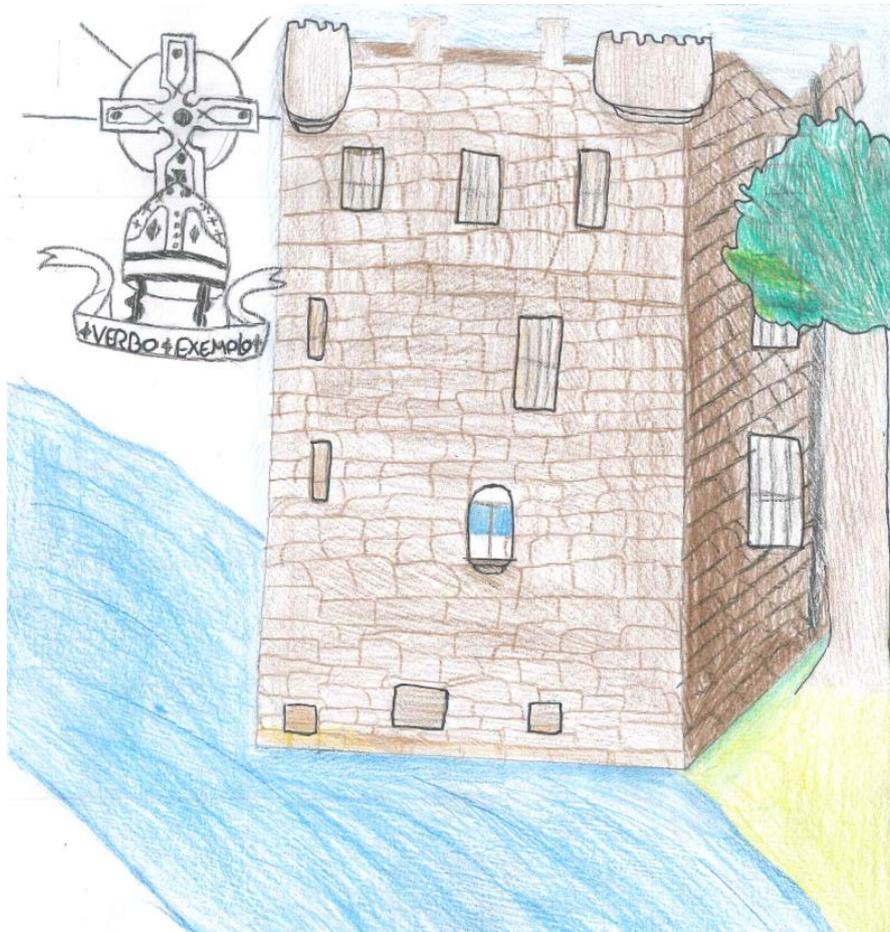


ST MUNGO'S RC

PRIMARY SCHOOL



SCHOOL HANDBOOK 2021/2022



Clackmannanshire
Council

www.clacks.gov.uk

Comhairle Siorrachd
Chlach Mhanann



Parentzone
SCOTLAND

Covid-19 Pandemic

This school handbook is intended to provide information for pupils starting school in August 2021. At the time of publication (December 2020), there are still restrictions in place during the ongoing Covid-19 pandemic - these may be changed or relaxed by the start of term in August 2021. Your child's school will be able to give you the latest information and advice.

Our priorities in Education Services are to provide the best possible education for the children and young people in Clackmannanshire, and do everything possible to ensure their health, safety and wellbeing. Every precaution has been taken to ensure any risks due to coronavirus are mitigated as much as possible. Every school has been risk assessed and guidance issued by the Scottish Government on physical distancing and other health and safety matters will be followed by all schools.

Some standard information contained in this handbook may be subject to change - for example, school trips and after school clubs may be paused, use of equipment and materials may be limited or require enhanced cleaning, large gatherings such as assemblies and work experience may still be suspended, for example. There may be more focus on digital learning and learning outdoors and changes in the way some learning is assessed.

If you have any question or concerns, please direct those to the school who can give you the most up to date information on specific topics.

Directors Foreword

Chief Education Officer's Foreword

Clackmannanshire Council Education Service

The Education Service provides a wide range of services for children, young people, families and communities and is committed to lifelong learning, giving children the best possible start in life as they progress from nursery to school and beyond.

Despite the difficult circumstances we now find ourselves in, living through a pandemic which caused our schools to be closed for three months during session 2019/20, our mission continues to educate, protect, support and promote the achievements, health and wellbeing of every child and young person. Much of our work is undertaken in partnership with other services, agencies, communities, children, young people and their families. Improvement and recovery will be supported by collaboration across educational establishments, services and with other regional and national partners.

With the full support of our Headteachers, Elected Members, Chief Executive, our corporate colleagues and partners, we are committed to achieving Excellence and Equity - raising attainment, tackling inequity and ensuring that high aspirations and positive outcomes are the expected norm for every child in Clackmannanshire. Health and wellbeing, safety of our pupils and staff and educational attainment continue to be at the forefront of our minds.

We are committed to ensuring that the views of our children, families, communities and partners are taken into account when planning and delivering our services. Shared ownership and awareness of the education "big goals" is key.



Parents and carers, who have always been the most important, principle educators of their children, assumed an even greater role during lockdown, supporting their children to continue learning in whatever way possible, whilst keeping them safe and well. I believe we now need to strengthen parental involvement in education and continue to provide flexible systems to enable parental engagement and representation.

I encourage you to get involved in whatever way you can, be that via Twitter, Class Dojo and taking an interest in your child's learning. Read with your child every day! Ask them what they have learned that day and get them to show you! Look out for opportunities to learn together as a family!

We are all ambitious for our children and young people and together we can ensure the best possible future for all in Clackmannanshire.

Lorraine Sanda

**Strategic Director (People) and Chief Education Officer
Clackmannanshire Council**

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While the information contained in this brochure is accurate at the time of printing, it is subject to alteration and there may be some inaccuracy by the time you receive it. This brochure is amended each year. Please let the school know of any information you think should be included in future editions.

"parent" includes guardian and any person who is liable to maintain or has parental responsibilities (within the meaning of section 1 (3) of the Children (Scotland) Act 1995) in relation to, or has care of a child or young person.



WELCOME TO ST. MUNGO'S R.C. PRIMARY SCHOOL
'Striving for Excellence in everything we say & everything we do'

Dear Parents and Carers,

In St Mungo's we aim to create a warm, caring ethos that fosters excellent practice and high standards of learning and teaching.

Our staff are dedicated and hard working. They work co-operatively with others to provide the best possible education for your child. We create a happy and purposeful atmosphere in school where everybody is respected and valued. Our staff build excellent relationships with pupils and families.

Our pupils exhibit a very high standard of personal behaviour in school largely due to the individual care and guidance we offer and the support we receive from our families.

This school brochure is intended to provide information about the school and covers areas that may be of interest. It will not answer all the questions you may have so please telephone and I will be happy to discuss any other matters with you. If you have not yet decided which school best suits your child or you would simply like to see our school a visit can be easily arranged by contacting the school office. You will be made very welcome.

We are proud of our school and our achievements and would be delighted to show them to you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'N. Wood'.

Nicola Wood
Headteacher

A WELCOME FROM ST MUNGO'S RCPS PARENT COUNCIL

Dear Parents and Carers

As a parent with a child in St Mungo's RC Primary School, you are automatically a member of the School Parent Forum and as such are welcome to attend Parent Council meetings at any time. We aim to hold 5 meetings a year one of which is our AGM where we report back to parents and elect new board members. Our Parent Council roles comprise of a Chairperson, Vice Chairperson, Treasurer and Secretary.

Our aims are to support and work in partnership with the school to promote close cooperation and communication between parents and teachers. We are a line of communication between parents and the local education authority.

