St Mungo's RC High School



School Handbook 2026-2027

LET CHRIST SHINE THROUGH YOU

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Foreward from the Director of Children's Services

Session 2025-2026

This handbook contains a range of information which we hope will be of interest to you and your child. It offers an insight into the life and ethos of the school, along with advice and assistance to support and engage you in your child's education.

Falkirk Council is committed to partnering with parents to enhance involvement in their children's education and the broader school community. One of the most effective ways to engage is by joining the school's Parent Council. Parent Councils are independent bodies that collaborate with schools to improve education and foster strong home-school partnerships. By joining a Parent Council, you can voice your ideas, contribute to key decisions, and ensure parents' perspectives shape the school's priorities and activities, ultimately enriching the educational experience for all young people.

Throughout the school year, there will be opportunities to discuss your child's progress with their teacher(s) and through the 'Progress' reporting system/app. To stay updated on school activities and news, follow your school's social media accounts, as well as central accounts like @CSCommsFalkirk, @ConnectedFalk, and @falkirkcouncil, where we share important information and success stories.

We are fortunate that the Council supports our 'Connected Falkirk' programme, ensuring that all young people from P6 to S6 have their own personal learning device. This allows them to access their learning resources anytime and review the feedback provided by their teachers.

Not all young people in the country have their own personal device, so we encourage you to ask your child to show you what they are learning. It is a great way to see how they are progressing and provides a flavour of the work being undertaken.

I took up the post of Director of Education in May 2024 and ensured that during my first few weeks I visited every establishment in our Council area, meeting with staff and young people, and witnessing the excellent work carried out by our dedicated and committed teams. Falkirk is proud of the positive destinations our school leavers achieve and the high levels of attainment across our schools. This success is a testament to the hard work of our young people, the quality of classroom experiences, and the support from teachers and families. I look forward to seeing more of that in the months and years that lie ahead.

I trust that this handbook will provide you with all the relevant information you may need concerning your child's school. If you have any queries regarding the contents of the handbook, please contact the Head Teacher of your child's school, who will be happy to offer any clarification required.

Jon Reid
Director of Children's Services
Falkirk Council

Welcome from the Head Teacher



Dear Parent / Carer,

I am delighted and proud to introduce the St. Mungo's High School handbook which I hope will provide you with an insight into the life of our vibrant, diverse and inclusive school community, and give you confidence in the excellent education, opportunities and support your young person will experience during their time at St. Mungo's High School.

As a community of love and hope we recognise the wide-ranging talent, interests and abilities of our young people, and St. Mungo's High School prides itself on the high expectations and aspirations we have for our young people to develop to their full potential, firmly underpinned by our values.

As a Catholic school our ethos is firmly based on the gospel and our values. We are committed to the education of the whole person: spiritual. Intellectual, social, moral and physical. This session we have consulted widely with our young people, staff, parents/carers and partners to review our vision and values. This was led by our Caritas and Columba 1400 pupils and we are incredibly proud of the work they carried out.

Our new St. Mungo's values are **SHINE**:

- **S**uccess
- **H**ope
- **I**ntegrity
- **N**urture
- **E**quality

This echoes our mission **“Let Christ Shine Through You”** which is emblazoned on the badge of every blazer across the heart of every young person in our school community.

Please do not hesitate to contact us if you require any further information.

Your faithfully

Dr. Patricia Holland
Head Teacher
St Mungo’s RC High School

Standards & Qualities Report

Our annual Standards and Qualities Report details our School Improvement progress and this can be found alongside our School Improvement Plan on our website.

Falkirk Council policies can be accessed through the Falkirk Council website also.

http://www.stmungoshighschool.co.uk

http://www.falkirk.gov.uk/services/schools-education/

About St Mungo's RC High School



St Mungo's High School is a six year Roman Catholic comprehensive school based in Falkirk. We cover the entire Falkirk area from Bo'ness to Bonnybridge.

We have a dedicated team of staff who teach in what we believe are one the finest educational facilities in Scotland. Together we work to achieve our school mission statement providing the highest quality education while nurturing the faith of all our pupils and with love and compassion permeating all that we do.

We value those who learn and work here and we aim to promote a strong sense of community within and beyond the school.

We have highly committed staff who will get to know your child as an individual, and ensure that they progress academically, spiritually, personally and socially. We have strong bonds with our pupils and with our parents and we firmly believe that by working together, and supporting one another, we can secure the best future for all of our pupils.



Contact Information

St Mungo's RC High School
Merchiston Avenue
Falkirk
FK2 7JT
Tel: 01324 614614
E-mail: stmungoshighschool@education.falkirk.sch.uk

Website: http://www.stmungoshighschool.co.uk

Head Teacher: Dr Patricia Holland

Chair of the Parent Council: Caroline Gourlay

PTA Bluesky: @stmungospta.bsky.social

PTA Email: stmungospta@outlook.com

There is accommodation for 1400 pupils and, at the beginning of session 2024-25 the school roll was 1216.

Contact with the School

Parents/Carers may require to contact the school about a child's absence. This can be done by telephone 01324 614614 or email, stmungoshighschool@education.falkirk.sch.uk.

It is normal practice for the school to contact parents/ carers by Groupcall text on the first day of absence to obtain an explanation of absence. If an absence is unexplained after three days, the school will send out a standard enquiry email.

Our associated Cluster Primary Schools are:

- Sacred Heart Primary School, Grangemouth
- St Andrew's Primary School, Falkirk
- St Bernadette's Primary School, Larbert
- St Francis Xaviers' Primary School, Falkirk
- St Joseph's Primary School, Bonnybridge
- St Mary's Primary School, Bo'ness



Follow Us On Social Media

We are incredibly proud of the achievements of the young people from our St Mungo's community. We take every opportunity to share these successes with you via Bluesky, Instagram, Newsletters and displays. Parents are regularly contacted by email so please ensure we have an up-to-date email address for you on our system. We do also contact parents using our groupcall emails and text messages so please ensure we have a correct mobile number and email address. We also communicate with parents through tracking reports, Progress evenings and parent/carer seminars.

stmungoshs.bsky.social **stmungoshighschool**





Our shared Vision and Values

St Mungo's is

An inclusive and welcoming community of **Faith**, **Learning** and **Service** committed to the **Gospel** and **L**iving **O**ur **V**alues **E**veryday **(L.O.V.E)**

Let Christ

SUCCESS

HOPE

INTEGRITY

NURTURE

EQUALITY

Through You



Created by our Caritas & Columba 1400 Pupils



Charter for Catholic Schools in Scotland

SCOTTISH CATHOLIC EDUCATION SERVICE













The mission of the Catholic school is to develop as a community of faith and learning, providing the highest quality of education, and offering formation through the promotion of Gospel values, through celebration and worship, and through service to the common good.

All Catholic schools in Scotland, in honouring Jesus Christ as the Way, the Truth and the Life, will feature the following characteristics:

- a commitment to the integrated education and formation of the whole person, in close partnership with parents as the first educators of their children;
- an inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God;
- a commitment to the search for wisdom in life and to the pursuit of excellence, through the development of each person's unique God-given talents;
- a commitment to the spiritual formation of the school community, through the shared experience of prayer and liturgy, and in partnership with local parishes;
- the provision of religious education programmes which will enable young people to develop their understanding of Gospel values and of how to apply them to life;
- a commitment to uphold the moral teaching, faith tradition and sacramental life of the Catholic Church;
- a commitment to communicate Catholic social teaching and thereby to promote social justice and opportunity for all;
- a commitment to ecumenical action and the unity of Christians;
- the promotion of respect for different beliefs and cultures and for inter-faith dialogue;
- a commitment to support the continuing professional and spiritual development of staff.

All staff appointed to a Catholic school are expected to support and promote the aims, mission, values and ethos of the school, as illustrated in this Charter.

For more information, contact SCES. Tel: 0141 556 4727, email: mail@sces.uk.com or visit www.sces.uk.com

The School Day

St Mungo's School Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Period 1	09:00 - 9:50	09:00 - 09:50	09:00 - 09:50	09:00 - 09:50	09:00 - 09:50
Period 2	09:50 - 10:40	09:50 - 10:40	09:50 - 10:40	09:50 - 10:40	09:50 - 10:40
Interval	10:40-10:55	10:40-10:55	10:40-10:55	10:40-10:55	10:40-10:55
Period 3	10:55 - 11:45	10:55 - 11:45	10:55 - 11:45	10:55 - 11:45	10:55 - 11:45
Period 4	11:45 - 12:35	11:45 - 12:35	11:45 - 12:35	11:45 - 12:35	11:45 - 12:35
Lunch	12:35-13:15	12:35-13:15	12:35-13:15	12:35-13:15	12:35-13:15
Period 5	13:15 - 14:05	13:15 - 14:05	13:15 - 14:05	13:15 - 14:05	13:15 - 14:05
Period 6	14:05 - 14:55	14:05 - 14:55	14:05 - 14:55	14:05 - 14:55	14:05 - 14:55
Period 7		14:55 - 15:45		14:55 - 15:45	
Please note: only Tuesdays and Thursdays have a period 7					

ABSENCE

On the morning of an absence a groupcall text will be sent to parents/carers to alert them that their child is not in school. Parents must respond to the text, email a note of explanation or telephone whenever a pupil is absent, even for one day. This practice keeps us in contact with parents/carers and enables us to deal with any possible incidents of truancy.

If a child is likely to be absent for several days, parents should notify the school, otherwise contact may be made via our Pastoral Staff. Our Pastoral Staff will monitor any attendance concerns and follow the attendance policy within our school.

Lateness

School starts at 9.00am. If pupils arrive late, they must enter their names in the “Late Book”, kept at reception and monitored by the School Leadership Team.

Cases of persistent late-coming will be drawn to the attention of parents/carers and are monitored by Pastoral Staff.

General Supervision

Before school begins supervision is very limited, therefore pupils should arrive at the correct entrance as near to the school start time as possible. During intervals staff supervise the children. In addition, the Headteacher and Janitor are on call to cope with any difficulties which may arise. There is always access to the building and the children are made aware of this.

For further information on these arrangements, please contact the school.

Pastoral Support

In school we have a variety of supports available that pupils and their families can access. First and foremost we have our excellent Pastoral and Pupil Support Team.

Your child's Pastoral or Key teacher should be your first contact. There are many ways both yourself and your child can contact our pastoral or pupils’ support team. Pastoral Support is organised into a vertical system which ensures that each young person will be under the care of the same pastoral house team throughout their school career. Moreover, each member of a family will normally have the same specialist pastoral team. This will make contact with the school much easier for parents/carers and parents/carers can be assured that their house team will have the responsibility of caring for the curricular, personal and vocational guidance of every

young member of the family attending St Mungo's High School. There are 6 Houses in the school.

St Mungo's High School House Structure

Headteacher

- Dr Holland



Pupil Support & Pastoral

- Depute: Mr Toal
- Faculty Head: Mrs Bell



Andrew House

- Head of House: Mr McKay
- Faculty Head: Mrs Brophy, Mrs McMullan
- Pastoral Team: S1-6 Mrs Downie
- Key Teacher: Miss McKelvie

Columba House

- Head of House: Mr Brown
- Faculty Heads: Mr Miller
- Pastoral Team: S1- S2 Mrs Doran & S3-S6 Miss McKelvie
- Key Teacher: Miss McKelvie

Kentigern House

- Head of House: Mr McKay
- Faculty Head: Miss Park
- Pastoral Team S1 - S4 Ms McPeake & S5 - S6 Mrs Doran
- Key Teacher: Mrs Law

Margaret House

- Head of House: Miss Marshall
- Faculty Heads: Mrs Muir
- Pastoral Team: S1- 6 Ms Cleghorn
- Key Teacher: Mrs Borg-Grech

Ninian House

- Head of House: Miss Marshall
- Faculty Head: Miss Flanigan, Mrs Mills
- Pastoral Team: S1 - S5 Mrs Cleland & S6 Mrs Doran
- Key Teacher: Mrs Bell

Ogilvie House

- Head of House: Mr Brown
- Faculty Head: Miss Macfarlane
- Pastoral Team: S1 - S6 Miss Cairns
- Key Teacher: Mrs McCranor

SUCCESS **H**OPE **I**NTEGRITY **N**URTURE **E**QUALITY

Pastoral Support

Communications regarding your child's curricular and personal progress which will include issues regarding your child's performance in class and homework, as well as their effort, attitude and behaviour should be referred to your child's Pastoral House Head.

