



Welcome Booklet for New Families



2026 - 2027



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 2026/27

Staff resume		Monday	10 August *	2026
Staff only		Tuesday	11 August *	2026
Pupils resume		Wednesday	12 August	2026
Autumn Holiday	Schools closed	Monday	14 September	2026
All resume		Tuesday	15 September	2026
Mid-term	All break	Friday	9 October	2026
Staff resume		Monday	19 October*	2026
Pupils resume		Tuesday	20 October	2026
Term ends		Friday	18 December	2026

Staff resume		Tuesday	5 January*	2027
Pupils resume		Wednesday	6 January	2027
Mid-term	All break	Friday	12 February	2027
All resume		Monday	22 February	2027
Good Friday	Schools closed	Friday	26 March	2027
Easter Monday	Schools closed	Monday	29 March	2027
All resume		Tuesday	30 March	2027
Term ends		Friday	2 April	2027

Edinburgh Spring Holiday	Schools closed	Monday	19 April	2027
All Resume		Tuesday	20 April	2027
May Holiday		Monday	3 May	2027
Staff only		Tuesday	4 May*	2027
Pupils resume		Wednesday	5 May	2027
Victoria Day	Schools closed	Monday	24 May	2027
All resume		Tuesday	25 May	2027
Term ends		Tuesday	29 June	2027

* 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	56	57
Term 3	48	49
Total	190	195



Prospect 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 Reeca Dagg (Teacher) Lauren Sclater NN Andrea Genivi PSW Jo Barry PSW Sara Monbaron PSW	 Oak Class Rebecca Dowey (Teacher) Andrea Ponce PSO Lisa King PSW Sue Gibson PSW Saima Hamid PSW Sara Monbaron PSW	
	 Pine Class Maja Gorazdowska (Teacher) Kirsty Hislop PSW Tanya Fyans PSW Katelyn Block PSW	 Beech Class Amy Bogle (Teacher) Zara Singh PSW Kamila Jastrzebska PSW Aggie Lewandowska PSW Berta Altimira Cebrian PSW Kerry Ross PSW	 Rowan Class Kathryn Midwinter (Teacher) Karen Allan NN Ailie Childs PSW Roisin Clark PSW Kiera Fitzgerald PSW
	 Willow Class Joanna Menzies (Teacher) Tamara Piatkowska PSW Karen Wilkinson PSW Kenneth Wong PSW Melissa Reidie PSW	 Class Reduction Time Teacher John Ross	Pupil Support Officer Pauline Cole

Head Teacher	Sandra Craig	Deputy Head Teacher	Val Watt
Principal Teacher	Rebecca Dowey	Business Manager	Alison Beck / Tyler Norrie
School Administrator	Monika Sosinska	Janitor	Stevie Clyne
Kitchen Staff	Sheila and Stacey	School Cleaners	George and New
School Bus Driver			

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

Educational Psychologists	Miranda Eodanable
School Nurse	Siobhan Ballantyne
Occupational Therapist	Melanie Ross
Speech & Language Therapists	Jenn Currie and Sarah Cunningham



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 17th 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. Some children may also want a snack when they arrive.

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.



Class Routines



There are many routine parts of the day which our children become familiar with quite quickly. 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 / posting objects, reading, writing or numeracy tasks.

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

We start by supporting the children to become familiar and confident with the classrooms and the outside areas and then we start introducing other areas of the school such as the gym hall and assembly area before we consider taking them out of school.



Lunches, Milk and Snack



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 **£45.60**. 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 provide snacks at break time. Parents and carers are encouraged to make a contribution towards the cost of snack via Parent Pay if they are able to do so.

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 can 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 Pauline, our Pupil Support Officer, 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 are 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 email 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 the amount of paper that gets sent home.

Please could you let school and reason. Also please remember to



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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



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's progress. We know it 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, Teams call or an evening consultation.

We don't get to see many of our parents on a daily basis so please use text messaging or email to keep in touch, remember you can call or email us anytime. For any important messages or information that needs to be responded to immediately please call the school office.

School Phone Number : 0131 553 2239

School email: 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 do we use our PEF funding?

Prospect Bank's PEF is used to fund Pauline Cole's role as Pupil Support Officer.



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.

Display and Publication of Images



We use photographs and video to support each pupil's learning experience. We will take photographs to use as part of your child's work, to display on walls, and to share what the school has been up to in other communications, such as newsletters. We do this in order to inform and celebrate our individual and collective achievements and successes. We consider this use of images to be part of our public task as it helps us build an effective community, support learning, and share best practice. Consequently, we do not need to have consent to use images in this way however, if you have any concerns, please contact school.

We also operate a **website** and **social media account(s)**. We have private Facebook page for Prospect Bank Parents to which you are invited to join. We may use photos taken in school to promote the school and to celebrate what we are doing with the wider world. We like to publish images to show what the school has been doing on these sites to make them more interesting to engage with, however we can only do this with your permission. When we publish images of children on the internet, we always take care not to publish names next to photographs – this is to help protect their identity.

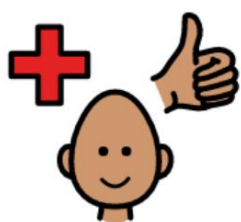
In addition, the school will sometimes be involved in activities which attract **press/media coverage** and/or publicity from other organisations. This may involve your child appearing in publications or on TV. Similarly, it may involve interviews with your child for publication. Pupils may be involved individually or as part of a group and will, where appropriate, be supported by a teacher or other suitable member of staff. You will



generally be advised before these occasions take place, however it is helpful for us to understand whether you would like your child to be involved in such activities.

Young people 12 years old and over have the right to make this decision for themselves, if they have capacity to do so. If your child is over 12 or over and you feel they not have the capacity to make an informed decision, please let us know whether or not you are happy for their image to be published in the above ways by completing the slip below. We will keep your wishes on file while they are a pupil with us. We will not ask you again, but you can change your mind at any time by contacting school.

Promoting Good Attitudes to Health



At Prospect Bank we recognise that learning about being healthy is important. We have a program for Health Education. Please let us know of anything that affects your child that we should be aware

of - e.g. allergies to food colouring, face paints, chocolate, hypo allergenic plasters etc. If your child has any allergies, please let us know in the space below.

As part of teaching good health habits we encourage all children to wash hands and brush teeth and shower when necessary. In this context we use

hypoallergenic toiletries. It is parent's responsibility to check hair for head lice regularly.

In Summer it is important that all children are protected from the sun. We have sun cream in school. If you do not wish us to apply sun cream on your child, please let us know in writing. You are welcome to provide your own lotion and we would also ask that you supply a hat for your child. If we do not have permission, we have to insist that children are covered up on hot days and in some circumstances they may not be able to join in all activities.