We hold a number of family friendly fundraisers throughout the year and all funds raised goes directly back to help improve and enhance the learning environment and experiences of all our children.

We are proud of the support and warm caring ethos that the school family provides our parent council.

We look forward to welcoming you to our St Mungo's Family

Yours Sincerely

Margaret Taggart
Chairperson



Vision, Aims and Values

Our Vision and Aims also reflect our Catholic identity.

As a Catholic School our vision is to create a safe and caring environment where we can grow in love and faith. To provide support and challenge to help us develop skills and knowledge which will allow us to embrace the future.

Where we aim to:

- Establish an inclusive culture of self-respect where every child can celebrate their uniqueness and use their God given talents.
- Promote an ethos of high expectations and continual improvement where all learners are encouraged to be the best they can be.
- Provide high quality teaching to ensure the engagement of all learners; enabling them to contribute effectively and confidently.
- Provide a faith community based on Gospel Values, where we regularly participate in Liturgies, Sacraments and prayers to nurture faith.
- Promote respect for the faith and cultures of others.
- Develop a sense of wonder about the world we live in; recognising our responsibilities within it.
- Work in partnership with parents, parish and others to enhance and strengthen the learning experiences provided for our children

Our children, staff and families at St. Mungo's RC Primary School were invited to reflect upon and debate the core values of our school. As a result of this discussion our school community decided upon the following core values which we believe are rooted in **Love**:

Integrity, Compassion, Forgiveness, Tolerance, Gentleness, Peace and Truth.

These values form the basis of all our decisions and processes throughout the school. It is our hope that anyone visiting the school will be able to identify our core values by the attitudes and behaviours they see as they spend time in our school community.

INFORMATION FOR PARENTS ST. MUNGO'S RC PS

School Address:	Bowhouse Road, Alloa, <i>FK10 1DN</i>
Telephone Number:	<i>01259 724061</i>
E-mail:	stmungos@edu.clacks.gov.uk
Website:	www.blogs.glowscotland.org.uk/cl/stmungosrcps
Twitter:	@stmungoalloa
Parent Council Facebook:	St Mungo's RC Primary School – Parent Council
Headteacher:	<i>Nicola Wood</i>
Headteacher's email:	<i>clinwood@glow.sch.uk</i>
Roll of the School:	<i>142</i>
Denominational Status:	<i>Roman Catholic</i>
Stages of School:	<i>P1 - P7</i> <i>No nursery provision</i>

The school works in partnership with Monsignor Harty and the Parish of St. Mungo's RC Church in Alloa.

Parent Council Contact Details:	
E-mail	stmungosrcpspc@gmail.com
Facebook	St Mungo's RC Primary School-Parent Council

THE SCHOOL DAY

Morning Session	9.00am – 10.15am
Morning Break	10.15am – 10.30am
Mid-Morning Session	10.30am – 12.00pm
Lunch	12.00 – 12.50pm
Afternoon Session	12.50pm – 3.05pm

SCHOOL UNIFORM

Parents are asked to dress their children in the school uniform which is as follows:-

Green school sweatshirt
White shirt
Grey/black trousers/skirt
School tie
White/yellow polo shirt
Zipped Fleece

Denim jeans, football colours and sportswear are not considered items of school uniform.

PHYSICAL EDUCATION, CLOTHING AND FOOTWEAR

- | | | | | | |
|----|-------------------------------------|----|-------------------------------------|----|------------------|
| 1. | <i>T-Shirt</i>
<i>Polo Shirt</i> | 2. | <i>Black/Green</i>
<i>Shorts</i> | 3. | <i>Gym Shoes</i> |
|----|-------------------------------------|----|-------------------------------------|----|------------------|

For health and safety reasons, pupils should wear these for P.E. and bring them to school when required. Please note that pupils are not allowed to participate in P.E. activities in their bare feet or stockinged feet. No jewellery should be worn during P.E.

PLEASE ENSURE THAT ALL CLOTHING, INCLUDING P.E. KIT IS CLEARLY LABELLED WITH CHILD'S NAME.

CLACKMANNANSHIRE COUNCIL
EDUCATION
TERM DATES 2021/22

Event	Date
Autumn term begins (Staff only – staff development days):	Monday & Tuesday, 16th & 17th August 2021
Autumn term begins (Pupils):	Wednesday, 18th August 2021
Autumn term ends:	Friday, 8th October 2021
October holiday begins:	Monday, 11th October 2021
October holiday ends:	Friday, 15th October 2021
Winter term begins:	Monday, 18th October 2021
Staff development day (pupils off)	Friday 26th November 2021
Winter term ends:	Tuesday, 21st December 2021
Christmas holiday begins:	Wednesday, 22nd December 2021
Christmas holiday ends:	Tuesday, 4th January 2022
Spring term begins:	Wednesday, 5th January 2022
Staff Development Days (pupils off)	Monday and Tuesday, 14th and 15th February 2022
Spring half-term holiday begins:	Wednesday, 16th February 2022
Spring half-term holiday ends:	Friday, 18th February 2022
Spring term ends:	Friday, 1st April 2022
Easter holidays begin:	Monday, 4th April 2022
Easter holidays end:	Monday, 18th April 2022 (Easter Monday)
Summer term begins:	Tuesday, 19th April 2022
May Public Holiday:	Monday, 2nd May 2022
Summer term ends:	Friday, 24th June 2022
Autumn term begins (provisionally):	Monday 15th August 2022

Staff Development Days

Monday 16th August 2021
 Tuesday 17th August 2021
 Friday 26th November 2021
 Monday 14th February 2022
 Tuesday 15th February 2022

**TRANSITION
P7 – S1
SECONDARY SCHOOL**

At the end of P7 pupils normally transfer to St Modan's High School in Stirling. There is close contact between the schools and a very effective transition programme is in place to make the transfer as smooth as possible for all pupils. This programme starts with a three week block in P6 and P7 followed by an activity day at the end of the year. Staff visit pupils in St Mungo's and consultation meetings are held to ensure a happy and progressive move onwards.

St Modan's High School
Royal Stuart Way
Stirling
FK7 7WS
Scotland



Telephone: 01786 470962
Fax: 01786 447117
Website: <http://www.stmodans.hk.org>
Email: stmodanshs@stirling.gov.uk
Rector: Mr R O'Neill

Nursery – P1

Children come to St. Mungo's from a number of nurseries from across the authority. In order that this transition is supportive for children and families we work closely with our nursery partners. Children are visited in the nurseries and a member of the school staff meets with the child's key worker. Prior to your child starting school we ensure a range of opportunities for the children and their families to visit the school and meet the staff who will be working with them.

Enhanced Transition

There are procedures in place to support children who may require more support with transition. A plan for this would be agreed using the Staged Intervention Framework.

PLACING REQUESTS

If you would like to place your child in a school other than the one serving your home address or if you wish to place your child in a denominational school and your child is not baptised, you should submit a Placing Request using the Placing Request Application Form.

Even if you are planning to make a placing request, please enrol your child at your catchment school, so that a school place is secured for him/her regardless of the outcome of the placing request.

Placing Requests can be accepted throughout the year, but all those for the 2021/22 session that are received before 15 March 2021 must be dealt with before 1 May 2021.

For details on the school catchment areas, or for further information on enrolment procedures, please speak to the Headteacher or visit www.clacks.gov.uk

FORMATION OF CLASSES

Parents should be aware that the formation of classes varies from year to year to reflect changing numbers within year groups.

As a small school we generally have multi-age classes. This is where children from two stages of the school become one class. Decisions as to which children go into which stage is determined by date of birth unless there are identified learning needs. Primary teachers are trained to teach in differentiated groups.