Please note that brothers and sisters will normally be in the same **house** and so have the same **house team** working with them.

Pupils can get in touch with their pastoral teacher by scanning a QR code that will open up a form that they can select who they wish to speak to from the Pastoral team. Each pupil is also in a PSE team through which they can email their teacher. They can also visit the Pastoral base to talk to their teacher.

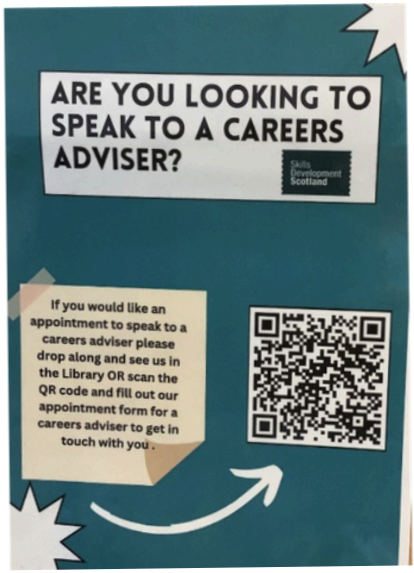


Other School Support

As well as our Pastoral team we have several other in school supports:

- Community Learning & Development (Ankale Denovan)
- Family and adult counselling sessions
- Lay Minister (Mr Andrew King)
- Mental Health Pupil Ambassadors
- MVP Pupil Ambassadors
- Pupil Captaincy Team
- School Based Officer (PC Balman)
- School Chaplain (Father Peter Shankland)
- Skills Development Scotland Careers Advisors

MVP Scotland
Mentors in Violence Prevention
Challenging Gender Based Violence, Everyone's Responsibility



Pupil Support

Primary to Secondary Transition

Children visit their secondary school in preparation for the move from Primary 7 to First Year. Each cluster of schools (i.e., the secondary school and its associated primary schools) makes its own transition arrangements. Generally, there is a programme of classroom-based activities for pupils relating to their secondary subjects. Sporting and social activities may also be planned. Pupils, therefore, become familiar with their new school, their new teachers and their new classmates.

Secondary teachers of PE and Music regularly visit primary schools to support the teaching of these subjects. We also have several information evenings and visits for parents/carers of Primary 7 children where they gain information about uniform, lunchtime arrangements, school clubs, etc.

St Mungo's Transition

St Mungo's High School has an exciting and comprehensive transition program covering curricular pastoral and faith formation as young people transition from cluster primary schools to St Mungo's High School. Pupil Support staff will visit our cluster primary schools from P6 to work with pupils and staff as part of our Primary Transition Programme. This allows staff to identify and discuss additional support needs and to ensure the correct support is in place. P7 pupils will spend a few transition days visiting their classes and taking part in school activities such as extra-curricular opportunities, teambuilding, meeting their pastoral teacher and sporting events. A transition timeline is in place from September to June culminating in a two day visit in the summer term where young people follow their timetable. 'Spring in to St Mungo's' is an Enhanced Transition support programme available to

identified pupils in the spring term and also as part of a summer programme. Pupils are also prepared to leave school to move onto a positive destination at further/higher education, training or employment. Pupils are engaged in planning and discussion with their Pastoral Head and Head of House on curriculum choices and career planning. Pupils will have access to support from Skills Development Scotland throughout their time at school or from local SDS offices.

Pupils with Additional Support Needs

Secondary school Pastoral staff and Support for Learning teachers make visits to the Primary 6/7 classes to get to know the children and their needs, including any Additional Support for Learning Needs. Visits by Support for Learning staff sometimes take place as early as Primary
6 to help with additional arrangements for those children for whom the move to secondary school may present particular challenges. For further advice please contact our Depute Head Teacher for Pastoral/Pupil Support.

Move to the denominational secondary school

Children who are baptised Catholic

With the exception of some pupils at St Patrick's PS, pupils who are in Primary 7 in denominational primary schools (Sacred Heart PS, St Andrew's PS, St Mary's PS, St Francis Xavier's PS and St Joseph's PS) move to St Mungo's HS.

Pupils in Primary 7 at St Patrick's PS and who live in Banknock or Dennyloanhead are generally expected to attend St Mungo's HS while those living in Denny are expected to attend St Modan's HS in Stirling. Parents who are uncertain as to which of the two secondary schools their child will attend should contact St Patrick's PS.

Alternatively, they can consult Falkirk Council's website at:

https://streets.falkirk.gov.uk/

You can insert your home postcode to identify the catchment school.

Children who are non-Catholic

Parents of non-RC baptised pupils who were enrolled through a Placing Request at a denominational primary school must submit a further Placing Request if they wish them to transfer to St Mungo's High School. These pupils are, otherwise, automatically entitled to transfer to their catchment non-denomination secondary school.

Moving between denominational and non-denominational schools

Parents who intend to send their children to St Mungo's HS from a non-denominational primary school or from a Catholic primary school to their catchment non-denominational high school should make known their intentions both to the primary school and the secondary school as soon as possible. This enables the necessary transfer arrangements to be made if a placing request is approved by the Local Authority.

Placing Requests

As a parent, you have the right to make a Placing Request for your child(ren) to be educated in a school other than the local school. Applications for Primary 1 and Secondary 1 Placing Requests to commence school in August will only be accepted following the publication of an advert in the local press inviting applications in early December.

Every effort will be made to try to meet parental wishes, but you should note that it is not always possible to grant every Placing Request. You should also note that a successful Placing Request for one child does not guarantee a successful one for another child in the same family. A parent could, therefore, end up with children attending different schools.

Primary 1 children must also be enrolled at the catchment area school on the appropriate Enrolment Form whilst awaiting the outcome of their Placing Request Application. If the Placing Request is granted, the child's enrolment at the catchment school will automatically be withdrawn by Children's Services.

Placing Requests can only be approved when there are sufficient places remaining in the class after all catchment area children have enrolled and if staffing and accommodation at the school are able to meet the numbers of Placing Requests at that school. Children's Services will also reserve places in a class for catchment pupils they expect to move into the area during the school year.

If more Placing Requests are made for admission to a particular school than places available, these Requests will be prioritised according to Falkirk Council's Admissions Policy and requests accepted and refused accordingly.

Online placing request applications can be made via the Council's website

https://www.falkirk.gov.uk/schools/school-places-and-admissions/placing-requests

Placing request for Primary 1 and Secondary 1, commencing in the next school session, should be made by the 15th March each year. Reponses will be issued no later than 30th April.

Your Placing Request will be considered against a set of criteria which is set out in the Council's priorities for admission.

Any Placing Requests received after the 15th March for Primary 1 and Secondary 1 will not be considered in the first round of Placing Requests. Parents/Carers will be notified of the outcome of their request within 8 weeks of receipt.

Promoting Positive Relationships

A partnership between the school and family is necessary to ensure the best possible standards of pupil conduct. A strong sense of community and positive relationships among staff, pupils and parents are fundamental to a positive school ethos. Early involvement of parents in support of the school is a major means of developing positive relationships.

We have high expectations and aspirations for our young people. We set out clear expectations. By recognising and rewarding positive choices, achievement and attitudes, and seeking to address and understand choices that do not meet our expectations, we promote good behavior and enable a more respectful, better and safer learning environment for our pupils.

Setting our expectations

We provide a clear set of expectations which help to define our school ethos and which focus on working together to be 'Ready, Respectful, Safe'.



Ready

- Wearing our school uniform.
- Attending all classes and being on time.
- Having our resources (or borrowing if not).
- Having a positive attitude to try our best at all times.
- Using the toilet at break times (when possible).

Respectful

- Showing kindness and love in all our interactions.
- Listening carefully and speaking respectfully with everyone in our school community.
- Keeping our school litter free.
- Having pride in our school environment and community.

Safe

- Keeping ourselves and others safe.
- Following the one way systems in corridors/stairwells.
- Being in the correct area at all times (in class and social times).
- Making good choices and being a positive role model.
- Keeping our mobile phone usage to social times only.



St Mungo's High School



PROMOTING POSITIVE RELATIONSHIPS:
ANTI-BULLYING POLICY
CREATED JUNE 2021

In Scotland we have a vision that:

every child and young person will grow up free from bullying and will develop respectful, responsible and confident relationships with other children, young people and adults;

Respect for All: national approach to Anti-Bullying, Scottish Government

Rationale

St. Mungo's is a school where we welcome, love, respect and encourage every child to live the good life of the Gospel. Our aim is that every member of our school community is able to learn in an environment where they feel safe, respected and loved (see our Anti-Bullying Pledge in Appendix 1).

We aim to promote an ethos which is supportive and inclusive of all faiths and ethnicities and where bullying is not acceptable. We aim to have in place well communicated and clearly understood procedures for responding to all allegations of bullying.

In creating this policy, we have embedded the United Nations Rights of the Child (UNCRC), the National "Getting it Right for Every Child" (GIRFEC) framework and the principles produced by the Tackling Bullying in Scottish Schools as well as local policies promoting relationships in Falkirk's educational establishments.

As a school we are committed to the Children and Young People Act and The Equality Act. We aim to ensure inclusion for all our young people while promoting resilience and restorative approaches.

We are in the process of working towards the Gold Rights Respecting School Award. This policy covers the following articles of the UNCRC:

Article 2 - You have the right to protection against discrimination.

Article 19 - You have the right to be protected from being hurt or badly treated.

Article 29 - You have the right to an education which develops your personality and your respect for other's rights and the environment.

This procedure has been revised and updated in consultation with staff, parent and pupil groups, including our Pupil Council, Parent Council and wider School Community. We have also consulted and linked with external partners at Respect Me, Education Scotland, Show Racism the Red Card and Tackling Bullying in Scottish Schools.

We have also created a Pupil Friendly Version of this policy and a visual interpretation.

Expectations of Our School Community

Bullying behaviour or attempts should never be ignored and it is only through challenging these types of behaviours through a restorative approach that a positive ethos, culture and relationships be achieved and maintained.

Pupils have a role to play in saying no to bullying by:

- Not being a bystander
- Reporting all incidents of bullying and suspected incidents to a member of staff
- Use the QR code to safely and privately report any incidents (Appendix 2)

- Contact an external organisation for advice and support if out with school e.g., Child line
- Supporting each other and seeking help to ensure that everyone feels safe, and nobody feels excluded or afraid in school.
- Be responsible digital citizens in school and beyond.

Staff within our school community will:

- Treat all allegations of bullying seriously.
- Report all incidents to the relevant Pastoral Staff or Year Head for investigation
- Use de-escalation and restorative approaches ensuring that everyone involved in the behaviour is treated fairly and consistently
- Monitor and report annually on incidents of bullying

Parents/ Carers can help by:

- Supporting our anti-bullying policy and procedures including any consequences or supports which are decided by the school.
- Encouraging their children to be positive members of their school communities, face to face and online.
- Discussing with their child's Pastoral teacher any concerns that their child may be experiencing.
- Helping to establish an anti-bullying culture outside of school.

Methods of Reporting

Pupils are encouraged to report any incidents of bullying to their Pastoral Teacher. Following consultation with the pupils a more discreet method of reporting was provided using a QR code. This code allows pupils a direct method to report any bullying (see Appendix 2).

If a parent would like to report any incident of bullying, they should contact their child's Pastoral Teacher. Email addresses are available for each Pastoral Teacher on our school website or parents can phone the school office (01324 614614).

