Linlithgow Academy
Handbook information

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Linlithgow Academy - Linlithgow Academy



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West Lothian Council Vision

"A thriving West Lothian"

A thriving West Lothian means vibrant, strong and inclusive communities where people have access to the services they need.

West Lothian Council Values

- Caring and compassionate
- Open, honest and accountable
- Collaborative, inclusive and adaptive in partnership

School Aims

West Lothian's National Improvement Framework is built around the national priorities:

1. Placing the human rights and needs of every child and young person at the centre of education
2. Improving children and young people's health and wellbeing.
3. Closing the attainment gap between the most and least disadvantaged children and young people.
4. Improving skills and sustained, positive school-leaver destinations.
5. Improving achievement, particularly in literacy and numeracy.



Our vision statement "Together We Thrive" means we place an emphasis on collaboration and unity. It indicates we want our young people, our staff, and our parents/carers to work together as a community to create an environment where everyone can flourish academically, socially, and emotionally.

The value of kindness demonstrates our school values empathy, compassion, and respect towards others. It promotes a positive and supportive atmosphere where young people are encouraged to treat each other with understanding and consideration.

The value of curiosity points to a school that fosters a love for learning and encourages our young people to be inquisitive, open-minded, and eager to explore new ideas. We want to cultivate critical thinking skills and a lifelong passion for knowledge.

The value of perseverance signifies our belief in the importance of resilience and determination. Our young people are encouraged to overcome challenges, develop grit, and persist in their pursuit of personal and academic goals.

Finally, the value of fairness highlights the importance of equity and justice within our school. Everyone is treated fairly and equally, regardless of their background, abilities, or circumstances. We believe this value fosters an inclusive and supportive environment where diversity is celebrated.

Our 'Core Purpose' reflects our approach to learning and teaching which can be viewed here: Our Approach to Teaching and Learning

Our 'Core Expectations' also inform our revised positive relationships statement which can be viewed here: Positive Relationships at Linlithgow Academy

By embracing our vision statement "Together We Thrive" and embodying our values of kindness, curiosity, perseverance, and fairness, we are committed to creating a nurturing and inspiring educational environment that prepares our young people to become compassionate, critical thinkers who positively contribute to society.

standards

2.1 Attendance

Regular attendance is essential for young people to make the most of their learning opportunities, build confidence, develop friendships, and achieve their full potential. Every day at school matters, and being in school regularly helps young people stay engaged with their learning and make steady progress.

Parents and carers should notify the school as soon as possible if their young person is absent. The school works closely with families to support good attendance, identify any barriers that may be affecting attendance, and ensure that young people receive the support they need to succeed.

To help keep young people safe and account for all pupils, the school operates a messaging system that notifies parents and carers when a young person is absent and no reason has been provided. This allows the school to follow up unexplained absences promptly and ensure the safety and wellbeing of every young person.

