

# Strathdevon Primary School and ELC Handbook 2022/23



*Taking pride in all we do*

Keep updated with current and upcoming events at  
<https://blogs.glowscotland.org.uk/cl/strathdevonprimary/>

or



@strathdevonps @strathdevonnurs



**Last Updated 08 December 2021**

If you require a printed copy of this leaflet, please contact the school office. We will be happy to provide this.

## Contents

Interim Chief Educator Officer's Foreword .....	3
Contact Details .....	4
Acting Headteacher's Welcome - A Warm Welcome to Stratthdevon School and Nursery .....	4
Our Senior Leadership Team.....	4
Our School .....	5
School and ELC Hours.....	7
Attendance and Absence .....	7
Absence from School.....	8
School Enrolment.....	9
ELC Enrolment.....	9
School Improvement Plan/Pupil Equity Funding .....	9
Standards and Qualities Report.....	9
Meet the Team.....	10
Curriculum Levels .....	14
Our Curriculum .....	15
Health and Wellbeing.....	15
Sensitive Learning Topics .....	15
Literacy.....	16
Numeracy and Maths.....	17
Sciences .....	17
Social Studies.....	18
Expressive Arts .....	18
Technologies.....	18
Religious and Moral Education .....	18
Homework Rationale and Guidelines.....	19
Relationships Policy .....	20
Assessment and Reporting .....	21
Additional Support Needs.....	22
School Health Service .....	23
Safeguarding.....	25
Named Person .....	26
Feedback, Concerns and Complaints Process.....	27
Community Links .....	29
School Security .....	29
School Uniform.....	30
PE Kit.....	30
Mobile Phone and Recording Devices .....	31
Help with Free School Meals Application Form .....	32
Food in Schools.....	32
Breakfast Club.....	32
Lunch.....	32
Packed Lunches .....	34
Water Bottles .....	34
Parent Pay.....	34
Inclement Weather Arrangements .....	35
Playground Supervision .....	35
Secondary School .....	35
Care of Materials.....	35
Why do we need your data? .....	36
Data Policy .....	36
Concerns about Data.....	37
Insurance Cover .....	37
Useful Websites.....	38
School Term Dates.....	40

## Interim Chief Education Officer's Foreword

### Clackmannanshire Council Education Service

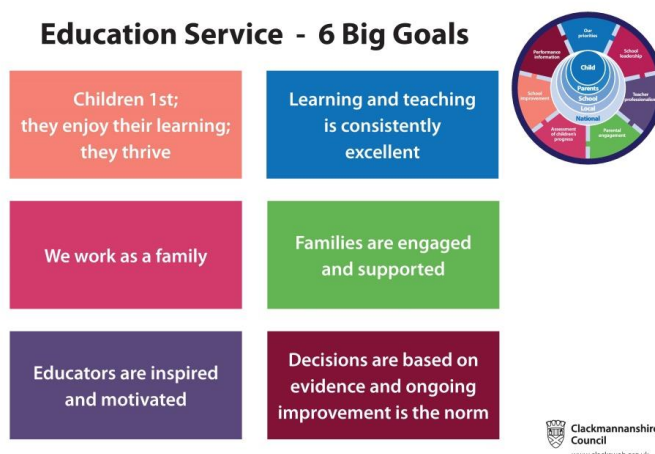
The Education Service provides a wide range of services for children, young people, families and communities and is committed to lifelong learning, giving children the best possible start in life as they progress from nursery to school and beyond.

Despite the recent difficult circumstances, living through a pandemic which caused our learning establishments to be closed for three months during session 2019/20 and further disruptions to learning in session 2020/21, 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.

### Education Service - 6 Big Goals



Parents and carers, who have always been the most important educators of their own 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 or other activities to help you support 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.

**Cathy Quinn**  
**Interim Chief Education Officer**  
**Clackmannanshire Council**

## Contact Details

**School Address:** **Strathdevon Primary School**  
Park Place,  
Dollar  
FK14 7AA

**Telephone Number:** (01259) 452435

**E-mail:** strathdevon@edu.clacks.gov.uk

**School Blog:** <https://blogs.glowscotland.org.uk/cl/strathdevonprimary/>

**Twitter:** @strathdevonps @strathdevonnurs

## Acting Headteacher's Welcome - A Warm Welcome to Strathdevon School and Nursery

This handbook offers an introduction to our school and a general overview of the education your child will receive at Strathdevon Primary School and ELC. We seek to provide high quality learning and teaching experiences and care where each child can be supported to be all they can be. We provide a happy, inclusive and purposeful learning environment where each child is valued.