Procedures

When an allegation of bullying is made a consistent and fair process is undertaken:

- All staff should listen, ascertain facts and treat the incident seriously. They should ask what has happened, who was involved, where and when
- Staff should ensure that all parties involved are safe and that a pupil knows they have done the right thing in reporting. They should also be informed of next steps and how to access further support



School staff should inform the relevant Pastoral Teacher or Year Head via the referral system



The Pastoral Teacher or Year Head will investigate and decide the next appropriate action by:

- Interviewing pupils and/ or staff who may have witnessed the behaviour
- Speaking to the young people involved and taking into consideration what they want to happen next.
- Taking on board the views of the child or young person who has experienced bullying when deciding whether to inform their parents/carers.
- Putting in place appropriate consequences for those involved in carrying out the bullying e.g., Alternative to Exclusion integrating work with Police Scotland.
- Organising Pastoral support for all pupils involved in bullying behaviour and make sure they are aware of next steps
- Organising and facilitating a restorative meeting if appropriate and agreed
- Monitoring the situation - checking in with all pupils involved
- Referring for further support if required e.g., counselling, Education Psychology



All bullying incidents and actions taken should be recorded on Progress and any confirmed/alleged cases passed to Depute Pupil and Pastoral Support and reported on SEEMIS as part of the Scottish Government Update on bullying. Any appeal on the outcome would be made in writing to the Head Teacher.

Curriculum for Excellence

Bringing learning to life and life to learning

Curriculum for Excellence aims to raise standards for all pupils 3-18. The goal is to prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world.



More information is available at: https://scotlandscurriculum.scot/

Glow, Scotland's unique, world leading, online network, supports learners and teachers, and all pupils across the country have access to Glow. Pupils will access Glow from S1-6 and a username and password will be issued. Teachers and pupils use Microsoft OneNote/Teams through GLOW. We work closely with Connected Falkirk, and other partners, to use digital technology to enhance learning and teaching using our 1:1 devices (iPads). This makes our learning and lessons more engaging, accessible and inclusive.

Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring each transition is smooth. They'll ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of knowledge and skills. Every child is entitled to a broad general education, whatever their level and ability. Every single teacher will be responsible for the development of **literacy**,

numeracy and health and wellbeing from Early Level through to Senior Phase.

Curriculum for Excellence develops **skills for learning, life and work,** bringing real life into the classroom, making learning relevant and helping young people apply lessons to their life beyond the classroom. We are using our Skills Framework to support pupils to make connections in their learning.





SKILLS ACROSS LEARNING

St Mungo's High School

** Metaskills terminology referred to in red (if not in our original Skills Framework)

Teamwork



** Collaboration

Digital & I.T.



Communication



Leadership



Learn & Adapt



** Adapting

Enterprise



** Initiative
** Curiosity
** Creativity

Numeracy



Self Management



** Focussed
** Feeling
** Integrity

Problem Solving



** Critical Thinking
** Sense Making

SKILLS FOR:
LEARNING,
LIFE
&
WORK

Scroll down the next 2 pages for a brief description of each skill

DYW | ST. MUNGO'S HIGH SCHOOL DEVELOPING THE YOUNG WORKFORCE

Ultimately, Curriculum for Excellence aims to improve our children's life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens, building on Scotland's reputation for great education.

Learning to Achieve is our core educational policy. It describes in detail how Curriculum for Excellence will be delivered in our educational establishments. We use **Learning to Achieve** along with the national guidance to monitor, develop and improve outcomes for children and young people.





Curriculum for Excellence - Learning to Achieve

Learning Entitlements

In addition to the entitlements of Curriculum for Excellence our education provisions will reflect local needs and circumstances. Therefore, at different stages of their education, our learners will have opportunities to:

- Link aspects of their learning to the local environment and its heritage
- Participate on a residential experience where possible
- Participate in arts, sports and cultural events
- Participate in environmental projects
- Participate in a community project
- Participate in outdoor learning experiences
- Access appropriate technology
- Be consulted on and contribute to the decision-making process in school
- Experience work-based learning
- Develop collaborative, social, leadership and other life skills
- Access academic and vocational learning experiences
- Access learning experiences designed and / or delivered by relevant partners
- Reflect upon and be pro-active in planning and making choices about their own learning
- Engage with learners in other countries and demonstrate knowledge of their culture.
- Understand what it means to protect our planet and live life sustainably.

How can you help?

By law, you must make sure your child receives an education. As a parent, you can help your child by:

- making sure your child goes to school regularly;
- encouraging and supporting your child with any homework given;
- showing that you are interested in how your child is getting on at school;
- encouraging your child to respect the school and the whole school community; and
- being involved in the life and work of the school.

Throughout this handbook the term 'parent' has the meaning attributed in the Standards in Scotland's Schools Act 2000 and the Scottish Schools (Parental Involvement) Act 2006. This includes grandparents, carer or anyone else who has parental responsibility for the child.

Our Curriculum

As a Catholic school we seek to promote sound Christian values. We do this through a programme of Religious Education, through assemblies, liturgical experiences and by providing opportunities for pupils to attend Mass.

Through our Personal and Social Education (PSE) programme we seek to help our pupils cope with the conflicts and challenges they will meet in the wider world. We give instruction within the context of the Catholic Church's Teaching through the Call to Love programme.

Interdisciplinary Learning (IDL)

Our S1 pupils will be working on YPI (Young Philanthropy Initiative) Project, where they will use their skills to explore local social issues, local charities which support these issues and will culminate in a presentation to try and secure £3000 funding for their chosen charity.

IDL is integrated into learning experiences within our BGE curriculum.

Range of Curricular Provision

We take pride in our provision of a curriculum that is both wide-ranging and balanced. In our S2 course choice we meet the following areas:

- Languages
- Mathematics
- Sciences
- Social Studies
- Technologies
- Expressive Arts
- Health and Wellbeing
- Religious and Moral Education

In S3, students select seven subjects in addition to English, Maths and core subjects. This should include one subject from each of Science, Social Studies, Technologies, Expressive Arts and Health & Wellbeing. Students normally continue these subjects in to S4 for national qualifications.

Language Provision

All pupils in S1 study French and Spanish and may experience Mandarin in S2. In S2, they choose the language they wish to continue with until the end of their Broad General Education. Courses in National 4 and National 5 in French and Spanish are taught in S4. National 5 and Higher French and Spanish are taught in S5 and S6, and Advanced Higher French and Spanish are offered in S6, although this varies from year to year according to pupil uptake and may be delivered as part of a virtual learning experience.



As well as developing language skills in the areas of Reading, Writing, Listening and Talking in Modern Languages, pupils also develop their presentation and social skills. Pupils will also learn about French/Hispanic Culture and film and will have opportunities to reflect upon and compare their own culture and language. The department also offers a wide range of extra-curricular visits and foreign trips to all students.

College/Virtual Learning Experience Arrangements

In S4 some pupils are given the opportunity to embark on a taster course set up in partnership with Forth Valley College.

In S5 and S6 pupils will be given the opportunity to study subjects on offer at other schools and Forth Valley College that we do not provide. Information on the courses is provided for pupils when making their option choices. Pupils are interviewed before embarking on any course out with the school to ensure the course is appropriate for them. Entry into a course in S4 and S5/6 are confirmed only after an interview with the college.

Subjects Studied

Our aim is to provide students with an education that suits their needs and their potential. The following are some of the subjects currently on offer to students in St. Mungo's throughout the different years and at different levels:

- **ART AND DESIGN**
- **ADMINISTRATION & IT**
- **BIOLOGY**
- **BUSINESS MANAGEMENT**
- **CARE**
- **CHEMISTRY**
- **CREATIVE INDUSTRIES**
- **CRIMINOLOGY**
- **DRAMA**
- **ENGLISH**
- **EVENTS MANAGEMENT**
- **FORENSICS**
- **FRENCH**
- **POWERING FUTURES**
- **GAMES DEVELOPMENT**
- **GEOGRAPHY**
- **GRAPHIC COMMUNICATION**
- **HEALTH SECTOR**
- **HISTORY**
- **HOSPITALITY**
- **MODERN STUDIES**
- **MUSIC (WITH PERFORMING)**
- **MUSIC (WITH TECHNOLOGY)**
- **MEDIA**
- **MATHEMATICS**
- **PHYSICAL EDUCATION**
- **PHYSICS**
- **PRACTICAL WOODWORK**
- **RELIGIOUS, MORAL AND PHILOSOPHICAL STUDIES**
- **SPANISH**
- **SPORTS LEADERSHIP**

Attendance and Absence

It is the responsibility of parents/carers of a child of school age to make sure that their child is educated. Most do this by sending their child to school regularly. Attendance is recorded throughout the day and parents will be alerted via text if a young person has an unexplained absence from class.

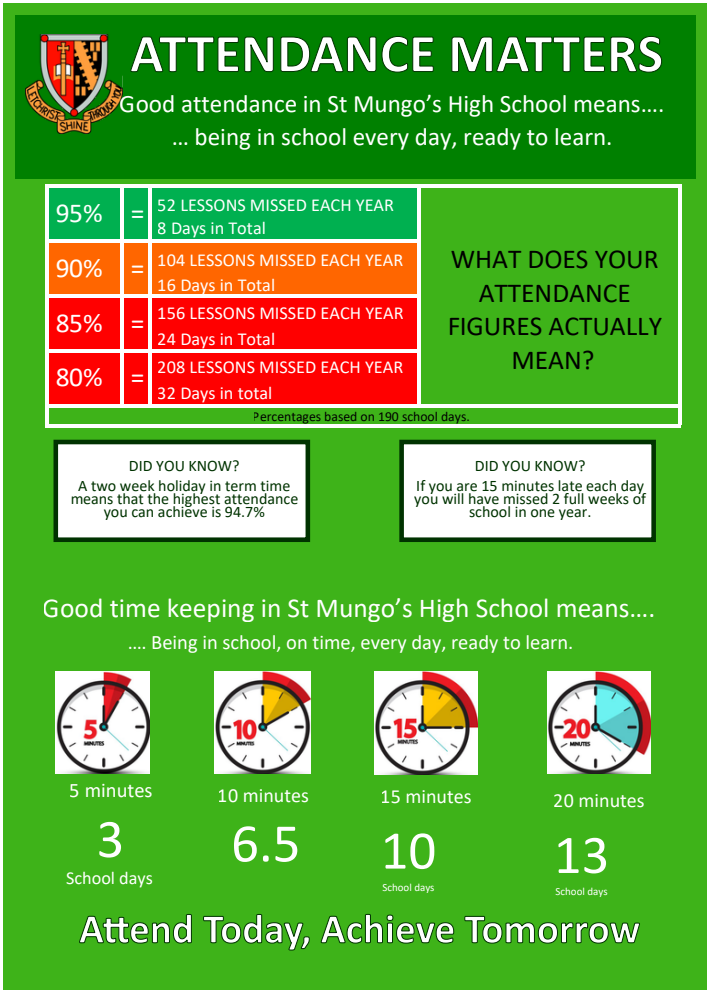
Absence from school is recorded as 'authorised' i.e. it has been approved by the education authority, or as 'unauthorised' i.e. the absence remaining unexplained by the parent. Please let the school by using the Parent's Portal app, by email to the school's email address or by leaving a message on the school's answering phone if your child is likely to be absent. If there is no explanation from a child's parents/carers, the absence will be regarded as unauthorised.

Please make every effort to avoid family holidays during term time as this disrupts your child's education and reduces learning time. In certain extreme situations, the head teacher can approve absence from school for a family holiday for example, in traumatic domestic circumstances where the holiday would improve the cohesion and wellbeing of the family. Please discuss your plans with the head teacher before the holiday. If the head teacher does not give permission before the holiday, it will be recorded as unauthorised absence. The head teacher may also exercise discretion when a parent can prove that work commitments make a family holiday impossible during school holiday times. Normally, your employer will need to provide evidence of your work commitments. Absence approved by the head teacher on this basis is regarded as authorised absence.

Parents from minority ethnic and/or religious communities may request that their children be permitted to be absent from school to celebrate recognised religious and/or cultural

events. Absence approved by the head teacher on this basis is regarded as authorised absence. Extended leave can also be granted on request for families returning to their country of origin for cultural or care reasons.