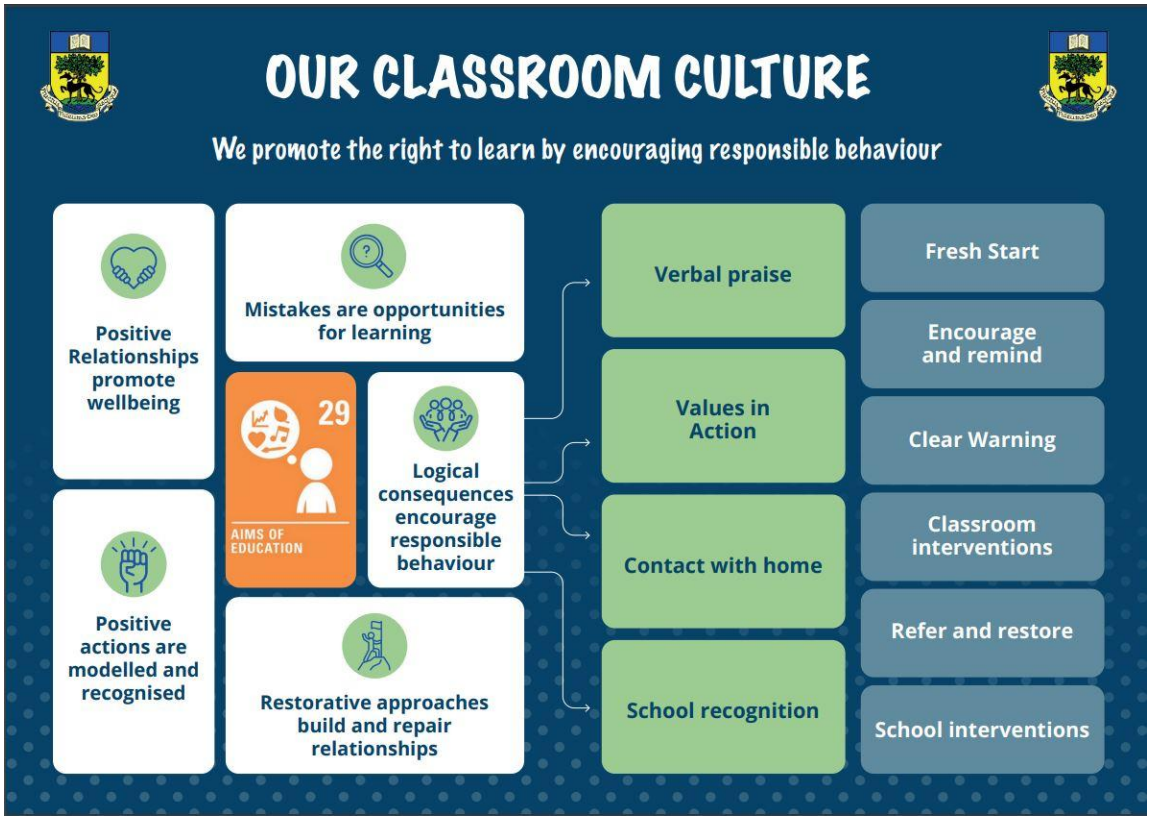
Strong communication between home and school is key to supporting attendance and achievement. We encourage all parents and carers to keep their contact details up to date so that we can stay in touch when needed.
Further information can be found below:
Attendance_and_Engagement_Policy_at_School_Section_1_Policy.pdf
Attendance_and_Engagement_Policy_at_School_Section_2_Operational_Procedures_and_Guidance.pdf

Further information regarding school terms and holidays can be found here:
Schools, Early Learning and Childcare Terms and Holidays - West Lothian Council

2.2 Ethos and Behaviour

Everyone involved in the education of West Lothian's young people are working towards excellence and equity for every learner. West Lothian's Promoting Positive Relationships policy provides vision and guidance for all educational establishments in promoting positive relationships for all children and young people.
https://www.westlothian.gov.uk/article/78934/Education-Support-Services-Policies-and-Procedures

Schools have their own Positive Relationships Policy, created in collaboration with the whole school community. Please find a copy of this policy here: Positive Relationships at Linlithgow Academy - Linlithgow Academy



2.3 School Uniform

West Lothian schools are committed to reducing the Cost of the School Day and ensuring that no young person is disadvantaged because of financial circumstances. School uniform requirements should be affordable, practical and inclusive. Schools should actively promote access to clothing grants, second-hand uniform schemes and other support available within the school community. This approach helps ensure that every young person can participate fully in school life with dignity and without stigma.

Our Uniform policy can be viewed here: [Our S.A.FE School Uniform Policy - Linlithgow Academy]



The Council will not be responsible for loss of or damage to pupils' clothing and personal belongings including mobile phones. Valuable items, including jewellery and unnecessarily expensive articles of clothing, should not be brought to school.