Consequently, multi-age classes, organised in flexible teaching and learning groups, operate in the same way as a single stage class allowing children to learn at their own level and pace

ATTENDANCE

Attend Today – Achieve Tomorrow

Clackmannanshire Council is committed to working with parents, children and other agencies to ensure that all children enrolled at its schools attend regularly.

All children are likely to be absent from school at some time in their school career. However, persistent poor attendance is disruptive to the individual and to the work of the class and may be an early warning of other difficulties.

Where there are genuine reasons for non-attendance, the authority will work with agencies to ensure that the child's education is continued by means other than school attendance.

The Council's and school's staff overwhelming concern is for the welfare of children. Parents who fail to secure an adequate education for their children, for example by failing to secure regular attendance are in breach of their statutory duty.

The procedures that the Council and school have put in place are aimed at ensuring the welfare of all its pupils. Parents are asked to help by co-operating with these procedures.

Clackmannanshire Council Actively discourages taking children out of school during term-time for family holidays because of the disruption that it causes to the education of individuals and class groups. Schools cannot give parents permission to do this and, except in the most exceptional of circumstances, such absences will be treated as unauthorised. However, it is helpful for schools to know of such absences in advance and schools may be able to offer advice to you on projects that your child can undertake while on holiday that will promote learning while the child is out of school.

The school will send parents a standard letter if a pupil is taken out of school for holidays during term time.

Whenever your child is absent from school please telephone on the first day and notify the school. A note signed by one of the parents should be sent to school when the child returns. Absences from school are now categorised as authorised or unauthorised. Failure to supply a written note or explanation may result in the absence being treated as unauthorised. If the absence is longer than a week, parents are requested to notify the school, either by note or telephone call, reporting the reason for absence.

The Headteacher will draw excessive absences to parents' attention and report them to the Attendance & Welfare Officer.

PROMOTING POSITIVE BEHAVIOUR POLICY

In consultation with children, staff and families, we have updated our Promoting Positive Behaviour Policy; recognising the importance of relationships in developing a safe and purposeful ethos for learning we have called this new policy our Relationship Policy.

Our School Rules:

Be Respectful

Be Ready

Be Safe

The Relationships Policy at St. Mungo's RC Primary School is a statement of good practice that contributes to the positive ethos at our school, in line with the school's vision and aims statement.

Aim of the Policy

- Aims to articulate the central values that underpin the management and development of relationships within our school.
- To support the building, maintaining and repairing of successful and positive learning relationships across the school using a restorative mindset.
- Is written in the belief that an understanding, shared throughout the school, of vision, values, aims, procedures and practices; is the most effective method of achieving a united school community of which all its members can be proud.
- Support our approach to learning, curriculum pathways and holistic approach to developing our children.

Families can contribute in the following ways:

- Being interested in their child's learning.
- Understanding and supporting school procedures and rules.
- Being willing to support activities related to school.
- Being aware of their child's role within the community.
- Supporting the school's use of Restorative Practice.

By ensuring their child is ready for the school day by:

- Being punctual.
- Wearing correct school uniform.
- Having correct equipment and appropriate school bag.

Communicating with staff by:

- Reading and responding appropriately to school letters.
- Making appointments to see staff about concerns where necessary.
- Providing up to date emergency contact numbers.
- Attending parents' evenings and school meetings.
- Informing the school of absence by telephoning on the first day

Where children require additional support to regulate their behaviour we work in partnership with a range of support agencies.

Support Agencies:

The school will work in partnership with

Parents
Primary School Support Service
Social Services
Psychological Services
Attendance & Welfare Officer

Referrals will be made following GIRFEC guidelines.

Promoting Positive Behaviour:

The school has a house system where children across stages will be members of the same house. This will allow support staff to use reinforcement of positive behaviour in the playground and all school staff to exercise their shared responsibility for behaviour management by promoting positive behaviour throughout the school.

House points will be awarded for:

- Representing the school at events out with the school
- Modelling good behaviour
- Modelling good manners
- Living the Gospel Values

THE CURRICULUM

Our curriculum advice and planning using the experiences and outcomes from “A Curriculum for Excellence” which challenges us to think differently and creatively to ensure a stimulating curriculum which is accessible to all children. Our curriculum rationale outlines the structure of the delivery of the curriculum. This is available on the school website.

‘A Curriculum for Excellence’ framework consists of the following areas:

- Languages - Literacy
- Numeracy/Mathematics
- Health and Wellbeing
- Social Studies
- Expressive Arts
- Religious Education (RERC)
- Sciences
- Technologies

Literacy and English Language

Language is at the heart of children’s learning. It develops children’s abilities to listen, talk, read and write for many purposes. Through language children gain knowledge and acquire skills. It enables them to express themselves creatively and imaginatively as they become enthusiastic and critical readers of stories, poetry and drama as well as non-fiction and media texts. Language is central to learning and has a critical role across the curriculum.

We build on, expand and enrich the language which the child brings to school and encourage confidence, enjoyment and positive attitudes in its use. Our language and literacy curriculum provides a literacy framework which will develop children’s skills and knowledge so that they realise their full potential in the understanding and use of language.

First Minister’s Reading Challenge

The First Minister’s Reading Challenge is an inclusive, exciting programme for all children – fostering a love of reading for pleasure. Research shows that reading for pleasure is crucially important for children’s development.

The Challenge is open to all local authority and independent primary and secondary schools across Scotland, as well as, libraries and community groups. You can find out more information on the Challenge and also how schools can register to take part here: <https://www.readingchallenge.scot/>

A reading app called Bookzilla, aimed at S1-S3 pupils, helps them find and recommend books and to set themselves reading challenges.

Read, Write, Count

The Read, Write, Count programme aims to support parental engagement in literacy and numeracy. Gift bags are distributed annually to all P2 and P3 pupils in Scotland by Scottish Book Trust. The gift bags contain essential literacy and numeracy materials to support children’s learning, as well as advice and support to parents.

Studies show a direct link between a strong family learning environment and progress in reading, writing and counting. In addition to the parent guide included in the gift bags, the Parent Club website (<https://www.parentclub.scot/>) offers a range of hints, tips and advice to help parents engage in their child’s learning.

Mathematics and Numeracy

Mathematics and numeracy play an important role in our lives. It is used in everyday activities such as buying food and clothes, managing time and playing games. Through applications developed in historical and cultural context, mathematics has been one of the most decisive factors in shaping the modern world.

Our mathematics and numeracy curriculum supports children as they acquire skills in mathematical thinking, develop confidence in using and applying mathematics and learn to enjoy its challenges. We make imaginative, effective use of technologies, resources and teaching approaches and provide opportunities for children to take part in problem solving activities –applying their learning and using mathematical processes and knowledge in mental calculations.

Religious Education

At St Mungo's we recognise parents as first educators of faith in our children. We work in partnership with home and parish to support formation of the whole child. We work closely with Monsignor John at St. Mungo's RC Church and the Diocese of Dunkeld.

Religious Education supports the development of self-awareness, relationships with others and the realm of beliefs, values and practices. Discussion of religious and moral issues should be open and pupils should be encouraged to express their own views and feelings and to listen with respect to the views and feelings of others. It is important that, while recognising the role of Christianity as the major religious tradition of this country, pupils should also be encouraged to develop understanding of and respect for other faiths and people who adopt a non-religious stance for living. The school is committed to supporting the development of its pupils as whole people and responsible citizens and as a result, wishes to encourage their development in spiritual, moral, social and cultural terms.

St Mungo's is a Roman Catholic school and we are currently implementing 'This is our Faith' a Religious Education Programme which is designed to teach pupils elements of their faith and to deepen in them their own personal faith. The programme is also designed to develop in each pupil a sense of moral awareness and autonomy. These guidelines have been written and approved by diocesan advisers.