A supportive approach is taken to unexplained absence. However the education authority has legal powers to write to, interview or prosecute parents, or refer pupils to the Reporter to the Children's Panel.



Free School Meal & Clothing Grants

Primary and Secondary Menus offer healthy and tasty meal options whilst reflecting the Scottish Government food and drink legal requirements for School Lunches.

Primary School Menus provide 3 daily choices with 2 portions of vegetables and 1 portion of fruit included with every meal choice with High Schools providing a range of plated meals, pasta, meal deals and salad boxes. 2 portions of vegetables and 1 portion of fruit are included with every meal choice within the balanced core High School menu.

Meal prices are reviewed annually. Please contact your child's school to be advised of the current price.

All P1-5 pupils are entitled to a free school meal. In the case of P6-P7 and secondary aged pupils, some families may be eligible to apply to Falkirk Council for provision of free school meals. Further details can be obtained from your child's school.

Medically Prescibed Diets

Parents/Carers with a child on a medically prescribed diet should request a prescribed diet referral and declaration form from the School Office.

The School Meals Service can only accommodate a child with a medical referral diagnosed by a medical professional. Delay in returning the completed diet form could result in reduced meal options being offered.

Free School Meals and Clothing Grants

Falkirk Council provide Free School Meals, and financial support towards the cost of School Clothing and Footwear for families that meet certain eligibility criteria.

Do I qualify for an award?

- To be eligible, you should normally be resident in the Falkirk Council area and your child(ren) must attend any primary, special or secondary school managed by Falkirk Council.

What is the current value of clothing grants?

- Clothing Grants are to the value of £135.00 per child/per year for primary school aged children and £165.00 per child/per year for secondary school aged children.

Do I need to apply if my children are in Primary 1 to Primary 5 and receive Universal Free School Meals?

- Free School Meals - Families who meet the eligibility criteria for free school meals should apply for free school meals regardless of the universal provision. This informs your eligibility for other benefits and signposting to additional household support if needed. However, you do not need to apply for Free School Meals to access universal free school meal provision if your child is in Primary 1-5.
- Clothing Grants – Yes, you still need to apply for Clothing Grants for these pupils.

How is Eligibility Assessed?

- Assessment of eligibility is generally based on your household income/circumstances.
- There are different qualifying thresholds for Free School Meals and Clothing Grant awards.
- The qualifying criteria can be found on our website here: https://www.falkirk.gov.uk/benefits/free-school-meals-and-school-clothing-grants/free-school-meals-and-school-clothing-grants

Will I need to submit an application form?

- No - If you received an award during the 2025/2026 school year and you have already been contacted to advise you do not need to re-apply.
- Yes - If you have never applied before or if you did not receive an award the year before.

How Do I Apply?

- You should apply online: https://www.falkirk.gov.uk/benefits/free-school-meals-and-school-clothing-grants/free-school-meals-and-school-clothing-grants

When will I receive my award?

- We aim to assess applications within 28 days of receiving them. Please make sure that you provide all of the necessary evidence with your application form in order for us to complete our assessment, otherwise any entitlement and awards may be delayed.

Further Information

More information regarding Free School Meals and Clothing Grant can be found on our website and FAQ's at: https://www.falkirk.gov.uk/benefits/free-school-meals-and-school-clothing-grants/free-school-meals-and-school-clothing-grants

Other Support

There are other sources of support which may be available to families, depending on your circumstances.

Please visit: https://www.mygov.scot/best-start-grant-best-start-foods for support for those who are:

- parents of newborns, or those currently expecting
- parents of children up to 3 years old
- parents with children aged between 2 and 3 and half years old
- parents of children starting Primary School.

- https://www.mygov.scot/ema - Education Maintenance Allowance (EMA) , financial support for 16 -19 year olds continuing at high school.
- https://young.scot/the-young-scot-card/ - The Young Scot National Entitlement Card is available free of charge to everyone aged 11-25 living in Scotland. It can be used to receive discounts, for rewards, and also as proof of age.
- https://young.scot/get-informed/young-persons-free-bus-travel/ - Young Persons' Free Bus Travel Scheme is for young people aged between 5 and 21 years old providing free bus travel from 31 January 2022.
- https://www.mygov.scot/browse/benefits - Find out if you are claiming all of the support you are entitled to and speak to an adviser for further advice.
- https://www.klsb.org.uk/support.html - Any family facing financial insecurity can also contact Support for People for assistance or sign posting to other support on 0808 100 3161.

Education Maintenance Allowance (EMA)

EMA is a weekly allowance of £30 which you may be able to get if you are:

- aged 16 to 19
- attend a Falkirk school (or attend Home Education)
- in full-time education

You'll need to meet the terms of your Learning Agreement, and will usually only get EMA for a week where you have 100% attendance.

Eligibility and how to apply

You can check if you are eligible and apply by visiting the EMA Scotland website: https://www.mygov.scot/ema

Make sure you read the guidance carefully and provide all the information that is requested, including any supporting evidence.

Please Note: You will need to complete the application with your parent/carer present as some of the questions relate to their circumstances, and they need to sign the declaration.

Make sure you submit your application even if you don't have all the information. The date that we receive your application can make a huge difference to the date we can pay you from (e.g., if you miss the 30 September or 28 February deadlines)

EMA Deadlines

Your age	Application Date	Payment start date
16-19 on or before 30 September	Apply on or before 30 September	Payments start from beginning of August term. If you apply after 30 September, payments start the week we receive your application
Turn 16 between 1 October and 28 February	Apply on or before 28 February	Payments start from the beginning of the January term. If you apply after 28 February payments start the week we receive your application.

School Holiday Support Payments

A daily payment is provided as an alternative to free school meal provision during the school holidays. This provision will cover all school holidays:

- Summer Holidays
- Christmas Holidays
- Easter Holidays
- October and February mid-term Holidays.

This payment will be made to children and young people who are awarded free school meals based on the Scottish Government eligibility criteria. To be eligible for payment, children and young people must have been approved for free school meals prior to the beginning of the relevant holiday period.

How will the payment be made to parents and carers?

We will make direct payments to your bank account, using the details we hold on your Free School Meals or Clothing Grant claim. If no bank details are held on file, payments will be issued by cheque.

When will I be paid?

Payments for each eligible pupil will be made at the start of the holiday periods in Summer, October, Christmas, February and Easter.

Who is not eligible for this additional support?

Pupils not eligible for this are:

- Pre-school pupils in early years establishments.
- P1-P5 pupils and those pupils in special educational settings where they receive a free meal through universal and non means-tested provision.

For further information please email:
fsm.payments@falkirk.gov.uk

School Uniform

Parents are asked to co-operate with the school in encouraging their child to follow the school's dress code.

All schools have a dress code, which includes the school's policy on uniform. The wearing of uniform is encouraged as it helps to:

- develop a school community spirit
- improves school security by making non-pupils more easily identifiable
- allows pupils to be easily identified when out of the school, e.g. on trips
- enhances the school's reputation within the community; and minimises rivalry and bullying amongst pupils that can arise from, for example, the wearing of designer clothing.

The school's dress code has been agreed in consultation with parents, pupils, staff and the Parent Council. This consultation has ensured that the dress code meets the needs of the school community, allows pupils to participate in all aspects of school life and is age appropriate.

The uniform consists of:

- Green blazer, school badge and tie
- Green pullover or cardigan
- Black trousers or skirt
- White shirt or blouse
- Black shoes or black boots
- A school hoodie which can be worn under blazers.

The appropriate clothing and footwear for PE is a white t-shirt, black shorts or leggings and gym shoes with non-marking soles. These are necessary for health and safety reasons and your co-operation is requested to ensure that pupils are equipped to participate in the PE lessons.

Please ensure that all items of clothing are clearly labelled, particularly ties, sweat shirts and PE equipment, which are often lost. Please help the school and the education authority by making sure that pupils do not bring valuable or expensive items of clothing to school.

In certain circumstances, appropriate clothing will be necessary for school activities for safety reasons, e.g. in games areas, science laboratories and technical workshops; this extends to the wearing of suitable footwear and even, on occasion, to the length of pupils' hair and the wearing of jewellery and earrings.

Offensive clothing such as t-shirts or other items featuring inappropriate language or illustrations is not permitted. Football colours are also inappropriate as they can lead to incidents of rivalry.

If you have any queries regarding the school's dress code, please contact the school.

Physical Education kit

All pupils are expected to take PE. A parental note (or medical certificate) must be provided if a pupil is to be excused from PE. Pupils should always bring their PE kit even if they are unable to take part as normal.

The PE. kit is as follows:

- Black shorts/leggings or tracksuit bottoms
- White top
- Trainers
- Leotards are acceptable for gymnastics.
- Swimming trunks and swimsuit which do not impair movement in water.

Pupils are encouraged to carry a towel so that they may take a shower after PE. Under no circumstances should football colours be worn to P.E. as part of kit. Pupils without kit will be provided with appropriate kit in the short-term to allow them to participate. Even if a child is not participating in PE they would be expected to get changed into PE kit.

Technical Education
Since pupils studying this subject often use heavy equipment and tools, the wearing of sturdy shoes is essential.

Science
Safety goggles will be issued for these classes by the school when required.

Mathematics
Pupils advancing through the school will require a scientific calculator. There is no need to purchase an expensive model; sometimes a calculator can be too complex for a pupil to handle.

A teacher will readily advise on which type is suitable but models that contain trigonometry functions will be sufficient up to Higher Level.

Care of Books / Materials / iPads

To enable us to provide the best possible education for your child, every care should be taken to look after the school's resources and facilities. Parents/carers are asked to remind their child(ren) that all school equipment and fitments should be used with care.

Books and learning resources which are lost or destroyed must be paid for, either wholly or in part, depending on the age of the resource. Any loss of school or Council property should be reported immediately to the school.

All young people are issued with a Connected Falkirk iPad along with an ICT Acceptable Use Policy. Parents/carers are liable for costs associated with damage to iPads in accordance with this policy (as seen in Appendix 3 and Appendix 4).

Equality

The council is required to work towards advancing equality of opportunity for all people and to foster good relations between people. The council is committed to eliminating discrimination on the grounds of race, sex, disability, sexual orientation, religion/belief, age, marriage or civil partnership, transgender status, pregnancy/maternity or poverty.

Education Services has a range of policies and procedures to address equalities issues specific to education to enable us to fulfil these duties.

In addition to this all education establishments have a responsibility to report incidents of prejudice-based bullying.

English as an Additional Language

The Council provides a support service of teachers of English as an additional language. The teachers visit schools to work with those bilingual pupils who require assistance in developing English language skills.

Mobile Devices

It is the right of parents to allow their child to have a personal mobile device in school. However, the school has a mobile phone policy and pupils are not allowed access to their phones during class time. Phones are stored securely in phone boxes. If devices are brought to school there must be a clear understanding that the individual pupil is responsible for the care of their device(s).

Pupils will be given devices (iPads) as part of Connected Falkirk.



Transport for Primary and Secondary School Children (Excluding Placing Requests)

Free school transport is provided to and from your home address to your child's catchment school if they are distance entitled. Falkirk Council operate a more generous distance entitlement policy than required by law.

Distance entitled children are:

- All children under 8 years of age who live one mile or over from their catchment school by the nearest available safe walking route*.
- All children over 8 years of age who live two miles or over from their catchment school by the nearest available safe walking route*.

*Note – a "safe walking route" assumes that the pupil is accompanied by a responsible adult.

Concessions, details of times of operation, criteria and application forms are available from the Transport Planning Unit within Falkirk Council, please visit https://www.falkirk.gov.uk/transport/school-transport

Pick Up Points

Where home to school transport is provided, some pupils will be required to walk a reasonable distance from home to the transport pick-up point but this should not exceed the authority's agreed limit of 1 mile.

It is the parent's responsibility to make sure that their child arrives at the pickup point on time and behaves in a safe and acceptable manner while boarding, travelling in and leaving the vehicle. Children who misbehave can lose their right to home to school transport.

