday	Schools closed	Friday	3 April	2026
Easter Monday	Schools closed	Monday	6 April	2026
Edinburgh Spring Holiday	Schools closed	Monday	20 April	2026

All Resume		Tuesday	21 April	2026
May Holiday		Monday	4 May	2026
Staff only		Tuesday	5 May*	2026
Pupils resume		Wednesday	6 May	2026
Victoria Day	Schools closed	Monday	18 May	2026
All resume		Tuesday	19 May	2026
Term ends		Friday	26 June	2026

\* Five In-Service days for all schools.

The above timetable allows for staff and pupil attendance as follows:

	Pupils	Staff
Term 1	86	89
Term 2	58	59
Term 3	46	47
<b>Total</b>	<b>190</b>	<b>195</b>

# Prospect Bank School

## Propsect Bank Staff Team

We pride ourselves in a team approach and our staff team includes teachers, support staff, admin staff, cleaners, cooks and the janitor. Each class has a staff team but staff from across the school get to know all the children.

The Class Teams	Chestnut Class	Oak Class
	 <b>Chestnut Class</b> Wendy Whyte (Teacher) Susan Larsen NN Sara Monbaron PSW Kirsty Hislop PSW Jo Barry PSW	 <b>Oak Class</b> Rebecca Dowey (Teacher) Lauren Sclater NN Tamara Piatkowska PSW Lisa King PSW Pauline Cole PSO
 <b>Pine Class</b> Maja Gorazdowska (Teacher) Andrea Ponce PSW Sue Gibson PSW Roie Iluz PSW Tanya Fyans PSW	 <b>Beech Class</b> Amy Bogle (Teacher) Kate Parkinson PSW Melissa Reidie PSW Berta Altimira Cebrian	 <b>Rowan Class</b> Kathryn Midwinter (Teacher) Karen Allan NN Nicolaj Erhold PSW Ailie Childs PSW Kamila Jastrzebska PSW Aggie Lewandowska PSW Andrea Genivi PSW
 <b>Willow Class</b> John Ross (Teacher) Michael Coleman PSW Karen Wilkinson PSW Kenneth Wong PSW	 <b>Class Reduction Time Teacher</b> Becca Crowther	<b>Pupil Support Officer</b> Pauline Cole

<b>Head Teacher</b>	Sandra Craig	<b>Deputy Head Teacher</b>	Val Watt
<b>Principal Teacher</b>	Rebecca Dowey	<b>Business Manager</b>	Tyler Norrie
<b>School Administrator</b>	Lauren McPhie	<b>Janitor</b>	Stevie Clyne
<b>Kitchen Staff</b>	Sheila and Monika	<b>School Cleaners</b>	Heather and George
<b>School Bus Driver</b>			

We also have support from a wide range of different professionals, some key partners are

<b>Educational Psychologists</b>	Miranda Eodanable
<b>School Nurse</b>	Ronnie Willetts
<b>Occupational Therapist</b>	Melanie Ross
<b>Speech &amp; Language Therapists</b>	Sarah Clark

## Starting School



Starting school or moving to a new school is both an exciting and nervous time for families. Our transition planning starts in June and during this time we try to find out as much as possible about your child. This helps us to make sure we get the right support in place for your child when they start with us in August.

You should now have a date for your child to start school and their individual induction plan. We stagger our new intake to support all the children to get the additional support they need on their first few days. We aim to get all of our new children in school over the course of the first week and this year we have planned for all of our new children to be in full time

by Monday 18th August. **We do ask families to bring their child to and from school on the first few days.**

If you have applied for home to school transport we find it helpful to make this quickly become part of your child's school routine. During the settling in period we support your child to use school transport as soon as they are able to. We would always try to make sure that the first time a child uses transport is for a journey home. Home to School Transport is organised by the council's transport department. We know transport can be a big step for our families and we support the transport routes with putting strategies and supports in place to help make the journey to and from school an enjoyable experience for your child.

## The School Day

The school day starts at 08.55am. Many of our children may have had a long journey to school and we make sure they have some time to be active and we also have a breakfast for those who would like it.

**Playtimes and Lunchtimes can vary across school depending on different class timetables.** However, most of our classes follow a timetable similar to the one below.

Snack is at 10.30am

Playtime is 10.45am to 11.00am

Lunchtime is 12.30pm

Lunchtime playtime is 12.30pm to 1pm

School day finishes at 3.00pm Mon - Thurs and 12.50pm on Fridays.



Ensuring that we are creating predictability for all our children is really important and is a key part of ensuring all of our children have a successful transition. We use song signifiers, objects of reference, photographs and visuals to help our children to understand the school day. There are so many new things to experience and developing familiar

routines helps our children feel confident in what is happening and what is expected of them. We develop classroom routines for all the different activities we do in school for example; worktime, story time, gym and assembly.