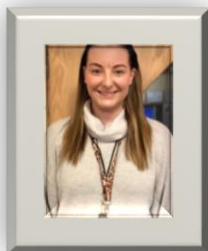
If you have any questions or would like further information about on any aspect of your child's education or wellbeing, please do not hesitate to contact me. My door is always open.

Mrs Emma Tomlinson  
Acting Head Teacher

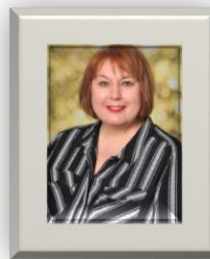
## Our Senior Leadership Team



Mrs Emma Tomlinson  
Acting Head Teacher



Miss Jen Sneddon  
Acting Principal Teacher



Miss Teresa Barker  
Principal Teacher



Mrs Elaine McNally  
Senior Early Learning and  
Childcare Educator

## Our School

Strathdevon Primary School is a non-denominational school in the heart of Dollar, Clackmannanshire, with a current roll of 176 primary school children and 25 children in our ELC. The school has eight mainstream classes and one ELC class offering full day places. We offer 1,140 hours of early learning and childcare. Strathdevon works with the other schools in the Hillfoots Cluster and engages in cross sector improvement work. Our motto, Taking Pride in all We Do, permeates the school community. Our values of Ambition, Respect, Friendship and Resilience underpin our school policies, processes, routines and curriculum offering. The school works in partnership with children, parents/carers, other agencies and community partners to create an ambitious learning environment, where children develop resilience, value friendships and contribute to our cycle of continuous improvement.

Feel free to visit us and view our breath-taking surroundings, nestling amongst the Hillfoots within the town of Dollar. Scottish Government guidance on choosing a school for your child can be found by clicking below:

[Choosing a School: A Guide for Parents.](#)



## Our Values

Ambition Resilience Respect Friendship

## Our Vision

**P***romote positive relationships*

**R***espect everyone*

**I***ndividual-yet part of a team*

**D***evelop and learn*

**E***ncourage excellence*

## Our Aims

- We support the educational, social, emotional, and physical needs of all our children.
- We ensure that all children develop the attributes, knowledge and skills required to achieve in life, learning and work.
- We attain high standards in all curricular areas; encouraging and expecting all children to work hard.
- Our parents/carers and local community as significant partners.
- We celebrate the wider achievements of our children.
- We regularly reflect on and improve practice, processes and policies; providing an increasing range of high quality learning experiences.
- We provide an increasing range of high-quality learning experiences.

## School and ELC Hours

### ELC

Morning Session: 8.50 am to 11.45 am  
Lunch Time: 11.45 am to 12.15 pm  
Afternoon Session: 12.15 pm to 2.50 pm

### Primary 1 to Primary 7

Morning Session: 9.00 am to 12.15 pm  
Break Time: 10.30 am to 10.45 am  
Lunch Time: 12.15 pm to 1.00 pm  
Afternoon Session: 1.00 pm to 3.00 pm

Parents are advised against sending or bringing their child/children to school earlier than necessary. There is limited adult supervision in the playground before 9.00 am. Generally, one adult will be present from 8.45 am until 9.00 am; however, that adult is only responsible for supervising pupils who are attending the Breakfast Club. Whilst care is taken to ensure our playground is as safe as is reasonably practical, the school does not bear responsibility for children's safety before or after school hours. During particularly inclement weather, children will be invited into the school from 8.45 am onwards, when sufficient supervision is available.

If, on occasion, your child is late for school, please let us know the reason for this. After 9.00am the only entrance to school is via the main entrance. The back and side school entrance doors are closed at 9.00 am for security purposes. Punctuality, as well as establishing excellent habits for the future, helps *all* children to become settled and ready to learn as quickly as possible. Your support in this endeavour would be much appreciated. Late arrivals are recorded in the School Late Arrivals Log. The school must report persistent absences and late coming to Clackmannanshire Council's Welfare and Attendance Officer, Lesley Stalker.

## Attendance and Absence



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 child and to the work of the class and may be an early warning of other difficulties.

The Council's and Strathdevon's 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 violation of their statutory duty. The procedures that the Council and school have put in place are aimed at ensuring the welfare of all children. 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.