School Clothing Grants are available to parents in receipt of a qualifying benefit. Further information can be found here:
[School Clothing Grants, Free School Meals & Milk - West Lothian Council]

3.1 Equality and Fairness

We believe that all pupils have the right to enjoy opportunities and activities regardless of their background, race, gender or religion. We are committed to promoting equality, fairness and inclusion, ensuring that young person is treated with dignity and respect and has the opportunity to achieve their full potential. This reflects Article 2 of the UNCRC, which states that every young person should enjoy their rights without discrimination of any kind, and Article 29, which promotes the development of every young person's personality, talents and abilities to the fullest extent.
Further information about how we ensure this can be found here:

Anti Bullying - Linlithgow Academy
Equality and Diversity - Linlithgow Academy



3.2 Partnership and Communication with Parents

We are committed to fostering positive, respectful and collaborative relationships with parents and carers. We recognise that parents and carers are key partners in their young person's learning and wellbeing, and we value open communication as an essential part of supporting every young person to achieve their full potential.

We operate an open, responsive and solution-focused approach to addressing questions,

concerns or complaints.

If you have any concerns we encourage you to contact the relevant member of staff, outlined in the communication strategy so that issues can be discussed and resolved as quickly and effectively as possible.

This article here will give you information on who is best to contact: Who is the best person to contact? - Linlithgow Academy

We are committed to keeping parents and carers informed and involved in school life. Regular newsletters, curriculum information events, parent consultations and a range of engagement opportunities are provided throughout the school year to support meaningful communication between home and school.

We actively seek and welcome feedback from young people, parents and carers on the quality of our work and support provided. Your views help us to evaluate our practice, celebrate our strengths and identify areas for improvement. From time to time, we may invite you to complete surveys, evaluation forms or consultation activities to ensure that we are listening to and acting upon the experiences and views of our school community.

School Calendar: School Calendar - Linlithgow Academy

School Newsletters: School Newsletters - Linlithgow Academy

Head Teacher Weekly Update: Weekly Head Teacher Updates - Linlithgow Academy

3.3 Parent Councils

All parents and carers are automatically members of the school's Parent Forum. The Parent Forum may elect a Parent Council to represent the views of parents and carers and work in partnership with the school.

The Parent Council helps to:

- Represent the views of parents and carers.
- Support the school and promote parental involvement.
- Strengthen links between the school, families, and the wider community.

Parent Councils operate under a local constitution and meet regularly throughout the school year. Information about membership, meeting dates and minutes is available through this website page: Parent Council - Linlithgow Academy

Parents and carers are encouraged to get involved and contribute to the work of the Parent Council.

Information regarding West Lothian Parent Forum can be found here: https://www.westlothian.gov.uk/wl-parent-forum

4.1 General – BGE and Senior Phase

In Scottish education, the Broad General Education (BGE) is the first stage of secondary school, covering S1 to S3 (ages 11-14). It forms part of the Curriculum for Excellence and provides learners with a wide and balanced education before they move into the Senior Phase.

The **BGE** is designed to give all young people a broad range of learning experiences across different subjects, helping them to build a strong foundation for future learning. The school encourages pupils to begin thinking about their future pathways early, linking their learning in BGE to later choices in the Senior Phase.

The **Senior Phase** refers to the final stage of secondary school, covering S4 to S6 (ages 15-18). It is a key period where learners begin to specialise and work towards national qualifications.

The Senior Phase allows pupils to plan and progress through their learning in a flexible and personalised way over the three year period. During this phase, learners:

- **Work towards qualifications** such as National 4, National 5, Higher and Advanced Higher
- **Choose courses based on their interests, strengths and future goals**
- **Develop skills for learning, life and work**, preparing them for destinations beyond school
- **Explore a range of pathways**, including college courses, vocational learning and wider achievement opportunities

Education Scotland is currently leading a national Curriculum Improvement Cycle (CIC) to review and refresh Scotland's curriculum. The Curriculum Improvement Cycle is a long-term, planned approach to ensuring that the curriculum remains relevant, ambitious and responsive to the changing needs of young people.