There are many routine parts of the day which our Primary 1 children become familiar with quite quickly. At this stage, the children will be supported to participate in small group activities and will spend short periods of time in 1:1 'work' activities suited to their levels and interests. A work activity may involve sharing a book, sorting toy animals or exploring big and little

objects. There are also many opportunities for the children to learn through play activities such as sand play, water play, construction, dressing up etc.

We start by supporting the children to become familiar and confident with Chestnut class and Chestnut outside areas and then we start introducing other areas of the school such as the gym hall and assembly area.

## Lunches, Milk and Snack



As from August 2023 all children in Special schools are entitled to have free school meals. If your child takes school milk, you are still required to pay for it except for those entitled to free milk and a clothing allowance in respect of their parent's benefit eligibility status. The cost of milk for the school year if you pay is **£41.80**. All payments to school are made through Parent Pay, you will be issued with a letter and log in details when your child has officially enrolled in school. Lunches are prepared in school but some children prefer to bring a packed lunch. We are able

to cater for special dietary requirements and there is a form in your welcome pack of you to share any information about your child's preferences.

The occupational therapists give support at mealtimes and will advise if plate guards or special cutlery are needed.

We have a Breakfast Club in the morning where children can have cereal, toast etc. We eat healthy fruit snacks at break time, as we are working to be a Cost Free School there is no charge for breakfast or snack for families.

## School Uniform



School uniforms can be purchased from your local retailer.

Royal blue jumper, white shirt or polo-shirt, grey/black trousers or skirt.

Some of our children may not be comfortable in uniform so they wear clothing suited to their needs. We also do lots of outdoor learning and messy sensory play. Clothes which are loose, comfortable and easy to put on and remove are ideal.

Having your child's name on all items of clothing is really important and helps to make sure we keep track of your child's belongings. We have a washing machine in school, so we are able to wash clothes if needed. We have spare clothes in school but if you would like to send in some specifically for your child we can keep these in class.



## School Outings

We take children on weekly minibus outings to develop community living skills and to support our Interdisciplinary Learning Topics. At the start of the school year we will ask you to complete a KIC Annual Permission form for trips. The KIC form is

for medical information. This form will cover most trips but we may ask for additional forms to be completed for some specific activities.



## Personal Care

Many of our children are still developing their personal care skills and we support them with being as independent as possible. We have toilets and changing suites available within some classrooms. Our older classes have access to toilets in the central areas. **Please provide nappies and wipes for your child if they use them.** We will text

you when supplies are running short. We require written permission to apply any creams. If you need support with accessing appropriately continence products our school nurse can support you with this.



## Healthcare Plans & Medication

We are able to administer medication in school but only if we have your written consent. The consent forms vary depending on the type and frequency of the medication. Consent forms are available from the school office. If your child has any health care needs we need to ensure they have a health care plan in place. The council's policy on supporting children with healthcare needs and the relevant consent forms can be found [here](#)

<https://www.edinburgh.gov.uk/downloads/download/12836/asl-health-care-planning>

Medication must come in its original box with the prescription label. If there any changes to prescriptions, please let us know so we can update our records.



## Home School Communication



It is helpful to exchange short messages about what the children have been doing at school or home and to pass on important information. Children often like to

share their appropriate news with the rest of their class friends. Currently we use text messaging and whatsapp to communicate with parents. Parents can let us know of any activities they have been doing at home such as a swimming trip, a new toy, a hospital appointment, a bad night's sleep...etc.

We will continue to use email to share letters and information with parents to reduce the amount of paper that gets sent home.



If you would like to speak to one of the Therapy Team that works at Prospect Bank School please contact us using the school number and we will get back to you



Speech & Language Therapy

0131 553 2239



Occupational Therapy



Please could you let school and transport know if your child is going to be off school for any reason. Also please remember to inform transport when they are coming back to school.

## Working in Partnership with Families

Working in partnership with families is very important to us. Every child is unique and working closely with families is key to getting it right for all our children.



We use the following Curriculum approaches to support our children

**Curriculum:** We follow the curriculum for excellence and differentiate to the needs of our learners.

**GIRFEC:** We use GIRFEC to ensure we are planning to meet all the needs of our children and their families.

**Skills for Learning, Life and Work:** We support our children to develop skills for the future.

**SCERTS** framework supports us to meet learners social communication and emotional regulation needs. All children have SCERTS in Action plans.

**Predictability and Desirability:** We use the SCERTS framework to support us to create predictability for our learners and help us focus on creating desirable learning experiences

We have child planning meetings for all of our children where we invite you and all the key people supporting your child to look at key strengths, concerns, supports and make an action plan.

We have parent consultations across the year to keep you updated on your child' progress. We know if can be difficult for families to attend evening events so we have a parents consultation model which gives you the option of a phone consultation, or an evening consultation.

We don't get to see many of our parents on a daily basis so please use text messaging or Whats App to keep in touch, remember you can call or email us anytime.