While recognising the rights of parents to withdraw their children from religious education and religious observance in schools, (as enshrined in the Education Act 1980 and the Scottish Office Circular 6/91), we expect parents who choose to send their children to a Catholic School, to recognise the implications of that decision. It would therefore be in unusual circumstances that parents would request to withdraw their children from religious education and religious observance in a Catholic School. Such circumstances should in the first instance be subject to discussion between parents and the Headteacher.

Health and Wellbeing (Health Education, Physical Education, Personal and Social Development)

The development lines are; Mental, emotional, social and physical wellbeing, Planning for choices and changes, Physical Education, physical activity and sport, Food and Health, Substance misuse, Relationships, sexual health and parenthood. We offer opportunities for children to explore and clarify their attitudes and values about health and lifestyle issues, develop personal and inter-personal skills and increase their knowledge and understanding of health and lifestyle issues. Children

are encouraged to value themselves, grow in confidence and increasingly take responsibility for their own health. We strive to continue to be a Health Promoting School – encouraging every child to eat healthily and be as active as they can, stay safe and be happy. Our health education programme also includes sexual health education. Clackmannanshire Council has a Sexual Health and Relationships Education Policy which includes guidelines and protocols for partnership working with parents and external agencies. Parents are informed by letter when their child's health programme includes this area. Parents have the right to withdraw their child from sexual health education by notifying the school.

Our PE curriculum reflects a broad range of sport and physical activities and is enhanced by the work of Sports Development coaches. Children have the opportunity to apply the skills learned in PE when participating in local tournaments and competitions.

Social Studies

Social Studies integrate the main ways in which children learn about the world. The development lines of Social Studies are; *People, Past Events and Societies, People, Place and Environments* and *People in Society, Economy and Business*. We have a carefully planned framework for the delivery of Social Studies across a level. This framework recognises multi-age classes and allows staff to plan to ensure the children will have a breadth and balance of knowledge, understanding and enquiry skills and will be developing their capacities as successful learners, confident individuals, effective contributors and responsible citizens. Increasingly, staff and children are also developing contexts for learning which are creative and vary each year in response to national and global events.

Staff and pupils will plan and learn most aspects of social studies using interdisciplinary approaches – this way the learning engages the children, excites them and is relevant to their real lives now and in the future. In doing this, the children will transfer skills learned in other curricular areas and practically apply them within an appropriate context for learning.

Children will develop through the 4 capacities and understanding of rights and responsibilities, the importance of active citizenship and the central concept of equality in a democratic, fair and caring multi-cultural society.

Skills Academy

In order to ensure progression and consistency across a level the school delivers some areas of the curriculum through an initiative called skills academy. Each teacher takes on the responsibility for planning, teaching and assessing an area of the curriculum. This ensures skills can be used to enhance learning across the curriculum. Included in skills academy are:

Expressive Arts (Music, Drama, Dance)

The Expressive Arts are fundamental in enriching the quality of teaching and learning across the curriculum through nurturing and promoting individual creative and aesthetic talents and enhancing learning through partnership with peers, creative adults, professional arts and cultural organisations. Children develop an understanding and appreciation of the power and diversity of the arts.

Sciences

Children's skills and knowledge are developed through opportunities to explore and investigate. The development lines for science are; Planet Earth, Energy in the

Environment, Forces and Motions, Life and Cells, Communication, Materials and Topical Science. Staff will plan and teach some aspects of Science using interdisciplinary approaches.

Technologies (ICT, Technology and Enterprise)

Technologies include creative, practical and work-related experiences and outcomes in craft, design, engineering, graphics, food, textile and information technologies. These enable children to become informed, skilful, thoughtful, adaptable and enterprising citizens.

All children will be actively involved in Enterprise activities, developing knowledge and skills which will prove invaluable in real life.

Information and Communications Technology has the potential to enhance the quality of learning and teaching across the Curriculum. It provides both the context and the necessary tools for cross-curricular learning, developing knowledge and understanding of the world in which our children live.

The use of ICT to support and enrich the curriculum in this school will contribute significantly to the preparation of learners for taking their place in a rapidly changing technological world.

Modern Languages

Learning other languages enables children and young people to make connections with different people and their cultures and to play a fuller part as global citizens. At St. Mungo's all children will experience French as part of the 1+2 strategy with children at second level experiencing Spanish.

Learning, Teaching and Assessment

School policies are regularly updated for each area of the curriculum and are reviewed as an integral part of the school improvement process.

A variety of teaching and assessment methods are used throughout the school as appropriate and include direct teaching, discussion and investigation. Whole class and group teaching takes place and individual programmes are designed for some children who have additional needs. For teaching, learning and assessment to be most successful, children have to see the reasons behind the process. To encourage this we place a high emphasis on teaching and learning in context, encouraging children to take responsibility for their own learning and with different levels of support to become independent learners.

Wherever possible, within context learning we allow the children to take the lead, planning, implementing and evaluating the process, helping them to understand the aims behind developing their learning.

Assessments are considered as part of the planning process and tracked by class teachers to inform next steps. This is shared with parents at Pupil Information evenings and through end of session Child's Progress Reports.

Profiling

Children are encouraged to regularly reflect on their learning and achievements. Each child in the school has a learning profile and with the help of an adult they evaluate their work and set next steps. This also affords children an opportunity to identify work that they are proud of and this can be kept in the profile. These profiles are available to parents during Parent Information evenings or on request.

More information can be found on Education Scotland ParentZone website.

Pupil Committees

Children are given many opportunities to be involved in planning and decision making in the school.

This session we have introduced Pupil Committees where children from P6 and P7 join a committee focussing on the wider life of the school. Our committees are: Road Safety, Entertainment, Sports, Eco/Learning Environment and Playground. All senior pupils are trained as Young Leaders and are asked to take on responsibilities across the school as buddies and playground helpers. The curriculum is designed to allow senior pupils to lead projects across the school; e.g. SCIAF fundraising.

Extra-Curricular Activities

Currently the school has After School Clubs for pupils. The activities on offer **may** be:-

Badminton
Football
School Show

Cross Country
Multi Sports

Gymnastics
Homework Club

Pupils must come prepared for activities outside and must behave well at all times. Parents are responsible for pupils coming and going home arrangements.

We greatly appreciate the time and effort of all the people who contribute to the extra-curricular activities, as they add another dimension to the learning that takes place in St. Mungo's Primary.

Educational Excursions

Outings beyond school are linked to work that is being carried out in the classroom. This makes any excursion an educational experience with a real learning and teaching purpose.

It allows the children to learn from actual experience, and see the relevance of their learning in the classroom.

Therefore these excursions happen throughout the year, not only in the summer term. Excursions take place when a teacher considers that the experience will enrich and enhance the curriculum. There is often a cost to parents to help with such events however we are aware of the cost of the school day and consider this when making arrangements. We work closely with the Parent Council to ensure that costs are minimal.

Staff follow the guidelines contained in Clackmannanshire Council Excursions Policy when undertaking excursions.

Parental Involvement

St Mungo's and supporting services can benefit from developing positive and active partnerships with our parents/carers by involving them in decisions including information sharing, discussions, open events and focussed sessions on developing the core messages.

The better the information that St Mungo's provides to parents/carers, the more they can support their children's learning and the school. Information that parents share with St Mungo's can assist teachers in adapting their teaching to suit the learning styles of pupils and take account of any particular issues that may exist.

Everyone who is a parent, as defined in terms of the Schools (Parental Involvement) Act 2006 has rights under the right to receive advice and information about their child's education, general information about the school, to be told about meetings involving their child.