At our school, we will continue to engage with this national work as guidance is developed and shared. We will involve young people, staff and families in discussions about our curriculum, ensuring that learner voice and community views help shape learning experiences. While the national curriculum is being refreshed, our commitment remains the same: providing high-quality, inclusive and engaging learning that enables every young person to achieve their full potential.

More information about Curriculum for Excellence can be found here:
https://education.gov.scot/parentzone/curriculum-in-scotland/

More information about Qualifications can be found here:
Qualifications Scotland | Scotland's Awarding and Accreditation Body | Qualifications Scotland

You can view our approach to learning and teaching here: Our Approach to Teaching and Learning - Linlithgow Academy

Parents and carers will be kept informed about their young person's learning through

curriculum events, tracking reports, parent consultations, school newsletters and regular communication from the school.

Overview of our Progress Reporting System - Linlithgow Academy

Progress Reports and Parents Evenings Confirmed Dates Session 2026.2027 - Linlithgow Academy

4.2 Instrumental Tuition

The Council offers instruction in bagpipes, brass, percussion, strings and woodwind. Linlithgow Academy offers brass, strings, woodwind, guitar and percussion . Schools will tell young people when there is an opportunity to apply for lessons. There is no charge for lessons. You can find out more about the Instrumental Music Service by following this link:
https://www.westlothian.gov.uk/article/32397/Instrumental-Music-Service

4.3 Use of the Internet and the Internet

Digital technology is an important part of learning and teaching. We promote the responsible, safe and respectful use of technology and help young people develop digital literacy skills, digital citizenship and positive online behaviours.

Young people are expected to use digital devices, online services and networks responsibly, in line with school expectations. The use of personal devices, including mobile phones and wearable technology, is managed in accordance with current national, local authority and school guidance.

Further information can be found in our Responsible Use Agreement: Anytime Anywhere Learning/ Bring Your Own Device - Linlithgow Academy

Information on safe use of the Internet is available at: https://www.ceopeducation.co.uk

4.4 Assessment and Reporting

Assessment is an integral part of learning and teaching. Throughout their time at school, young people are assessed to help teachers understand their progress, identify next steps in learning and ensure that appropriate support and challenge are provided.

Assessment takes many forms and may include observations, classroom activities, discussions, written and practical tasks, teacher professional judgement and a range of assessment activities. Young people are encouraged to reflect on their own learning and achievements as part of this process.

Young people in S1 will participate in CAT4 (Cognitive Abilities Tests). The assessment is completed online and consists of four short sections, taking approximately two hours in total, usually spread across a number of sessions. CAT4 is designed to help learners and their

teachers understand how they learn and identify their strengths and potential. The information gathered from these assessments helps inform teaching approaches and supports staff in ensuring that learners' needs are met effectively.

Young people in S3 will participate in the Scottish National Standardised Assessments (SNSA) in literacy and numeracy. These online assessments are designed to support teachers' professional judgement and provide an additional source of information about learners' progress. The results are considered alongside the wide range of evidence gathered through classwork, assessments and ongoing teacher evaluation, contributing to a fuller picture of each young person's progress and attainment.

Young people in the Senior Phase will undertake a range of ongoing assessments as part of their courses throughout the academic session. In many subjects, this includes the completion of assignments, practical activities, performances, portfolios or folios that contribute towards course achievement. Learners may also take part in a more formal assessment diet to prepare them for their Qualifications Scotland examinations.

Information about assessment requirements, key deadlines and examination arrangements is shared regularly with young people, parents and carers throughout the session to ensure everyone is well informed and able to provide appropriate support.

Information about your young person's learning and progress will be shared regularly throughout the school year. This may include parents' evenings, learner conversations, ongoing feedback and reports. Annual reports provide information about achievements, progress and next steps. Parents, carers and young people are encouraged to discuss and comment on the report.