Buses are provided for pupils travelling from Bo'ness, Bonnybridge, Grangemouth, Larbert and Polmont. They arrive at the school and leave from the school Bus Bays.

Bus Travel
Parents should note that if any pupil intends to travel to or from school out with the contract bus hours, pupils would have to use their Young Scot Card to travel home. The school is not able to issue bus tickets.

Medical Services

We have a medical attendant in school from 8.50am until 2.30p.m. each day to deal with minor medical problems that arise. In cases of emergency, parents will be notified immediately and emergency services contacted if necessary. It is therefore very important that the school has up to date contact numbers, which can be done through Parents Portal.

Please note that, if children are unwell, they should be kept at home under supervision.

Parents are asked to inform us, in confidence, of any health problems that their child may have.

If a pupil feels unwell they should inform their teacher and they can be sent to the medical attendant. If it is considered necessary you or your agreed contact will be informed and asked to take your child home.

Active Schools

The goal of Active Schools is to provide more high quality opportunities to participate in sport within schools. We also aim to ensure that these opportunities are well connected to and supported by other local, regional and national partners.

We work with Physical Education (PE) professionals to ensure better coordination between PE and school sports and also to encourage the development of more physically active children and young people.

While our focus is sport, our activities connect to the wider landscapes of play, dance, exercise and active living – we know that a joint effort is required to deliver the health and performance related fitness our children and young people deserve.

Within Falkirk Council we have an Active Schools Manager, nine Active Schools Coordinators (Primary) and nine Active Schools Coordinators (Secondary). The Coordinators work within their respective Primary and High Schools clusters to provide further opportunities for physical activity, sport and play. We also have a coordinator designated to disability sport.

Please visit https://www.falkirkleisureandculture.org/sport/active-schools/ for further information.

Planning Children's and Young People's Learning

Practitioners use a variety of approaches to help pupils understand the purpose of their learning and are clear about how to be successful. A variety of planning approaches are used to ensure that experiences are progressive, skills-focused and meet pupils learning needs. Often individual's targets help pupils to assess their own learning.

Learning from Home

Pupils may be given homework to support their learning and to encourage them to become more organised and self-supporting in their learning. Digital Learning is a big part of our school learning. Many homework activities may incorporate research or access to programmes such as GLOW or OneNote/Teams. Homework and online learning can arise from all curricular areas, and may include written, oral or practical activities.

Parents/carers are encouraged to help pupils with their online learning and homework as a means of keeping them up to date with the work of the class and the child's progress and to promote partnership between the school and parents. Homework provides an opportunity to consolidate what has been learned in class, and makes you aware of what your child is learning. Parental interest and co-operation in ensuring homework is undertaken is appreciated.

To support pupils we organise SUPPORTED STUDY classes to raise attainment and aid approach for the QS examinations. We have noticed an improved examination performance of those who attend these classes. Supported study is also available online through:

- Achieve
- http://www.e-sgoil.com/

Assessment & Reporting

Effective assessment practice within schools and establishments includes:

- Learner involvement in setting personal targets and next steps
- On-going self-evaluation by learners, staff and school leaders
- Identification of strengths and next steps
- A range of approaches to assessment
- A variety of evidence gathered informally on a day to day basis or formally at certain points throughout the school year
- Consideration of data analysis and performance information
- Moderation of standards using Education Scotland Benchmarks
- Achievement of a Level & Scottish National Standardised Assessments (SNSA)

Learner's progress is defined within the following levels:

Level	Stage
Early	Pre-school and P1 however may be later for some
First	To the end of P4 however may be earlier or later for some
Second	To the end of P7 however may be earlier or later for some
Third & Fourth	S1-S3 however this may be earlier for some
Senior Phase	S4-S6 and college or other means of study

Achievement of a level means that the learner has achieved a breadth of learning across the curriculum area and has met the appropriate benchmarks; that they have responded consistently well to the level of challenge in their learning and can apply what they have learned in new and unfamiliar situation.

From August 2017, National standardised assessments were introduced to all schools across Scotland in aspects of reading, writing and numeracy, for all learners in P1, P4, P7 and S3.

These assessments sit alongside a wide range of other evidence including ongoing classroom assessment of all aspects of literacy and numeracy. They cannot be used alone to confirm judgements of achievement of a level.

Finding out about your child's progress

Parents and carers can find out about their child's learning through:

- attending Progress evenings (once per year)
- discussing progress with Faculty/Pastoral Heads and school managers by appointment
- attending open evenings and/parent seminars
- social media updates from the teacher and/or school
- newsletters
- pupil tracking reports: 3 tracking reports

Pupil Tracking Reports are delivered to parents and carers via email. Pupils have an opportunity to reflect on their report during their PSE lesson and parents are encouraged to return any comments to the school. These reflections and action plans form part of the profiling process for pupils. These dates will be available on the school calendar.

Raising Attainment

Monitoring performance and using the resulting information to secure improvement is an important part of the work of head teachers, school staff and officers within Education Services. Head Teachers regularly track pupils' progress at meetings to ensure that progress is maintained and to identify effective strategies progress when necessary.

Communication with Home

From time to time you will receive important and routine communications from the school via a variety of methods (email, Groupcall, social media etc.). Enquiries of any kind should be addressed to the school office in the first instance.

The school organises Progress evenings for each year group, some of which are online. The Progress evening meetings start at 4.30pm and each appointment will last 5 minutes.

We will send a Groupcall out prior to these events confirming times and dates.

Many subject departments will communicate with parents and pupils via Bluesky. You will find links to these from our school Bluesky @stmungoshs.bsky.social

Our Religious Community

In St Mungo's High School we accept wholeheartedly that Religious Education is an integral part of the educational experience of all our young people. Schools have a statutory duty to provide opportunities for Religious Instruction in the timetable. This aims to promote a knowledge of Christianity and other faiths and encourage children and young people to develop enquiring minds through investigating spiritual, moral and philosophical issues.

We are fortunate in that we enjoy the support of the parishes and the school. In addition, the school has a Religious Education Department and Lay Minister.

With the co-operation of the chaplain, the RE Department and all members of staff, the school offers a full well-organised programme of Religious Education to all our pupils. Ultimately,

pupils in the upper secondary school can gain a qualification through the study of Religious, Moral and Philosophical Studies at Higher Level. These courses further develop young people's skills in logical thinking, methodical enquiry and ways of expressing ideas effectively. Senior pupils can also volunteer for a CARITAS leadership award.

The school is committed to supporting the development of its pupils as whole people and as a result, wishes to encourage their holistic wellbeing.

Mental, social, emotional and spiritual wellbeing is underpinned by the school's SHINE values which inform our daily actions.

Religious Observance

Mass is celebrated regularly in our School Oratory. Mass is offered for the whole school on St Mungo's Feast Day in January.

Our school day begins with our school prayer courtesy of the School Radio Station and is read by pupils for each house. Our entire ethos focuses around our school motto Let Christ Shine through you.

Extra Curricular Activities

Many of our pupils participate in various teams and clubs. Normally we have 60 clubs on offer both at lunchtime and after school. These include football, basketball, film, games, drama club, choir, percussion group, Faith in Action and a modern languages Club.

A full timetable of clubs is kept up to date via our school webpage.



Pupil Voice

St Mungo's has House councils which feed into our Pupil Council to take forward school improvement and ensure that pupil voice is heard. Within subjects, pupil voice is sought so that we can continually improve our learning and teaching experiences.

Community Service

We are very much aware of the larger community out with St Mungo's. Our pupils and staff organise the distribution of food parcels to the needy and the elderly at Christmas through our work with the St Vincent De Paul's (SVDP) group. The school over a number of years has raised extensive funds for a wide range of charities including Anthony Nolan Trust, Strathcarron Hospice, Scott Martin Foundation and Scottish Catholic International Aid Fund (SCIAF).

Partnership with Parents

St Mungo's High School Parents Council

Parents/carers are welcome to be:

- Involved with their child's education and learning
- Be active participants in the life of the school
- Express their views on school education generally and work in partnership with the school.

All parents/carers are automatically members of the Parent Forum at this school. As a member of the Parent Forum all parents can expect to:

- Receive information about the school and its activities
- Hear about what partnership with parents means in our school
- Be invited to be involved in ways and times that suit you
- Identify issues you want the Parent Council to work on with the school
- Be asked your opinion by the Parent Council on issues relating to the school and the education it provides
- Work in partnership with staff
- Enjoy taking part in the life of the school in whatever way possible.

Parent Councils are the formal representative body for parents/carers with children attending school. Parent Councils are different in each school to enable them to meet the needs of parents/ carers locally.

The Parent Forum decides how their representatives on the Parent Council are chosen and how the Parent Council operates. Parents/carers are encouraged to volunteer or put themselves forward to be chosen as representatives of the Parent Council if they wish.

The main aims of the Parent Council are:

- To support the school in its work with pupils
- To represent the views of parents
- To promote contact between the school, parents, pupils, providers of nursery education and the community
- To report to the Parent Forum
- To be involved in the appointment of senior promoted staff
- To raise funds for the school for the benefit of pupils (in some schools the PTA/PA fulfils this role).

Our Current Parent Council Office Bearers:

- Parent Council chair - Peter Butterly
- Vice Chair - Peter Soje
- Treasurer - Meryl Stevenson

Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs and how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6 and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels.

Parentzone Scotland can be accessed at https://education.gov.scot/parentzone

St Mungo's PTA (Parent Teacher Association)

The PTA exists mainly to raise funds for the school. New members are always very welcome. Please contact the PTA at stmungospta@outlook.com if you would like to help in any way. They run a 200 club which is their main source of generating income for the school. New 200 Club Members are urgently needed. Details and a standing order mandate are available in the parent section of the school website. You can also follow the PTA on Bluesky:@stmungospta.bsky.social

Fund raising activities and a popular race night are among the activities of our PTA. We have been indebted to the PTA for assisting with funding for pupil activities and for purchasing extra items of equipment.

The PTA offers the school a valuable service. For its successful continuation we urge you to give it your full support.

Connect (formerly the SPTC) is the national organisation for PTAs and PAs in Scotland. Parent Councils are members too, and it runs an independent helpline service for all parents. They can be contacted by:

- Tel: 0131 474 6199
- website: https://connect.scot/
- email: info@connect.scot
- address: Connect, The Melting Pot, 15 Calton Road, Edinburgh EH8 8DL

Parents Welcome

All Falkirk Council schools welcome and encourage parental involvement and engagement. Research has shown that when parents are involved children do better in school. We welcome feedback from our parents throughout the year, through parental evaluation and focus groups. We endeavour to deal with every parental enquiry within 48 hours.

Falkirk Council: Education Services

For a full list of term dates, Public Holidays and Staff Development days please visit Falkirk Council's website:

- https://events.falkirk.gov.uk/schools

Health & Medical Care

NHS Forth valley has a statutory obligation to provide health services for all school age children. The aim is to make sure that all children and young people, throughout their school years, are in the best possible health to benefit from their education.

School Nursing Service

School Nurses are available 8.30am - 4.30pm all year round, excluding Public Holidays. School Nurses are not based in schools and are part of an integrated community team working from local health centres/clinics. The School Nurse Team offer health screening, health assessments and health reviews.

A health review is offered to all children in primary 1. This involves a parent questionnaire and the opportunity of an appointment with the school nurse to discuss any parental concerns and a review of the child's growth.

The Falkirk School Nursing team comprises of:

- Registered School Nurses
- Health care support staff

Children/young people, parents/carers can request a health appointment at any time by contacting the service, please visit their website at https://nhsforthvalley.com/health-services/az-of-services/school-nursing-service/

Referral to the School Nursing Service can be made by Education, Social Work, GP or other Health Care Professionals.

School Doctor

The School Doctor may also offer appointments to children with a significant medical or developmental condition which affects their education. School staff and parents can request a child be seen.

Public Dental Service

The Public Dental Service carries out dental inspections in Primary 1 and Primary 7 and can help access dental services for children not registered with a dentist.