<http://www.scotland.gov.uk/Resource/Doc/148166/0039411.pdf>

Partnership With Parents

We are always pleased to encourage parental interest and involvement within the life and work of the school.

Parents are always welcome to visit the school and we are pleased to discuss with them the work of the school and the children's progress. We operate an Open Door policy -

By this we mean we will strive to make someone available at all times to talk to you. If this is not possible due to teaching commitments, an appointment will be made for you at the earliest opportunity. If parents wish to discuss matters in detail, it is preferable that an appointment is arranged with the appropriate member of staff at a mutually convenient time.

You should in the first instance make contact with the Headteacher who will ensure that the appropriate member of staff is informed.

We realise there can be many reasons for parents wishing to contact the school. We try to balance this with the teacher's primary function – to work with the children. We therefore ask your co-operation in these matters.

Parental Contact is arranged throughout the session as follows:-

October: Interim report, Pupil Information Evening.

February: Interim Report, Open Evening

June: Final Report

Family Learning

We value the role that families play in supporting the learning in the school. Homework will be given where a teacher feels that pupils will benefit from it and when it fits into a particular curricular area or theme. Parental help and support with all home learning tasks is requested to ensure pupils develop knowledge and skills to support learning.

Throughout the year you will have opportunities to attend a range of events:

- Share the Learning
- Learning Together
- Class Assemblies

Regular Newsletters celebrate success and keep parents informed of school events, holiday dates etc. Any last minute information or important up-dates are sent home as "Flyers" or are sent as a text to your mobile phone. Please ensure that you update any change to your mobile number. Feel free to share with the school any of your child's achievements from out of school activities.

Our aim is for the children to develop responsibility by delivering the information sent home. However in practical terms it is advisable to check school bags on a

regular basis or via our school website. This can be accessed via

<http://www.blogs.glowscotland.org.uk/cl/stmungosrcps>

We regularly gather the views of our families through questionnaires. This allows us to evaluate the work of the school and identify any development needs.

The School Improvement Plan and Standards and Quality Report are available on the school website. Latest reports from Education Scotland are available at

<https://education.gov.scot/what-we-do/inspection-and-review/Reports>

PARENT COUNCIL

The school has an active and supportive Parent Council.

<i>Chair</i>	<i>Margaret Taggart</i>
<i>Vice Chair</i>	<i>Sinead Young</i>
<i>Treasurer</i>	<i>Allyson Pellicci</i>
<i>Secretary</i>	<i>Mrs Sharp</i>
<i>Church Representative</i>	<i>Monsignor John Harty</i>

The Parent Council play a very important role in the life and work of the school. It provides a forum for Parent voice to evaluate the work of the school as well as agree school improvement priorities.

The Parent Council run a number of fundraising activities throughout the year. They include:

- Bingo Tea
- Quiz Night
- Race Night
- Christmas Fayre
- Christmas Raffle

In recent years the Parent Council has funded:

- Primary 7 Residential Trip to Lockerbie Manor
- Improvements to the Playground
- Books to enhance Teaching of Reading
- Equipment to enhance Learning and Teaching

New members are always welcome. Dates and times of meetings are shared via school twitter account, newsletter and Parent Council Facebook page.

SUPPORT FOR LEARNING

Clackmannanshire Council Staged Intervention process provides a framework whereby pupils may be supported in their learning in a variety of ways. This process is there to identify and support children with additional needs e.g. learning, emotional, health and welfare. We have the services of Learning Assistants, a Support for Learning Teacher and access to many other agencies in order to help us ensure that our children are successful learners.

The process offers:

- An inclusive approach which involves parents, children, relevant staff and support services.
- An agreed action plan for individual children.
- A structured monitoring and review cycle.
- A record of intervention and achievement as individual children progress through the school.

The school has a Support for Learning Policy and the aim of this policy is to ensure that all pupils with additional support needs will have access to the full range of the curriculum.

The policy also ensures that parents are consulted on a regular basis and that this consultation may be with all those who have responsibility for pupils with additional support needs.

If you have any concerns about your child's progress or wellbeing please arrange to discuss with the Headteacher as soon as possible.

Inclusion

Children have the right to be valued, to be treated with respect and to have their additional needs met.

Inclusiveness is a basic human right and this assumption will consistently under-pin the Council's responses to meeting the needs of all children, in particular those with physical, sensory or learning difficulties, exceptional ability, social, emotional or behavioural difficulties, medical difficulties or other additional needs.

Education, therefore, must be inclusive and children should be educated with their peers in their own communities unless, in very exceptional circumstances, that is not in their best interests.

The Education (Additional Support for Learning) (Scotland) Act 2004 was amended in 2009. The 2009 Act strengthens the duties placed on Clackmannanshire Service to identify and meet the additional support needs of children and young people. We continue to do this through the Staged Intervention process.

The 2009 Act clarifies the definition of additional support needs and increases the rights of parents and young people in respect of requesting assessments, making placing requests as well as access to the Additional Support Needs Tribunal for Scotland (ASNTS). The Act also places a duty on Clackmannanshire Council to provide access to mediation and dispute resolution services free of charge to parents who have made a successful placing request from another Authority.

The Act now deems all Looked After children to have additional support needs unless the education authority determines otherwise. Clackmannanshire Council has

procedures in place to assess these needs through the Staged Intervention process, as with all children and young people who may require additional support.

Information and leaflets for parents, carers and young people can be found on the Council's website www.clacks.gov.uk

More information on The Education (Additional Support for Learning) (Scotland) Act 2009 is provided by Enquire – the Scottish advice service for additional support for learning.

Operated by Children in Scotland, Enquire offers independent, confidential advice and information on additional support for learning through:

- A telephone helpline – 0845 1232303
- An email enquiry service – info@enquire.org.uk
- Two websites -
www.enquire.org.uk (for parents/carers and practitioners)
www.enquire.org.uk/yp (for children and young people)

Enquire also provide a range of clear and easy to read guides and factsheets explaining everything from 'additional support in the early years' to 'what planning should take place for moving on from school'.

The Scottish Government have a duty to provide an advocacy service to parents and young people following a reference being made to the Additional Support Needs Tribunal for Scotland (ASNTS). Ministers have also agreed that the advocacy service should also provide support for parents and young people from the time they have grounds to make a reference to the ASNTS. It will be a national service and available to parents and young people on request and free of charge.

This service will be provided through a partnership between Kindred Advocacy Service and the Scottish Child Law Centre, known as "Let's Talk". The two organisations will work together to deliver lay and legal advocacy for parents and young people. The service will focus on non-legal representation, but where appropriate in complex cases, legal representation will be available. For further information on this National Advocacy service please contact the Scottish Child Law Centre:

- Telephone: 0131 6676333
- Email: enquiries@sclc.org.uk
- Web: www.sclc.org.uk

Clackmannanshire Education Service is committed to working in partnership with all parents and carers of children and young people with additional support needs and seeking their views on all aspects of the support provided in educational establishments. We encourage parents to contact the Headteacher in the first instance if there are any queries or concerns, and we will always try to resolve any difficulties as soon as possible.

Other Support Services

Several support services are readily available to the school. Clackmannanshire Education Service provides advice and support regarding overall issues of quality

and effectiveness. Other services provide advice and/or assistance about how best to meet the needs of an individual child or group of children. Staff from the Primary and Secondary Schools Support Service offer experience in working with children with social, emotional or behavioural difficulties; staff from Psychological Services provide assessments of and support for a range of pupil needs; and the school can link with social services over matters of family and child welfare. Attendance and Welfare staff support pupils' attendance at school.

Child Protection

The safety of children is everyone's responsibility. If staff have any concerns for a child or young person's wellbeing, they have a duty to pass on information that will help keep that child safe. All school staff receive child protection training at the beginning of a new academic year.