Did you know?

- 95% attendance equates to two weeks absence over one school year.
- 90% attendance equates to four weeks absence over one school year and over a school career this would mean missing one full school year.
- Research shows that raising attendance by even 1% raises attainment by 6%.

Find out more at <https://www.powtoon.com/c/bi8wdPPoN19/2/m>

Please let your child's class teacher or a member of the Senior Leadership Team know if your child is reluctant to attend school, as we are happy to support you.

### **Absence from School and ELC**

Whenever your child is absent from school, a telephone call, before 9.30 am, on the first day of absence is required, as this helps us to closely monitor absences and mainly to help us ensure that every child is safe. A note or email can also be sent to school explaining the reason for absence. Failure to supply a written communication or a verbal explanation may result in the absence being treated as unauthorised.



## School Enrolment

We have one admission date for children starting Primary One, which is in August after the summer holidays. The date for registration of new school entrants is advertised in all local nurseries, the local press, local shops and on the council's website <http://www.clacks.gov.uk/learning/schoolenrolment/> This is normally in January each year. Pupils should be registered in only one school for their catchment area. When enrolling, we will require to see your child's original birth certificate and a recent utility bill. Parents who wish to send their child to a school, other than the catchment school, must make a placement request. See <http://www.clacksweb.org.uk/learning/placementrequests/>

## ELC Enrolment

All children have an entitlement of 1140 hours a year in a local authority ELC, partnership provider or with a childminder. Children become eligible for a free place from the term after their 3rd birthday. This entitlement continues until the child is of the age to start school. You should note, there are no catchment areas for E:C places. This does mean, dependant on availability, you may not get your first choice of ELC. Every effort will be made to accommodate requests. Please arrange a ELC visit by calling the school on 01259 742435. Further information can be found at <https://www.clacks.gov.uk/learning/nurseryenrolment/>

## School Improvement Plan and Pupil Equity Funding

During December 2019, Strathdevon had a positive visit from HM Inspectors of schools. This formed the basis of our school improvement priorities for the forthcoming years. This also includes our plans for Pupil Equity Funding. Updated plans for 22/23 will be published here:

<https://blogs.glowscotland.org.uk/cl/strathdevonprimary/school-improvement/>

## Standards and Quality Reports

Progress on our School Improvement can be found at:

<https://blogs.glowscotland.org.uk/cl/strathdevonprimary/standards-and-quality-reports/>

## Meet the Team

Our Senior Leadership Team are Mrs Tomlinson, Miss Sneddon, Miss Barker and Mrs McNally as shown on page 4 of this handbook.

## Our ELC Staff



Mrs Alexis Martin  
Early Learning and Childcare  
Educator



Mrs Susan Lavery  
Early Learning and Childcare  
Educator



Mrs Nicola Mutter  
Early Learning and Childcare  
Educator



Mrs Denece Moffat  
Early Learning & Childcare  
Educator



Miss Marieke Kemp  
Early Learning & Childcare  
Educator

Mrs Marissa Brodie  
Lunchtime Supervisor

## Our School Staff



Mrs Margaret Kerr  
School Assistant



Mrs Jennie Myles  
School Assistant



Mr Vasco Stoyanov  
Janitor



Mrs Heidi Harrison  
School Administrator



Mrs Rebeka Peddie  
Class Teacher



Mrs Gillian Farrow  
Class Teacher



Mrs Leza Corkish  
Class Teacher

## Our School Staff



Mrs Wendy Jack  
Class Teacher



Miss Shona Thomson  
Class Teacher



Miss Eilidh Tedford  
Probationer Class Teacher



Mrs Paula Bingham  
Class Teacher



Mrs Susie Gallagher  
Class Teacher



Mrs Rachel McMahon  
Support for Learning Teacher



Miss Kerra Doyle  
Class Teacher



Claire Harvey  
Catering Assistant



Sharon Walsh  
Catering Assistant



## Our School Staff



Miss Ellena Davies  
PE Specialist



Mr Iestyn Freathy  
Learning Assistant



Ms Sarah Gilburn  
Learning Assistant



Mrs Leann Maitland  
Learning Assistant



Mrs Leanne Russell  
Learning Assistant



Mrs Jackie McGurk  
Cleaning Team



Miss Lauren McGurk  
Cleaning Team



Miss Megan McGurk  
Cleaning Team

### Visiting Music Tutors:

Mr Robert Fraser - Brass  
Mr Logan Tannock- Bagpipes/Chanter  
Mrs Mairi Hunter – Strings

### Visiting Professionals:

Elaine McFarlane, Inclusion Support Service.  
Christine Cassidy, Inclusion Support Service.  
Heather Watkins, NHS - Speech and Language Therapy.  
Sophie Allan – Alva Cluster Active Schools Co-ordinator.