School Phone Number : [0131 553 2239](tel:01315532239)

School email: [admin@prospectbank.edin.sch.uk](mailto:admin@prospectbank.edin.sch.uk)

Website: <https://prospectbankschool.com>

## Pupil Equity Funding (PEF)

### What is PEF?

Pupil Equity Funding is money that is given to schools by the Scottish Government. PEF is there to support children who experience barriers to learning and who might be falling behind or not getting the same chances in their education because their family is experiencing poverty or other financial difficulties.

### How much PEF do Prospect Bank get?

Next session we will get around **£21.000**

### How have we used our PEF funding so far?

- Supported children to access Yoga
- Music Therapy sessions for individuals and small groups
- Play Therapy for individuals though Withkids.org
- A Money Advisor from Children 1st who was able to support families with income maximisation
- Increase our children's access to swimming and cycling
- Providing a fund which can support families with transport to and from school activities

### How are we planning to use our PEF funding next academic year?

- We are hoping to provide Music Therapy and Play Therapy
- We are also looking to continue to provide a transport fund

# Information about how we manage pupil data at Prospect Bank School

Prospect Bank School has a legal responsibility to deliver an effective educational programme to its pupils. In order to do this, we need to collect personal data about our pupils/children and their families so that we can help them learn and keep them safe. The type of personal data we will collect include:

## **Data about our pupils/children and their families**

This will include the name, address and contact details of the pupil/child and relevant family members. It will also include information about relevant medical conditions, any additional supports which are needed, and their family situation. We need this information to ensure we know our pupils/children and their families, and to ensure we are able to educate them appropriately and keep them safe.

We will also collect personal data relating to personal characteristics, such as ethnic group to enable statistics to be reported. We need this information so the Council can ensure it is delivering education appropriately to all its citizens.

## **Data about children at school**

This will include data about progress, assessments, and exam results. It will also include records of attendance, absence, and any exclusions. We need this information to understand how our pupils/children are progressing, and to assess how we can help them to achieve their best.

## **Data about when and where they go after they leave us**

This will include information about their next setting/school, career paths or intended destinations. We need this information to ensure we support our pupils/children in all their transitions and do all that we can to help their future be a success.

There will be times where we also receive information about them from other organisations, such as a pupils' previous school, the previous local authority where that school or ELC setting was based, NHS Lothian, Police Scotland, Social Work, Additional Support Services, and sometimes other organisations or groups connected to a pupil's education. We use this data similarly to the above: to support our pupils' learning, monitor and report on their progress, provide appropriate pastoral care; and assess the quality of our services.

When we collect and use personal data within school and for the reasons detailed above, we will normally be acting in accordance with our public task. Occasionally we are also required to process personal data because the law requires us to do so, or because it is necessary to protect someone's life.

We will also take photographs in school and display them on our walls, and in newsletters and other communications. We do this in order to celebrate and share what we have done, including individual achievements and successes. We consider this use of images to be part of our public task as it helps us build an effective community which supports learning. We will not, however, publish these photographs on social media or in newspapers without permission. Consent for this use will be sought when a child joins Prospect Bank School and will be kept on record while they are with us. Consent can be withdrawn at any time, please just let us know.

Sometimes we need to share pupil information with other organisations. We are required, by law, to pass certain information about our pupils to the Scottish Government and the Council. This data is for statistical purposes, and will normally be anonymised. It is normally required to enable the Council, and the Government, to understand how education is being delivered and to help them plan for future provision.

If a child moves schools, we have a legal obligation to pass on information to their new school and education authority about their education at Prospect Bank School.

When we record and use personal data, we will only collect and use what we need. We will keep it securely, and it will only be accessed by those that need to. We will not keep personal data for longer than is necessary



and follow the Council's Record Retention Schedule and archival procedures when records are identified to be of historical value and require to be retained in the Edinburgh City Archives.

For more information on how the Council uses personal data, and to know more about your information rights including who to contact if you have a concern, see the City of Edinburgh's Privacy Notice.

### **Sharing personal data to support Wellbeing**

In addition to the above, Prospect Bank School has a legal duty to promote, support and safeguard the wellbeing of children in our care.

#### **Wellbeing concerns can cover a range of issues depending on the needs of the child.**

Staff are trained to identify when children and families can be supported and records are kept when it is thought that a child could benefit from help available in the school/ELC setting, community or another professional. You can expect that we will tell you if we are concerned about your child's wellbeing, and talk to you about what supports might help in the circumstances. Supports are optional and you will not be required to take them up.

If it would be helpful to share information with someone else, we will discuss this with you and seek your consent before we share it so that you know what is happening and why. The only time we will not seek consent to share information with another organisation is if we believe that a child may be at risk of harm. In these situations, we have a duty to protect children, which means we do not need consent. On these occasions, we will normally tell you that information is being shared, with whom, and why – unless we believe that doing so may put the child at risk of harm.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so.