Infectious diseases

Colds and tummy upsets are the most common infections affecting children at school. It is important to keep your child at home in the early stages of a cold or until at least 48 hours after an episode of diarrhoea/vomiting to prevent infecting others. For treatment of diseases such as chickenpox or mumps, please consult your GP practice or nurse.

Head Lice

Head lice are spread through head to head contact at home, whilst playing or in school. Regular wet combing of your child's hair using a special comb is the best way to catch this problem early. Specific treatment lotions are available, as shampoos are not effective. Two applications should be administered seven days apart. If this is not followed, re-infection is likely. Further advice is available from leaflets about head lice which are available in all schools and health centres

Clinics

Some children are asked to attend clinics (eye clinics, dentist, doctor etc) Please let the school know and arrange for your child to be collected if they must leave school to attend. No child will be allowed away from school without a responsible adult or unless written permission has been received from a parent or carer.

Immunisation - Secondary Schools

Pupils are offered several vaccinations such as Meningitis ACWY, a catch-up for the MMR vaccine and a booster for diphtheria, polio and tetanus. From 2019 HPV vaccine will be offered to both boys and girls. For more information please visit https://www.nhsinform.scot/

Medicines Administration

Administration of medicines prescribed by a doctor or dentist is at the discretion of the head teacher but most schools are happy to co-operate. Parents who wish school staff to give medicines should take the medication to school and fill in the appropriate form (MED1). It is also possible to complete another form (MED4) which allows pupils to carry and administer medication themselves, for example inhalers. Prescribed medication should be clearly marked with your child's name, date prescribed, how often it has to be taken and for how long.

Pharmacies

Community pharmacies are trained in providing advice on coughs and colds, high temperature, fever, nasal congestion, minor eye infections, constipation, stomach upsets, fungal infections such as athlete's foot, and skin problems such as impetigo. For more information please visit nhsforthvalley.com

Health Promoting Schools

A Health Promoting School is one in which all members of the school community work to provide pupils with positive experiences and structures which promote and protect their health.

This includes both formal and informal curriculum, the creation of a safe and healthy school environment, the provision of appropriate health services and the involvement of the family and the wider community in efforts to promote health.

Falkirk Council and partner agencies will continue to develop and support opportunities for children, young people and families to make healthier lifestyle choices.

Falkirk Council is committed to the health and wellbeing of all pupils and has supported all schools to achieve Health Promoting School status.

Family Support Service

Across Falkirk there are a number of services that can support children, young people and their families from early intervention to more intensive support. The main aim of these services is to increase the wellbeing of young people and their families.

Children, young people and their parents may require additional support at different times in their life e.g. following a bereavement, illness, transition, when experiencing anxiety, behaviour issues, during or after changes in family circumstances. Support is tailored to meet the individual needs of children & families, when they need it and as locally as possible.

Individual or group work can be delivered in school, home or in the community. A request for support can be made through

a member of school staff (main school contact) who will be able to talk with you, gather information and your family's views. This helps identify the most appropriate service. Family Support services work in partnership with families, schools and other agencies to support young people's wellbeing.

A referral to the Family Support Service can be made through your child's Pastoral Principal Teacher.

Educational Psychology Service

The Educational Psychology Service is a statutory service with a role to provide advice to both the school and parents. Educational Psychologists work in collaboration with teachers, parents and other professionals to support children and young people with their learning and development, and to make the most of their lives.

Every school and pre-five establishment has a link Educational Psychologist who provides consultation, assessment, intervention, training and project work. The Service works within the Staged Intervention Approach of Children's Services.

The school must obtain the agreement of parents and, where appropriate, the pupil before involving the Educational Psychology Service. Further information is on the website https://blogs.glowscotland.org.uk/fa/epservice where there is helpful information for parents. Parents can contact the service directly on Educational Psychology Service educationalpsychologyservice@falkirk.gov.uk or 01324 506600. Please ask for the link psychologist for your child's school or the Principal Educational Psychologist.

Child Protection

Protecting Children and Young People

All children have a right to be protected from harm, abuse and neglect. The vision of the Forth Valley Child Protection Planning Committee is that “It’s everyone's job to make sure that children in the Forth Valley are safe." There is not a FV child protection committee, there is Forth Valley child protection guidance and there is a Falkirk child protection committee.

Education Services have an important role in identifying children who have been abused or are at risk of being abused.

Falkirk Council has clear procedures for all staff to follow. Headteachers or designated members of staff are instructed to notify Falkirk Council and Education Services when a member of staff has a suspicion that a child might have been abused, are at risk of abuse or are likely to be exposed to significant harm due to neglect.

Education Services will decide whether or not an investigation is necessary and will advise accordingly. In every situation, the welfare of the child overrides other considerations.

Role of the Named Person

All children and young people are entitled to access help or support from the Named Person, no matter where they live or how old they are (up to eighteen years). It ensures they have the confidence to know that information, advice or support is there if and when they need it. The Named Person is therefore the identified point of contact. The role is generally carried out by a Health Visitor for pre-school children or a promoted teacher for children and young people enrolled at school. It is an integral part of existing roles and responsibilities, working within universal services.

Stage of child/young person and their Named Person

Stage of Child/ Young Person	Named Person
From pre-birth – until starting school or 5 years	Health Visitor
Primary pupil	Head Teacher/Depute
Secondary pupil	Principle Teacher (pastoral)

When the Named Person is not available, another member of staff in school will be able to help. During school holidays an officer from Education Services Headquarters will provide the required advice and support.

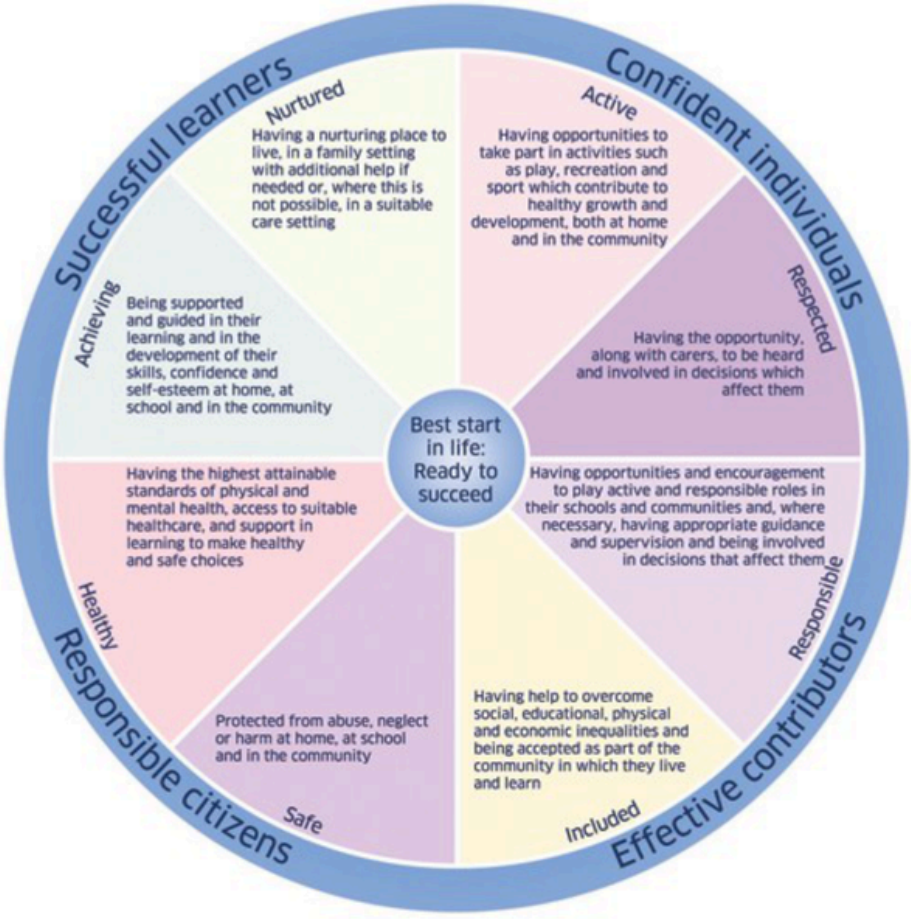
Wellbeing

The Getting it Right approach looks at eight areas of 'well-being'. These are recognised as areas in which children and young people need to progress in order to do well now and in the future. They allow those responsible for the care and support of children - including members of their own families - to look at a situation in a structured way that will help them identify any needs and concerns, and plan with the child and their family any action they need to take.

The eight well-being indicators are: Safe, Healthy, Achieving, Nurtured, Active, Responsible, Respected, Included

The approach gives them a common language and a way to gather information about a child's world, making sure the child

the child is growing and developing, and has everything they need from the people who look after them both at home and in the wider community. It also encourages practitioners to think about who else might need to be involved (for example a teacher might need to contact other professionals to make sure that an education plan with the child and family is meeting all the child's needs).



School Improvement

School Improvement Plan

Our improvement plan reflects National and Falkirk Council priorities as well as our own school improvements.



Standards and Quality Report

Every year each school publishes a Standards and Quality report which highlights the school's major achievements.

Standards and Quality Reports – Operational Guidance

Schools and centres must provide an annual Standards and Quality Report (SQR) as a record of the progress made with the annual improvement plan. The SQR should be based on the results of on going self-evaluation which is rigorous, effective and based on consideration of impact. This self-evaluation should be informed by How good is our school? 4th edition (HGIOS?4) and/or How good is our early learning and childcare? (HGIOELC?) and How good is OUR school? It should give a clear indication of where the school is now in relation to its process of continuous improvement. It should state clearly and briefly the progress towards the National Improvement

Framework (NIF) priorities and drivers and Education Services Improvement Plan priorities. The report should be written using evaluative language.

The National Improvement Framework's key priorities are:

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

The drivers of improvement identified in the NIF are:

- School and ELC leadership
- Teacher and practitioner professionalism
- Parent/carer engagement and family learning
- Curriculum and assessment
- School and ELC improvement
- Performance information

School Inspection Report

Every few years, inspections of each school in Scotland is carried out by His Majesty's Inspectorate of Education HMIe. Our last full inspection was in 2011 however, we had a thematic inspection in 2022 where the school was highlighted as having areas of best practice in its work in anti-bullying.

All inspection reports are available online at: https://educationinspectorate.gov.scot/

Additional Information from Falkirk Council

Equality

The council is required to work towards advancing equality of opportunity for all people and to foster good relations between people. The council is committed to eliminating discrimination on the grounds of race, sex, disability, sexual orientation, religion/belief, age, marriage or civil partnership, transgender status, pregnancy/maternity or poverty.

Education Services have a range of policies and procedures to address equalities issues specific to education to enable us to fulfil these duties. In addition to this all education establishments have a responsibility to report incidents of prejudice-based bullying in line with our Anti-Bullying Policy: 'Promoting Positive Relationships in Falkirk's Educational Establishments'.

Multicultural and Anti-Racist Policy

The Authority has a multicultural and anti-racist policy. All schools have a copy of the policy and are expected to follow the policy and guidelines and fully support the Racist Attacks and Harassment Multi-Agency Strategy. All educational establishments have a incidents by responsibility to report racist incidents by completing a Racist Incident Monitoring Form.

English as an Additional Language (EAL Team, ASN Service)

As part of the Additional Support Needs Service, the Council provides a support service for children who have English as an additional language. The service supports enrolment, provides staff training, and visits schools to work with those bilingual pupils who require assistance in developing English language skills. This service can be contacted via email EAL@falkirk.gov.uk.

Transferring Educational Data about Pupils

The Scottish Government and its partners collect and use information about pupils in schools (e.g. the number and characteristics of pupils, their attendance, absence and exclusions, their attainment and their destination when leaving school) to help to improve education across Scotland.

Information on how this data is used and what the Scottish Government and its partners do to protect the information supplied to them can be found via the link below:

- https://www.gov.scot/publications/scottish-exchange-of-data-privacy-information/

For more information on why we transfer educational data to the Scottish Government and third parties, please see the Privacy page on the Falkirk Council website :

- www.falkirk.gov.uk/privacy

Concerns

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis at: ScotXed@gov.scot or write to Education Analytical Services, Area 2D, Victoria Quay, Leith, EH6 6QQ.