**School Chaplains:** Revd. Tony Foley and Revd. Christopher Lowdon.

### Curriculum for Excellence

Curriculum for Excellence aims to raise standards, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast-changing world.

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. 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.

### Curriculum Levels

National levels are used to describe different stages of learning and progress	This is a guideline only, and for some children this can be earlier or later:-
Early Level	pre-school to the end of P1
First Level	to the end of P4
Second Level	to the end of P7
Third and Fourth Levels	S1 to S3, with the fourth level broadly equivalent to the Scottish Credit and Qualification Framework level 4.

Further details on the Curriculum for Excellence are available at: <https://education.gov.scot/education-scotland/scottish-education-system/policy-for-scottish-education/policy-drivers/cfe-building-from-the-statement-appendix-incl-btc1-5/what-is-curriculum-for-excellence>

<https://education.gov.scot/parentzone/learning-in-scotland/About%20the%203-18%20curriculum>.  
[www.skillsdevelopmentscotland.co.uk](http://www.skillsdevelopmentscotland.co.uk)

We are working hard to provide Strathdevon's pupils with an increasingly wide and varied active curriculum. Pupils develop skills for learning, life and work, including literacy, numeracy and health and wellbeing in and out

of the classroom. The curriculum is planned across all Curriculum for Excellence levels. Pupil consultation during the planning process is increasing to ensure the contexts for learning are relevant and engaging.

We continue to focus on interdisciplinary learning so that it is more meaningful and relevant for our children. Skills in literacy, numeracy and health and wellbeing will continue to be developed through both independent lessons and across the curriculum.

## **Our Curriculum**

Strathdevon Primary has developed a Curriculum Rationale and our curriculum is tailored to meet the qualities, knowledge, opportunities and skills that pupils, parents and members of our community expect our pupils to have experienced during their time at Strathdevon.

## **Health and Wellbeing**

We are a Health Promoting School in Strathdevon and provide a safe, caring environment for our children. Our school meals' provision conforms to the Scottish Executive's nutritional guidelines in "A guide to implementing the nutritional requirements for food and drink in schools (Scotland) regulations 2008". Children are encouraged to eat healthy snacks and packed lunches. The health and wellbeing curriculum includes social, emotional, physical and mental health.

Children benefit from two hours of weekly PE with our specialist PE teacher. The lessons cover the areas of games, gymnastics, dance and movement and a variety of sports. We also participate in the Mile-a-Day initiative. Although all children will participate in PE and games lessons, there may be occasions when a child, for health reasons, may be unable to participate in a lesson. Exemption from PE and games lessons will only be permitted if there is an appropriate parental letter. All children are encouraged to wear our school PE kit which consists of our school t-shirt in house colours. For safety reasons, the wearing of any kind of jewellery is not permitted during PE and games lessons. Earrings which cannot be removed should be covered by tape provided by parents. We discourage children from bringing expensive items of jewellery, clothing etc to school. Children are required to be responsible for personal property.

Opportunities are taken to provide taster sessions in a wide variety of sports e.g. touch rugby, volleyball, and cricket. External sports coaches are welcomed into school to work with children.

Team games are encouraged as they have a particular role in developing qualities of cooperation, loyalty, leadership and the enjoyment of competition. P7 children receive skiing instruction at Firpark Dry Ski Slope and our ELC children can also opt-in to this exciting opportunity. We encourage children to participate in our extra-curricular activities. A leaflet detailing current clubs on offer is issued termly to pupils.

We have established strong links with the community police and health service. Both of these services help us to deliver an effective and progressive programme to help our children to develop skills to keep themselves safe. These range from Stranger Danger lessons in the infant classes to Feel, Think, Do personal safety programmes in P6.

## **Sensitive Learning Topics**

Parents will be informed about sensitive aspects of learning e.g. relationships, sexual health, parenthood, drugs awareness etc. through letters, workshops and the school blog. Any parent who wishes to discuss an area of learning further should contact the Acting Head Teacher.