All staff and volunteers working with children and young people (in or out of the school building) are checked through Disclosure Scotland for offences that would make them unsuitable for such work. The school also has close working links with a wide range of other services and agencies that can help support children and young people in need.

The council requires all staff to inform the co-ordinator if any allegation or suspicion of abuse arises. Such information cannot be kept confidential. The co-ordinator must pass the matter to social services and ensure that parents/carers are informed. Other members of school staff will be informed only if they have a direct role in supporting the child or young person. Social services staff will pursue the allegation. Sometimes this will be as part of a joint team with the police.

The school actively supports children and young people develop their knowledge and skills about personal safety and to be confident in expressing any anxieties about their own wellbeing. This is encouraged through PSE and through specific curriculum programmes such as Keeping Myself Safe, Feel, Think Do (P6 & P7). Each school has a named co-ordinator responsible for all issues relating to child protection. In our school this person is the Headteacher. Full details of the council guidelines and procedures for child protection can be seen in the school on request.

Multi-Cultural and Anti-Racist Policy

The Authority has a multi-cultural and anti-racist policy. All schools have a copy of the policy and are expected to follow the policy and guidelines.

Equalities

Clackmannanshire Council has developed Council-wide policies for diversity, race, disability and gender equality, which aim to ensure that all Council employees are aware of their responsibilities to ensure that no child or young person will receive a less effective service on grounds of ethnicity, disability, or sexual orientation.

The education service has current policies on disability, gender and race equality that apply to all schools and which are monitored annually through schools' Standards and Quality Reports. These policies are available on the Council website www.clacks.gov.uk and through schools.

The Council is a signatory to the Racial Attacks and Harassment Multi-Agency Strategy (RAHMAS) with Central Scotland Police, FV NHS, the Central Scotland racial Equalities Council and Stirling and Falkirk Councils. Schools and other council services use this strategy to respond to any allegations of racial incidents or abuse. Allegations of other forms of harassment or discrimination are followed up through the regular complaints procedure.

Schools are well placed to actively promote equality through the curriculum and

through other aspects of their life and work. The quality of this work is monitored through the Standards and Quality procedures.

English as an Additional Language

The Council provides a support service of teachers of English as an additional language who visit schools to work with those bilingual pupils who require assistance in developing English language skills. A new EAL policy has been drawn up for the local authority.

Substance Misuse Education

Clackmannanshire Council has produced revised programmes of study P1 – P7 for Substance Misuse Education.

FOOD IN SCHOOL

There is a great deal of interest in the dietary habits of children and how the food that children eat influences health, wellbeing and attainment at school.

Schools are recognised as having a key role to play in influencing the dietary habits of children, both through the curriculum and through the food that is provided for children during the school day.

Schools in Clackmannanshire are taking a whole school approach to food, through “Health Promoting Schools” and in implementing the recommendations of The Schools (Health Promotion and Nutrition) (Scotland) Act 2007.

If your child has a food allergy or needs a special diet, please discuss this with your Headteacher.

Children in Clackmannanshire can access food during the school day:

- At breakfast
- At lunchtime

Breakfasts

A breakfast service is provided in your child’s school.

The service is available free of charge to children entitled to free school meals. All other children can have a breakfast for £1.20 (2021/22 academic session). In this school, service starts at 8.30 a.m.

The primary school breakfast comprises:

- Tea, fresh semi skimmed milk or water.
- A piece of fresh fruit or a glass of fresh fruit juice.
- Cereal with milk. There is a choice of three cereals.
- Toast or crusty bread with spread and a choice of jam or cheese.

Payment for breakfasts should be made via ParentPay.

Morning Break

All primary schools in Clackmannanshire operate a Milk Scheme. Under the Scheme, all children who are entitled to free school meals will be given a 200ml carton of chilled, semi-skimmed milk, free of charge, unless the parent opts out of the Scheme. Other children and their parents can choose to opt-in to the Scheme

and pay 15p per day (2021/22 academic session). **Milk money should be paid on a termly basis using ParentPay.**

Lunchtime

The Schools (Health Promotion and Nutrition) (Scotland) Act 2007 has had a significant effect on school lunches.

Clackmannanshire Council implemented the nutritional requirements for food and drink in schools in primary and special schools in August 2008 and in secondary schools in August 2009.

Each lunch is guaranteed to contain a healthy balance of nutrients and is low in fat and salt.

School Meal Selector

A three-weekly menu cycle is in operation in Clackmannanshire primary schools. The menu cycle is detailed on the Schools' Menu Selector web page.

All school lunches are produced centrally by a cook freeze system. In this production system, food is produced in batches, rapidly cooled and frozen to preserve flavour and vitamin content, then transported to each primary school to be finished and served. Food is served from multi-portion dishes in much the same way as it has always been. Salads and fruit are still freshly prepared in every school.

By investing in the cook freeze production method, in raw ingredients and in new recipes, we have improved the quality of food provided. The cook-freeze system is extremely good in terms of food safety, portion and cost control. Efficient management of the production system means more funding can go into the food.

Special menu days are held throughout the year e.g. Christmas, St. Andrew's Day

The Service constantly reviews raw ingredients and recipes. Where possible, we try to source produce locally and plan to put together a "tasting panel" of pupils to check out new recipes.

Clackmannanshire Council is committed to promoting the uptake of school lunches, we believe that this is consistent with our efforts to have all our schools health promoting and delivering a Curriculum for Excellence.

We welcome comments and suggestions from parents.

In the 2021/22 academic session, a pupil lunch costs £1.50 **which should be paid via ParentPay.**

Payment for meals should be made using our ParentPay system where each parent logs on to their own account on the website and pays online for Breakfast Club, Lunch and Milk. Parents will be given an original log on and password for each of their children. Pupils who do not wish to pay for a school meal may bring a packed lunch.

School age children whose parents are receiving one of the following benefits have an automatic entitlement to free school meals provided all necessary proof is shown.

You must also be in receipt of child benefit.

- Income Support
- Income-based Job Seeker's Allowance
- Any income related element of Employment and Support Allowance
- Child Tax Credit, but not Working Tax Credit, with an income of less than £16,105.
- Both Child Tax Credit & Working Tax Credit with an income of up to £7330.
- Support under Part VI of the Immigration and Asylum Act 1999.
- Universal Credit with a monthly earned income of not more than £610.

If you think you qualify please contact the Business Support Team on 01259 452499 for further information.

Some children with additional support needs may also receive free school meals where learning how to deal with knives, forks and spoons is part of the education which they receive.

Pupils registered for free school meals are also eligible for free milk and for free breakfast, whether or not they take a school lunch.

Application forms can be obtained from schools, CAP offices and the Council Offices at Kilncraigs; also by accessing www.clacks.gov.uk Application may be made at any time during the session.

GRANTS FOR CLOTHING

School age children whose parents are receiving one of the following benefits have an automatic entitlement to a grant to assist with the purchase of school clothing, provided all necessary proof is shown. **You must also be in receipt of child benefit.**

- Income Support
- Income-based Job Seeker's Allowance
- Any income related element of Employment and Support Allowance
- Child Tax Credit, but not Working Tax Credit, with an income of less than £16,105.
- Both Child Tax Credit & Working Tax Credit with an income of up to £7330.
- Support under Part VI of the Immigration and Asylum Act 1999.
- Universal Credit with a monthly earned income of not more than £610.

Application forms can be obtained from schools, CAP offices and the Council Offices at Kilncraigs; also by accessing www.clacks.gov.uk

Application forms for the 2021/2022 academic session are issued in June 2021 and the closing date for all applications is 31 December 2021. There is Universal free meals for P1-P3.