What pupil data is collected and transferred?

Data on each pupil is collected by schools, local authorities and the Scottish Government. The data collected and transferred covers areas such as date of birth, Scottish Candidate Number (SCN), postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability and English as an Additional Language (EAL), and attendance, absence and exclusions from school. The SCN acts as the unique pupil identifier. Pupil names and addresses are not

passed to the Scottish Government. Your postcode is the only part of your address that is transferred for statistical purposes, and postcodes are grouped to identify 'localities' rather than specific addresses. Data is held securely and no information on individual pupils can or would be published by the Scottish Government.

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on the ScotXed website will help you understand the importance of providing the data.

Why do we need your data?

In order to make the best decisions about how to improve our education service, the Scottish Government, education authorities and other partners such as Qualifications Scotland and Skills Development Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better outcomes. Accurate and up-to-date data allows us to:

- Plan and deliver better outcomes for the benefit of all pupils
- Plan and deliver better outcomes for the benefit of specific groups of pupils
- Better understand some of the factors which influence pupil attainment and achievement
- Share good practice
- Target resources better

Your data protection rights

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

(1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the use of pupil data can be found on the ScotXed website:

- https://www.gov.scot/collections/scottish-exchange-of-data-scotxed/

The Scottish Government works with a range of partners including Education Scotland and QS. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of the Scottish Government, which will ensure that no individual level data will be made public as a result of the data sharing and that this data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with colleagues within and out with the Scottish Government.

Concerns

If you have any concerns about the ScotXed data collections you can email them at ScotXed@gov.scot or write to The ScotXed Support Office, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.

Insurance Cover for School Children

Public Liability

Personal Injury

Falkirk Council has in place a Public Liability policy which operates in respect of claims for injury to any third party which includes a pupil whilst under the care of the Council or their employees. In order for liability to be accepted there is an onus to evidence the council was negligible in their acts and was responsible or partially responsible for the injury sustained.

Pupil's Property

It is inevitable that during each session, pupil's property is lost, damaged or stolen from school. Parents are therefore discouraged from allowing their children to carry expensive items of personal belongings to the school and are reminded that a standard household policy can be extended to provide a degree of cover for personal items taken away from the home. Falkirk Council are not legally responsible for pupil's property which is subsequently lost, damaged or stolen, unless specifically entrusted with a member of staff.

Any claim made for loss or damage to the property left in the care of the school or its employees will have to be submitted, in the first instance to Education Services. Following a thorough review of the claim, settlement will only be made if it can be shown that Falkirk Council are legally liable for the loss.

Travel and Personal Accident Cover – Educational Excursions

In order to provide necessary cover for educational excursions Falkirk Council has in place an insurance policy for travel and personal accident which specifically covers any pupil enrolled at a participating establishment. The policy provides compensation for each insured pupil should an incident occur, irrespective of legal liability. There are varying degrees of benefits within the policy, but the key compensation values are noted below:

- Death - £30,000
- Permanent Total/Partial Disablement - up to £30,000

The insurance policy provides accidental bodily injury cover whilst any insured person is undertaking an organised trip (including exchange visits and work experience placement) as long as it is with the authorisation of the school or council and the activities involve a journey outside the premises of the school. The policy also extends to cover overseas travel cover.

The Council has in force a Personal Accident Insurance Policy for school children whilst on an organised trip (both UK and Overseas), under which compensation is payable as follows:

- Death - £10,000 Under 18 years of age
- Death - £30,000 18 Years of age and over
- Permanent / Partial Disability Up to £30,000

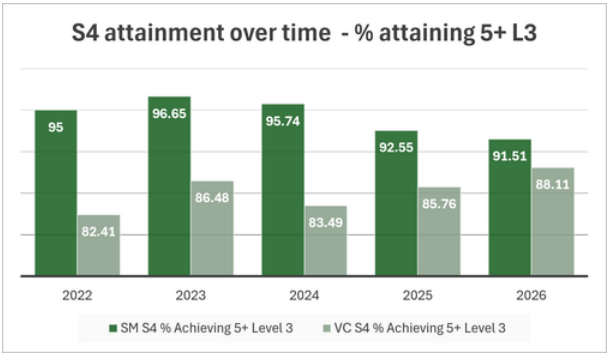
Personal Accident Cover - Educational Excursions

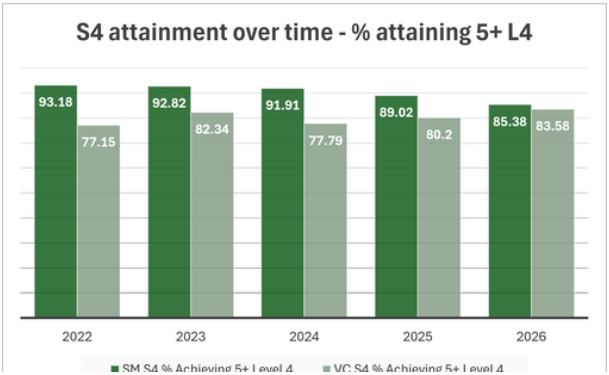
The Council has in force personal accident cover for school children under which compensation is payable in the circumstances below, irrespective of legal liability:

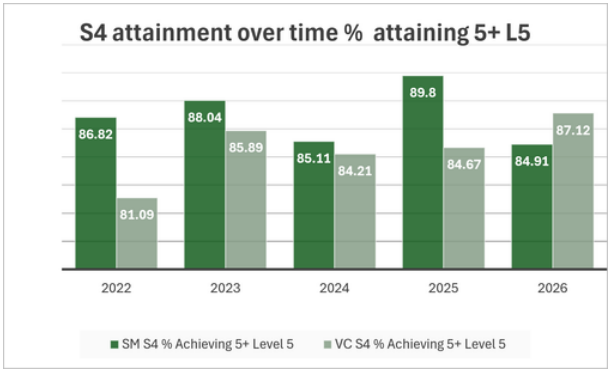
- Death - £30,000
- Permanent Total/Partial Disablement - up to £30,000

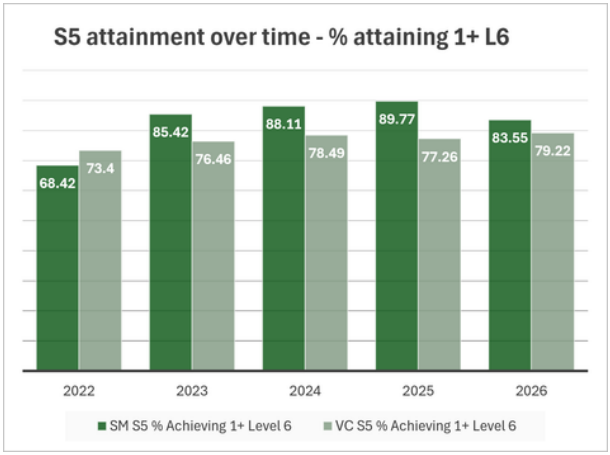
Attainment Over Time: Number of Qualifications

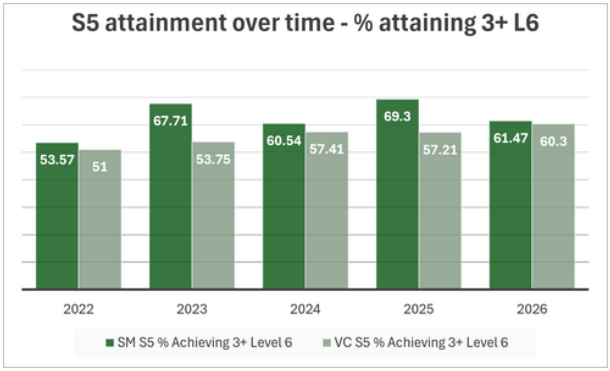
The data below shows the very good attainment of our pupils over the last 5 years for each cohort (year group) of pupils in S4, S5 and S6 compared to our virtual comparator (VC). All S5 and S6 data is based on the number of pupils in that cohort in S4.

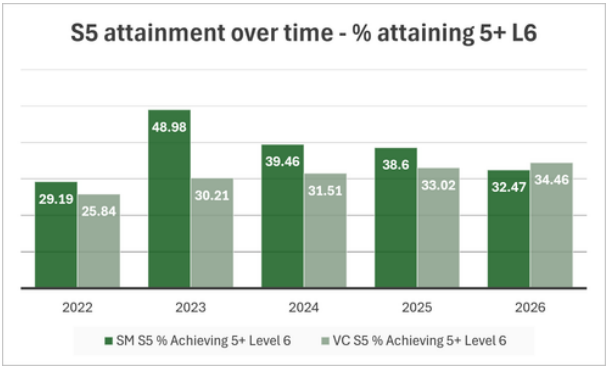


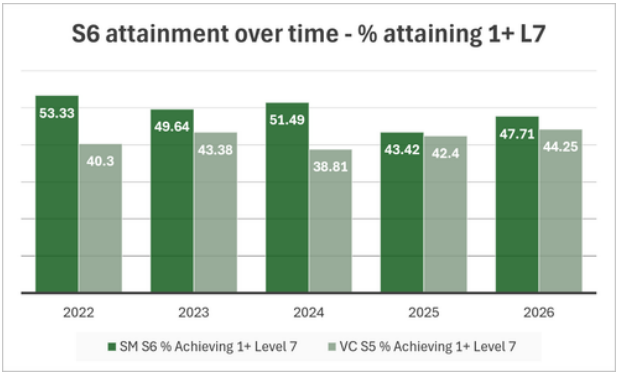


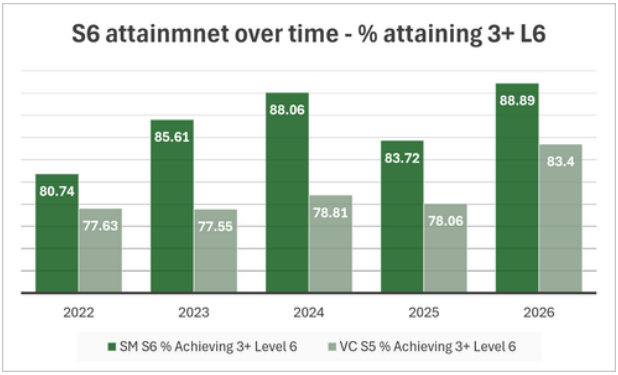

S4 attainment over time % attaining 5+ L5
86.82
81.09
88.04
85.89
85.11
84.21
89.8
84.67
84.91
87.12
2022
2023
2024
2025
2026
SM S4 % Achieving 5+ Level 5
VC S4 % Achieving 5+ Level 5

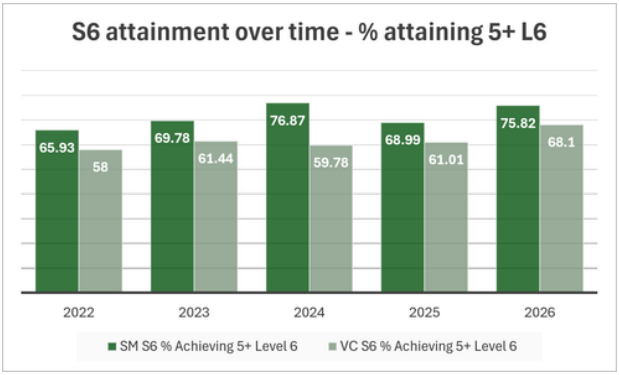

S5 attainment over time - % attaining 1+ L6
68.42
73.4
85.42
76.46
88.11
78.49
89.77
77.26
83.55
79.22
2022
2023
2024
2025
2026
SM S5 % Achieving 1+ Level 6
VC S5 % Achieving 1+ Level 6


S5 attainment over time - % attaining 3+ L6
53.57
51
67.71
53.75
60.54
57.41
69.3
57.21
61.47
60.3
2022
2023
2024
2025
2026
SM S5 % Achieving 3+ Level 6
VC S5 % Achieving 3+ Level 6


S5 attainment over time - % attaining 5+ L6
29.19
25.84
48.98
30.21
39.46
31.51
38.6
33.02
32.47
34.46
2022
2023
2024
2025
2026
SM S5 % Achieving 5+ Level 6
VC S5 % Achieving 5+ Level 6


S6 attainment over time - % attaining 1+ L7
53.33
40.3
49.64
43.38
51.49
38.81
43.42
42.4
47.71
44.25
2022
2023
2024
2025
2026
SM S6 % Achieving 1+ Level 7
VC S5 % Achieving 1+ Level 7


S6 attainmnet over time - % attaining 3+ L6
80.74
77.63
85.61
77.55
88.06
78.81
83.72
78.06
88.89
83.4
2022
2023
2024
2025
2026
SM S6 % Achieving 3+ Level 6
VC S5 % Achieving 3+ Level 6



School Leavers Data

A range of up to date school data is available to parents via:

- https://education.gov.scot/parentzone

The information presented in this website is designed to give parents a view of how schools are meeting the educational challenges by using the framework of Curriculum for Excellence innovatively to meet the needs of all learners.