We value strong partnerships between home and school. Parents and carers are welcome to contact the school at any time if they have questions or concerns regarding their young person's learning, progress or wellbeing.

4.5 Support for Learning/Meeting Learner's Needs

We are committed to providing an inclusive learning environment where all young people can achieve their potential. Some learners may require additional support for learning at different stages of their education. Support is planned in partnership with young people, families, school staff and, where appropriate, partner agencies.

Class teachers are responsible for meeting the needs of learners in their classes and work collaboratively with colleagues to identify and provide appropriate support. Our approach is guided by the principles of **Getting it Right for Every Child (GIRFEC)** and the **Additional Support for Learning (Scotland) legislation**.

Further information is available through https://www.westlothian.gov.uk/education, Additional Support Needs in Schools - West Lothian Council and Scottish Government guidance on Additional Support for Learning: https://www.gov.scot/policies/schools/additional-support-for-learning/ .

5.1 Admission Procedures

West Lothian is divided into catchment areas for primary and secondary schools. The catchment areas for all West Lothian Council schools are available online at:
Find a School or Nursery - West Lothian Council

Each school is either denominational (linked to a particular religion) or non-denominational (not linked to any particular religion). All the denominational schools in West Lothian are Roman Catholic. Each home address has a catchment denominational school and a catchment non-denominational school, for both primary and secondary education.

The Pupil Placement section deals with all applications for ELC, and deals with applications for the August primary one (P1) and secondary one (S1) intakes. Schools deal with applications for other stages and for P1 and S1 shortly after the pupils start school.

For further information including, how to make an application or how to contact Pupil Placement please see below:

https://www.westlothian.gov.uk/article/32388/Applying-for-a-place-in-a-West-Lothian-Council-Primary-School

https://www.westlothian.gov.uk/media/2215/Primary-School-Admission/pdf/Primary_School_Policy_and_Procedure.pdf

Early Admission - Policy and Procedure document

Placing in School Appeal Form - West Lothian Council

admission procedures

5.2 Extra-Curricular Activities

Up to date information on our extra-curricular clubs and other wider achievement opportunities is best viewed via our pupil daily notices. Clubs are organised throughout the year and are dependent on staff (and senior pupils) voluntarily wishing to give up time to run these. You can also access information on this from our end of term newsletters which can be viewed here: School Newsletters - Linlithgow Academy

For further information regarding wider opportunities please visit: activewestlothian.com

6.1 Medication in Schools

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing prescribed medication even though the young person's doctor regards the young person as fit to attend school. Others have medical conditions which, without help, could limit their access to education.

Parents hold primary responsibility for their young person's health and should provide schools with information about their young person's medical condition.

For further information and guidance regarding this, please follow these links:
https://www.westlothian.gov.uk/schools-and-nurseries
https://www.westlothian.gov.uk/article/68000/Procedures-for-the-Management-of-Pupils-with-Healthcare-Needs

6.2 Emergency Contacts and Arrangements

It is essential that the school has the name, address and telephone number of an adult to be contacted in case of an accident or your young person feeling ill. Please ensure records are kept up to date by notifying the school of any change of address and telephone number of you're young person's emergency contact. In West Lothian, parents and carers can update their contact details at any time online or via an app through the parentsportal.scot platform. This digital service acts as a direct link between you and your young person's school

Young people will only be sent home early in special circumstances. The school will make every effort to contact you in such situations. Where there is no adult to receive the young person, they will be supervised in school until such time as suitable arrangements are made. In the event of extreme weather conditions you may check the council website for information on any school closures.

All schools have a means of contacting parents and carers via a system called Group Call.

6.3 Meals

At school, we recognise the important role that healthy food and drink play in supporting wellbeing, learning and development. School meals are available each day, offering a variety of balanced options designed to meet national nutritional standards. You can order and pay for school meals in West Lothian using the online system IPayimpact.