SCHOOL HEALTH SERVICE

NHS Forth Valley fulfils a statutory obligation to provide a health service for all school age children in Clackmannanshire. The aim of the service is to make sure that all children are in the best possible health to benefit from their education and to provide the Education Authority with advice about the spread of infections and the promotion of good health. This service is provided by staff from Forth Valley Primary Care NHS Trust.

During P1 parents will be asked to complete a health questionnaire and will be given the opportunity to ask to meet the named nurse for the school. Vision Screening is carried out at pre-school by a specialist service. Hearing is no longer screened in school but any concerns about your child's hearing should be discussed with the school doctor who can arrange a fast track referral to the audiology department. During their time at school, children are offered various immunisations and parents are asked for written consent for these.

Parents and school staff, with parental consent, can request a consultation with the school doctor at any time.

The NHS in Scotland runs a programme of dental inspections of children in P1 and P7.

The aims of the National Dental Inspection Programme (NDIP) are:

- To inform individual parents/carers of the dental health/oral health status of their children
- To provide Scottish Government and NHS Boards with information on trends in dental disease in children in order to monitor oral health and plan dental services
- To support dental attendance in those children who are found to have need of dental care

For more information on NDIP please visit the website:

www.ndip.scottishdental.org/about/

Childsmile

Our school participates in the Childsmile Programme. Childsmile is a national programme designed to improve the oral health of children in Scotland and reduce inequalities, both in dental health and access to dental services.

For more information on Childsmile visit the website:

www.child-smile.org

Clinics

From time to time children may have clinic appointments (eye clinics, dentist, doctor, etc) during school hours. Please let the school know about these visits and arrange for your child to be collected. For personal safety reasons, children are not allowed out of school during school hours unless accompanied by a responsible adult or unless written permission to do so has been given by the parent or carer.

Infectious Diseases

Colds, flu and gastro-enteritis are the most common infections affecting children of school age. Keep your child off school in the early stages of flu and while they still have diarrhoea. Help them understand how to prevent picking up and spreading

such infections. For advice about early detection and treatment for other infectious diseases e.g. chickenpox and mumps, consult your GP or Health Visitor.

The School Health Service can be contacted at:

Clackmannanshire Community Healthcare Centre
Hallpark
Sauchie FK10 3JQ

Community Nursing Team

Joan Gracie
Public Health Nurse
Clackmannanshire Community Healthcare Centre
Hallpark
Sauchie FK10 3JQ
Tel No: 01259 290195

Linda Rickard
Clackmannanshire Community Healthcare Centre
Hallpark
Sauchie FK10 3JQ
Tel No: 01259 290195

Theresa Cranston
Clackmannanshire Community Healthcare Centre
Hallpark
Sauchie FK10 3JQ
Tel No: 01259 290195

Head Lice

Head lice are spread through head to head contact at home, while playing or in school. Regular combing of your child's hair using a head lice detection comb is the best way to catch this possible problem at an early stage. The only way to be sure that your child has head lice is to find a live louse. If you find live lice, get the correct lotion from your doctor, health visitor or pharmacist. Shampoos and other treatments are not effective.

One treatment requires **two** applications of treatment lotion **seven** days apart. If this is not followed correctly then re-infection is likely.

Advise all family members and close friends of your child to check and treat only if live lice are found. Don't be shy about advising others of this possible problem as you would tell family and friends about other infections which might affect them. Regular combing of your child's hair with the head lice detector comb is the best protection as it allows you to detect and then treat speedily. Further advice can be obtained from the Health Board head lice leaflet which is available in all schools and health centres and also the Education Services leaflet "Frequently Asked Questions" which is available in schools.

Scabies

Scabies is a skin infection caused by a quite different insect, a mite which causes the typical symptoms of rash and itching. This is an unusual infection in schools which is difficult to catch and does not normally result in outbreaks. Scabies affects all age

groups and social classes. Again it is important to stress that the presence of scabies does not mean that a person is unhygienic merely that they have been in direct contact with someone who carries the mite on their skin.

It can be difficult to identify scabies because any rash or itching is caused by a general skin allergy to the mite and so the site of the itch may not be the same as the position of the mites. Common sites may be fingers, sides of the hands and forearms.

Treatment is by application of insecticide body lotions which is prescribed by your General Practitioner after he or she has confirmed the diagnosis. Again, in order not to allow the mites to become used to (resistant to) the treatment the Health Board advises on the type of treatment to be used. The itching may be present for some weeks afterwards but if the treatment is applied properly all necessary contacts are treated at the same time, a single application should be sufficient although some cases may need a second application. Pupils may return to school as soon as treatment has been applied.

Vaccinations

From time to time Forth Valley Health Board may use the school as a venue to carry out mass vaccination programmes. Parents/carers should be aware that the school has no locus in the vaccination procedures. It merely serves as a convenient venue for the Health Board. Similarly, the parental consent forms (although returned to the school) are passed on unopened to the Health Board since they contain confidential information which the school should not be party to.

We would also like to make parents/carers aware of the legislation surrounding the age at which a pupil may be deemed capable of giving their own consent to be vaccinated. The legislation is the Age of Legal Capacity Act 1991 which provides that, at the age of 12, a child may be deemed capable of giving consent if sufficiently mature and able to understand as believed by the health professionals after consulting with the child. The responsibility for making this decision lies with the Health Board.

Administration of Medicines

Pupils are expected to be able to use their own asthma inhalers which should be clearly labelled with their name and dosage. Parents will be asked to complete a form at the start of the school year providing information to the school about their child's asthma and medication.

Members of staff will not administer non-prescribed medicines in school.

Parents are welcome to come to school to administer medicine to their child, e.g. a short term prescription medicine.

The administration of medicine for long-term conditions may be administered by school staff. Please contact the Headteacher if this is required.

Counselling in schools service

Clackmannanshire Education Service and Wellbeing Scotland are working in partnership to provide support for children and young people who are experiencing mental health and wellbeing issues.

Counselling in Schools is a universal service available to all 10 – 18 year old pupils in Clackmannanshire and each Secondary School has the equivalent of one, full time counsellor on site. Counsellors are also available to support Primary Schools and ASN Settings.

Counsellors are professionally qualified and registered offering focused, longer- term support for issues such as trauma, depression, anxiety, bereavement, loss and separation. They offer a confidential, one-to-one service in school or remotely, with the service being available during the school holidays. Referrals for counselling are made directly to Wellbeing Scotland by the school.

SCHOOL TRANSPORT

Clackmannanshire Council has a Home to School Transport Policy, which is summarised below. A full copy of the policy is available from Education Services.

The Education Service ensures that schools, parents and pupils are properly informed of their respective responsibilities in relation to the operation of an efficient and effective home to school transport service.

Free home to school transport is provided generally either:

- when a child lives a long way from his or her catchment area school
- when a child has Additional Support Needs

Free transport may be provided by:

- service bus, using season tickets
- contract hire vehicle
- parental transport contract

For primary pupils who are under eight at the start of the school session, transport is provided if the distance from home to school is more than one mile by the shortest suitable walking route. For those eight or over at the start of the school session, the distance is two miles.

Following the completion of P1 enrolment on the last Friday in January, each primary school submits a list of P1 pupils to the Education Service. Education Services measure the distance from home to school and, if a pupil is eligible for free home to school transport, the parent will be notified of arrangements before the start of the new session.

If you enrol your child

- into P1 after the last Friday in January **OR**
- into any later stage of primary school i.e. P2 to P7, at any time

you will need to apply for free home to school transport by completing a School Transport Application Form, which are available from the school, and returning it to the address on the form. An assessment will be carried out and, if your child is eligible for free home to school transport, you will be notified of arrangements as quickly as possible.