The data presented comes from the Scottish Government's online tool for educational professionals, called Insight. Insight presents attainment data from the Scottish Credit and Qualifications Framework (SCQF) accredited courses achieved by pupils during their senior phase (S4- S6). Awards gained before the senior phase are not considered in this data. Not all achievement awards are recorded in Insight.

Statement from the Director of Education

Education services throughout Scotland are legally required to ensure that the parents of all P7 pupils in their area are provided with the undernoted statistical information:

- Attendance rates and rates of authorised and unauthorised absence
- School leaver destinations
- School costs
- Examination results

Whilst Falkirk Council is happy to provide the requisite information we do have some reservations that the publication of such raw statistics, without any kind of informed qualifications, can be misleading to the reader. In particular, they should not be construed as offering any indication of the quality of education provided in any of our schools.

Quality in education is difficult to measure. Regrettably, the information Authorities are obliged to reproduce, reflects more on the kind of information which can be easily collected and collated and less on realistic educational comparators.

As far as the four categories of published data are concerned I feel it is worth making the following general observations:

- Good examination results can never be seen as purely a consequence of a good school or good teachers. It is widely acknowledged that they are heavily influenced by the socio-economic status of a school's catchment area.
- School leaver destinations are also heavily influenced by socio-economic factors including local labour market factors.
- School costs, produced in a unit cost format, can be grossly misleading and do not reflect the age and nature of the property or indeed the age or nature of the heating

systems within the property which can have such a profound influence on cost.

- The collation, publication and subsequent comparison of attendance and absence statistics has perhaps generated more concern amongst educationalists than any of the other comparators.

Even Senior Inspectors of Schools acknowledge that there have been "some inconsistencies in the ways in which data have been recorded". I would strongly recommend that any parent concerned about these statistics, or indeed any other aspect of their child's education, should arrange to meet their local Headteacher who will be pleased to discuss any matter likely to affect their child's educational prospects.

Footnote: If you want a printed copy of this handbook, please contact the school. It may be possible to offer some assistance in helping to translate all or part of this handbook to parents whose first language is not English. Enquiries should be directed in to the Communications Officer for Children's Services, tel: 01324 506657.

Disclaimer: The information in this school handbook is considered to be correct at the time of publication (Dec 2024), however, it is possible that there may be some inaccuracy by the start of the school term in August 2025.

Appendix 1 - Anti-Bullying Pledge



St Mungo's High School Pupil Pledge

I pledge to:

Be kind and respectful

Treat others with Love and compassion

Acknowledge the impact of my words and actions (online and face to face)

Understand the difference between Banter and Bullying

Ensure everyone is included

Not be a bystander

Speak up when I, or others, are being harmed

Report all Incidents of Bullying/Racism



Be Kind, Be Respectful, Show Love

Appendix 2 -
Contacting your Pastoral Teacher



Appendix 3 -
Pupil ICT Acceptable Use Policy

Service Circular No. 30

Pupil ICT Acceptable Use Policy

Dated: 20th August 2020

Falkirk Council
Education Services
Children's Services

1. Introduction

1.1 Falkirk Council Children's Services (**the Council**) recognises that access to Information and Communications Technology (**ICT**) equipment and digital services helps you to learn and develop skills that will prepare you for work, life and citizenship in the 21st century.

1.2 To support this, we provide resources for you to use. This policy sets out the guidelines and behaviours that you are expected to follow when using school ICT equipment and services either in Council schools or elsewhere or when using personally owned devices in Council premises. The purpose of this is to protect both the Council's network and equipment and to protect you online. The policy is known as the Acceptable Use Policy and applies to all pupils.

1.3 By using our ICT resources, you accept that your usage may be monitored. Monitoring helps to maintain the efficiency and safety of our ICT systems. Your use of ICT resources may also be investigated and/or monitored in the event of any alleged misuse.

2. ICT Equipment and Services Covered

2.1 We provide access to:

- The Internet
- Desktop computers
- Mobile devices
- Videoconferencing and communication tools
- Online Collaboration Tools
- E-mail
- Smartboards and touch enabled devices
- Wi-Fi connections (where applicable).

3. Usage Policies

3.1 We provide ICT equipment and services for your learning. You are expected to use good judgement and to follow the advice in this policy to be:

- Safe
- responsible
- appropriate
- careful and
- considerate

4. Internet Access

4.1 We provide you with access to appropriate online content, apps and online tools. We restrict access to meet Council and school policies. Online content will be filtered and monitored.

4.2 You should not try to get around the filter when browsing the Internet. Making an attempt to get around the filter may result in disciplinary action. If you think a site should not be blocked please alert a member of staff who, if they agree, can request that the site is reviewed. Filtering may not prevent all inappropriate content. You should let a member of staff know if you are able to access content you believe is not appropriate.

5. Council Provided Mobile Devices

5.1 We may provide you with mobile computers, tablets, or other devices to support your learning. You are asked to look after these carefully. You should report any loss, damage or failure to staff immediately. You will be liable for any damage resulting from your carelessness or mistreatment of mobile devices.

5.2 The Council will monitor how you use mobile devices it lends to you. We will use software or apps to manage the device, as well as identify the location of the device if it is reported as missing.

5.3 You should not loan or transfer any device provided to you by the Council to another person. It is your responsibility to return the device back to your school in working condition at the end of its agreed loan period.

6. Social/Web 2.0/Collaborative Content

6.1 Working with others is an essential part of learning. We may provide you with access to managed web sites, apps or tools that allow you to communicate, work with others, share, and send messages to other users.

6.2 You are expected to communicate with the same appropriate, safe, and considerate conduct online as offline.

6.3 All online interactions will be monitored. You should be careful not to share information that could identify you unless it is basic information required to access or use appropriate web sites, apps or tools.

7. E-Mail

7.1 We provide you with e-mail accounts (through Glow) for the purpose of school-related communication. E-mail should be used with care. You should not:

- send personal information
- attempt to open files or follow links from unknown or untrustworthy sources
- use inappropriate language.

7.2 You are expected to communicate with the same appropriate, safe, and considerate conduct online as offline. Your e-mails may be monitored and stored by Glow.

8. Personally Owned Devices

8.1 You don’t need to bring your own device to school, even if you own one. However, you may use personally owned devices (including laptops, tablets, smartphones, media devices, and mobile phones) to support your learning as directed by a member of staff. The way you use them must not interfere with teaching or create disturbance that stops others from learning. The Council and your school are not liable for any damage to or loss of your personally owned device.

8.2 You must follow the requirements of examination boards. This may mean that you do not take mobile devices (including wearable technology such as a smart watch) to school at the time of examinations. You should check with a member of staff regarding the current examination requirements.

8.3 Even with personally owned devices, you are expected to communicate with the same appropriate, safe and considerate conduct online as offline. You should be careful not to share information that identifies you, where possible.

8.4 Within school buildings, you will be required to use the Council's guest wireless network with a personal device and not your own 3G/4G/5G service. This provides the safety of the Council's filter which will be applied to personal devices connected to the wireless network.

8.5 There may be circumstances that allow the use of a 3G/4G/5G service on a personal device, such as an outdoor learning experience. Use of this service is at the discretion of school staff and your parent or carer. This method of Internet connection will not provide the safety benefits of filtered Internet access. Use of this service may also cost you money.

8.6 Any misuse of personally owned devices in school may result in disciplinary action.

9. Security and safety

9.1 You are expected to take care not to spread viruses and security threats over the Council network. This includes:

- not introducing an infected file to the network via a USB memory stick
- not opening or distributing infected files or programs
- not opening files, programs, or links from unknown or an untrustworthy source.

9.2 If you believe a computer or mobile device you are using might be infected with a virus, please alert a member of staff. Do not attempt to remove the virus yourself or download any programs to help remove the virus. We make every reasonable effort to ensure your safety and security online, but we cannot be held responsible for any harm or damage that results from the misuse of Council ICT equipment and services or the misuse of your own device on the Council network.

9.3 You are expected to alert a member of staff immediately if you have any concerns about your safety or security or that of other pupils or staff.

10. Downloads

10.1 You may be able to download files, such as app updates, images, videos, documents, etc. For the security of the Council network, downloading such files should only be with the agreement of a member of staff and only from sites we trust.

11. Digital Citizenship

- You should always use the Internet, network resources, and online sites in a considerate, safe and appropriate way.
- You should only use trusted sites when carrying out research on the Internet.
- You should not post anything online that you would not want parents, school staff, or future colleges or employers to see. Once something is online, it's 'out there' and can sometimes be shared and spread in ways you never intended.
- Regardless of your privacy settings, assume that all the information you have shared on your social network is public information.
- We will not tolerate bullying. Harassing, impersonating, tricking, excluding and stalking are all examples of bullying. Don't create or share e-mails, images (including memes), or video with the intent of scaring, hurting, or frightening someone else.
- If you engage in any online activities intended to harm (physically or emotionally) another person, you will face disciplinary action and loss of privileges. Bullying can be a crime and therefore may be reported to the Police. Remember that your activities will be monitored and a record of them kept.

12. Plagiarism

12.1 You should not copy and paste and then take credit for something you have found online by presenting yourself as the author or creator. This is known as plagiarism. Any research you carry out on the Internet should give credit to the original author. This also applies to the copying of images.

13. Copyright

13.1 Some material on the Internet can be copied or re-used but most material cannot be copied. The author or creator has the right to protect their material and this is known as copyright. You should check with the owner of a website before reusing anything, including any photographs. There is content such as Creative Commons which are open for public use and which you can use in your schoolwork.

14. Personal Safety and Privacy

14.1 If you see a message, comment, image, or anything else online that makes you concerned for your personal safety or that of others, bring it to the attention of an adult (a member of staff, if you are at school; parent/carer if you are at home) immediately.

- You should never share information that could identify you (known as personal information), such as phone number, address, birthday, usernames, unique identifying numbers, or financial information, over the Internet.
- You should know that communicating with someone over the Internet may not be what it seems and therefore could be dangerous. You should keep safe your own and others' personal information.
- You should never agree to meet in real life someone you meet online.

15. Monitoring

15.1 All access to the Internet, using Council equipment or your own device for guest Wi-Fi access, is automatically recorded and may be monitored by the Council. This monitoring will be for the prevention and detection of unauthorised use of the Council's communication systems.

15.2 Authorised staff are able to access reports of sites visited by users. These reports will be available in the event of an investigation into inappropriate use of the Internet or e-mail.

15.3 Records of such activity will be kept for one year.

16. Limitation of Liability

16.1 The Council will do its best to keep files, data and hardware safe from damage and harm. While we employ filtering and other safety and security measures and try to ensure they work properly, we cannot guarantee that they will be 100% effective. We will not be responsible, financially or otherwise, for unauthorised transactions conducted over the network.

16.2 We will not be responsible for damage or harm to your own devices.

17. Breaches of this Acceptable Use Policy

17.1 If you breach this policy, you may be disciplined or, for serious breaches, there may even be legal repercussions.