Further information on menus, dietary requirements and eligibility for free school meals can be accessed through the links below:

https://www.westlothian.gov.uk/school-meals-menu
School Clothing Grants, Free School Meals & Milk - West Lothian Council

6.4 Security

The school has a security system which allows all doors to be locked electronically once the young people are in school. The locking system is released automatically if the fire alarm goes off. All visitors should report to the school office via the front entrance of the school, sign in and collect a visitor's badge.

The school welcomes parents and carers but asks them to help to ensure the security of the school by reporting to the school office.

6.5 Photography and Video Consent

Schools have a photography and video consent form which is in accordance with data protection and human rights legislation. We use images and videos of young people for a variety of different purposes while they are at school such as to celebrate school life, showcase achievements and to evidence learning. These images are the young person's personal information. We will not use these images without the consent of parents and/or carers or, where appropriate, your young person.
If you have any questions around photography, please contact the school.

6.6 Child Protection Guidelines

Child Protection is everyone's responsibility. All staff working in education establishments have a key role in the support and protection of young people.

All West Lothian schools follow Child Protection guidelines. A copy can be found on – Child Protection - Linlithgow Academy

health & safety and pupil welfare

6.7 Transport

Further information regarding school transport, including the School Transport Policy and how to apply for school transport can be found here: https://www.westlothian.gov.uk/schooltransport

Parents, who choose to send their young person to a school out with their catchment area, will be responsible for any extra travelling expenses incurred.

6.8 Requested Early Release of a young person

There may be occasions when parents or carers wish their young person to be released from school during or before the end of the school day. This may be to attend a dental or medical appointment or for other exceptional reasons. In all cases, a phone call to school office or written request for early release must be submitted and the school must also be satisfied that the person requesting this is authorised to do so. Appropriate arrangements will then be made by the school.

6.9 Data Sharing

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. Further information can be accessed here:
https://www.westlothian.gov.uk/accessing-information

6.10 Feedback, Concerns and Complaints

The first point of contact with the school should remain in line with the communication strategy outlined above. This helps ensure that the key member of staff for your young person can either address your concerns directly or direct you to the most appropriate person for support. We would always hope that any concerns or complaints can be resolved collaboratively between the school and parents/carers in the first instance.

If you remain dissatisfied following this response, information on West Lothian Council's complaints procedure and how to make a complaint can be found at:
West Lothian Council Complaints Procedure

We are committed to providing a child-friendly complaints process. This is a requirement under the United Nations Convention on the Rights of the Child (UNCRC) (Incorporation) (Scotland) Act 2024.Under the Act, public bodies, including schools, must act in ways that are compatible with children's rights. A child-friendly complaints process helps ensure that children and young people can participate meaningfully in decisions that affect their lives and have their voices respected throughout the process.

Further information can be found: Scottish Public Services Ombudsman (SPSO) Child-Friendly Complaints Information

Information is available in Braille, tape, large print and community languages.
Please contact the Interpretation and Translation Service on 0131 242 8181.

هذه المعلومات متوفرة بلغة بريل وعلى شريط وبخط كبير وبلغات الجالية.
الرجاء الإتصال بخدمة الترجمة على الهاتف 0131 242 8181

এই তথ্য আপনি ব্রেইল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রেটেশান অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলিঃ 0131 242 8181

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ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਨੇਤ੍ਰਹੀਨ ਦੇ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਪੀ, ਟੇਪ, ਵੱਡੇ ਪ੍ਰਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆਂ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ। ਕ੍ਰਿਪਾ ਕਰਕੇ ਇੰਟਰਪ੍ਰੈਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸਰਵਿਸ ਨੂੰ ਇਸ ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ : 0131 242 8181

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براہِ مہربانی انٹرپریٹنگ اینڈ ٹرانسلیٹنگ سروس سے ٹیلیفون نمبر 0131 242 8181 پر رابطہ قائم کریں۔