Secondary Pupils

For secondary pupils, entitlement is as follows:-

- (a) Alloa Academy: any pupil resident in the catchment areas of the school's associated primary schools and whose residence is over two miles from the

school by the shortest suitable walking route.

- (b) Alva Academy: any pupil resident in the catchment areas of Menstrie PS, Tillicoultry PS, Strathdevon PS, Muckhart PS and Coalsnaughton PS.
- (c) Lornshill Academy: any pupil resident in the catchment area of Clackmannan PS, Craigbank PS, Fishcross PS or Deerpark PS; or who is resident in the catchment areas of Abercromby PS, Banchory PS or St Serfs PS and his/her residence is over two miles from the school, or from the nearest designated transport pick-up point, by the shortest suitable walking route.

Each primary school submits to the Education Service a list of those children in P7 who are transferring to secondary school in the new session. If a pupil is entitled to free home to school transport, this will be arranged and the parent notified of arrangements before the start of the new session.

If you enrol your child into a secondary school outwith the normal transfer arrangements, you will need to apply for free home to school transport by completing a School Transport Application Form, which are available from the school, and returning it to the address on the form. An assessment will be carried out and, if your child is eligible for free home to school transport, you will be notified of arrangements as quickly as possible.

NOTE: All entitlement to transport is subject to policy change by the Council

Moving Home or Changing School

If your child receives free home to school transport and you move to a new home or change school, you must inform the Education Service, so that the transport entitlement can be reassessed.

If you move to a new home and you think your child might have become entitled to free home to school transport, please complete a School Transport Application Form, which are available from the school, and send it to us at the address on the form. An assessment will be carried out and, if your child is eligible for free home to school transport, you will be notified of arrangements as quickly as possible.

Placing Requests

Remember, children who attend school as a result of a successful placing request are not eligible for free home to school transport. However, if there is a vacant seat available on a vehicle providing transport for eligible children, then a non-eligible child may be given a seat on a concessionary basis. Please contact the Education Service for details.

Behaviour on School Transport

The majority of pupils who use school transport are well behaved. It is unacceptable if a child or young person misbehaves to such an extent that they endanger others as well as themselves. Any misbehaviour that is likely to put the safety of any person at risk or repeated low grade misbehaviour, may lead to transport provision being withdrawn.

CONCERNS

Any concerns can be raised in person, by phone, email or by letter. Concerns will be dealt with in a timely manner.

COMPLAINTS

We regard a complaint as any expression or dissatisfaction about our action or lack of action, or about the standard of service provided by us or on our behalf.

Who can complain?

Anyone can complain who is the parent or legal guardian of a child or a person authorised to complain on his/her behalf. For example, a child's grandparent who is not the legal guardian needs authority from the child's parent or guardian. This would normally mean a note to show that the person responsible for the child had agreed.

What can't I complain about?

Here are some things we can't deal with through our complaints procedure:

- A routine first time request for a service or action – e.g. informing the school that your child told you she is being bullied and asking them to resolve this.
- Requests for compensation from the Council.
- Things that are covered by a right of appeal, e.g. Exclusion from school which has its own statutory process. In these cases we will give you information and advice to help you.

We have a 2 stage complaints procedure.

Stage One - Frontline resolution

In the first instance please complain to your child's school or nursery, telling them as much as you can about the complaint, what has gone wrong and what you want them to do to resolve the matter. A senior member of staff, either the headteacher or deputy head, will be responsible for looking into complaints. Heads are senior managers with a high level of responsibility for your child's learning and welfare and able to look into most matters. However, the headteacher may refer the Stage One complaint to Education Services centrally, e.g. if it is about the conduct of the headteacher or too complex to be dealt with at front-line service level.

The school or nursery will give you our decision at Stage One within 5 working days or fewer unless there are exceptional circumstances. If we need further time we will ask you to agree an extension of up to 5 further days. If the Stage One complaint has been referred to Education centrally your response will come from there.

Stage Two – Investigation

If you are dissatisfied with your Stage One response you can move to Stage Two. Stage Two deals with 2 types of complaints: those not resolved at Stage One and those not appropriate for Stage One, for example the conduct of a headteacher or too complex for a headteacher to deal with.

When using Stage Two:

- We will acknowledge your complaint within 3 working days.

- You will be contacted by the Investigating Officer for your complaint, who will usually meet you to confirm: the detail of your complaint, what you want to achieve, and if your expectations are achievable. In some cases, e.g. your complaint has been made in writing and is clear, there may be no need to meet. It is helpful if you present any evidence that you can offer in support of your complaint, e.g. contact details for witnesses, reports from other professionals etc. if appropriate.
- We will write to you confirming the details of your complaint, what you want to achieve, and what the investigation can cover.
- We will give you a full, written response to the complaint as soon as possible and within 20 working days. If our investigation takes longer than 20 working days we will agree revised time limits with you and keep you updated on progress.

After we have fully investigated your Stage Two complaint, if you are still dissatisfied with our decision or the way we dealt with your complaint you can ask the [Scottish Public Services Ombudsman](#) (SPSO) to look at it.

The SPSO cannot normally look at:

- A complaint that has not completed our complaints procedure.
- Events that happened or you became aware of, more than a year ago.

SCHOOL SECURITY

Clackmannanshire Council aims to provide a safe and healthy environment for all pupils, staff and other school users. Safety and school security have been a key focus since 1997 when the Council involved all schools and school communities in the preparation of safety and security action plans. Since then, these plans have been implemented in a systematic way. Work undertaken in schools has included:

- The creation of a one door entry system during normal school hours
- The installation of electronic doors locking mechanisms
- The erection of signs directing visitors to the single door entry point
- The introduction of an entry procedure for visitors including the issue of security visitor passes
- The introduction of staff identification passes
- The use of mobile radios for staff working alone such as playground supervision

All schools have had their door entry construction work completed and all schools are using the visitor pass system.

Your co-operation and assistance in complying with school access arrangements is greatly appreciated as the safety of pupils and staff is at the heart of this programme.

INSURANCE COVER FOR SCHOOL CHILDREN

1. Public Liability

There is in force a Public Liability Cover in the name of Clackmannanshire Council which would operate in respect of any third party claim for injury or damage to property arising out of the Council's activities. This is a Liability policy and, as a result, negligence on the part of the Local Authority or their employees resulting in loss or injury must be established.

2. Pupil's Property

Each session, unfortunately but inevitably, pupils' property is lost, damaged or stolen in school. As a parent you should be aware of the following points:-

- a) Clackmannanshire Council's policies do not automatically provide cover for personal property left within the school or other Council premises.
- b) Most Home Insurance Policy gives some measure of cover for personal effects of the policy holder and his family but pupils are strongly discouraged against bringing expensive personal items to school.
- c) It is suggested that you should ensure that personal possessions cover is in place to provide additional individual personal cover.

Summary of Policy

Insured Persons: Organisers, participants, members, employees and others travelling on authorised excursions or trips organised by or under the auspices of all employees of the Insured.

Insured Risk(s) and Benefits

	Adult	Under 18 years
1.		
(a) Death (Excursion)	£20,000	£20,000
(b) Permanent Total Disablement	£20,000	£20,000
(c) Permanent Partial Disablement	Proportionate based on 'Continental Scale'	
Aggregate Limit - £15m with £25m re aircraft accidents		
2. Medical Expenses (outwith UK only)	Unlimited	Unlimited
3. Baggage and Personal Effects	£5,000	£5,000

Excursion/Trip Insurance

(Schools, Services to People and other Services of the Council)

Insurer - AIG

	Adult	Under 18 years
	£5,000	£5,000
5. Cancellation	£10,000	£10,000
6. Personal Liability	£5,000,000	£5,000,000

Territorial Limits Worldwide

For full details, please consult the Council's Policy for Educational Excursions.



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