## Literacy

Literacy is at the heart of children's learning and comprises four main components: reading, writing, listening and talking.

Our Pupil Literacy Committee created a Reading Vision Statement in November 2019:

*At Strathdevon, reading should be peaceful and relaxing, fun and comfortable and exciting for everyone in our community. It can also be noisy and loud. It's fun to read with friends and on your own. No words are too tricky, no book is too hard. Sometimes we just need a little encouragement and help.*

*Reading helps us learn, share information and knowledge and build our imagination. It is a cool thing for all of us to do!*

*At Strathdevon we want reading to be amazing, fantastic, astonishing, relaxing, ambitious, amusing, cool and calm.*

*November 2019*

We aim to teach our children to become efficient and effective readers. We also aim to encourage our children to enjoy reading a wide variety of texts fluently and with understanding and to generate interest in the written word both fictional and non-fictional. At the early stages children are engaged in pre-reading activities to develop skills of matching, discrimination, left-to-right eye movement and sequencing. They learn to enjoy books by listening to stories and talking about them. We aim to make reading tasks purposeful, meaningful and within a relevant context. Children are encouraged to use class libraries, our centralised library and visits to the Civic Centre Library. During 2018/2019 we participated in Local Authority professional development opportunities in collaboration with Strathclyde University, which encouraged a refreshed approach to reading. We have made significant investments in literacy texts over the last few sessions. We have also embedded our adapted approaches to reading to ensure pupil engagement and foster a love of reading. This has resulted in improved attainment in reading.

Children are taught handwriting, spelling and grammatical skills. Opportunities are provided for children to write creatively across a range of genres and we encourage learners to use their imagination and present ideas in an appropriate written form.

Children are encouraged to be articulate and express their own ideas coherently and with expression. They are encouraged to discuss experiences, opinions, feelings and texts, showing an awareness of audience and purpose. In so doing they should be able to convey information and accrue knowledge about language. Children have many opportunities to talk to peers and adults in the context of their class work. They are given practical activities which require them to talk together to produce an outcome. Children engage in role-play and drama to develop their confidence and competence and to facilitate talking and listening skills. Progression pathways are used to ensure sufficient pace and progression in literacy for our learners.

### Read, Write Count Programme

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 the 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 offers a range of hints, tips and advice to help parents engage in their child's learning

### 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 at: <https://www.readingchallenge.scot/>

## Numeracy and Maths

Mathematics covers aspects of information handling, number, money, measurement, shape, position and movement. As with all curricular areas, mathematical learning is best achieved within real-life situations. Problem-solving and enquiry skills help in the learning of concepts, facts and techniques. It is also fundamentally important for children to be taught the basic skills of numeracy and mental agility.

A variety of resources are used to teach maths. Children have access to a range of interactive maths resources, including a wide range of activities on our whiteboards, along with concrete materials related to learning and teaching. Maths lessons include a range of mental activities to stimulate and challenge children's thinking and improve mental agility. Progression pathways are used to ensure sufficient progression in numeracy and maths for our learners.

## Sciences

As part of our whole school science programme, we offer challenging learning experiences in order to develop children's thinking and encourage children to explore their own ideas about science. Pupils have the opportunity to cover key concepts and ideas from:

- Planet earth
- Forces, electricity and waves.
- Biological systems
- Materials

## STEM -Science, Technology, Engineering and Mathematics

We work successfully with our partners and parents to bring these STEM subjects to life and demonstrate the value of them in life and careers. We plan to extend partnerships and further improve these subjects over the coming years.

## Social Studies

We offer a thematic, creative and enterprising experience to social studies. We aim to have a more flexible approach in future; specifically creating more opportunities for children to choose their own pathways of research. Above all our children should enjoy their *context for learning* and want to learn and find out more.

Over the course of a school session, pupils will gain skills and knowledge from the following areas:

- People, past events and society.
- People, place and environment.
- People in society, economy and business.

## Expressive Arts

Expressive Arts includes experiences and outcomes in art and design, music, dance and drama.

At Strathdevon we have many visiting music tutors for the following instruments: string, brass, bagpipes and chanter. The children who learn an instrument are provided with many opportunities to perform publicly throughout the year. As of August 2021, all instrumental tuition is free in Scotland.

Further details of this service can be found at <http://www.clacksweb.org.uk/learning/music/tuition/>

Our PE specialists deliver dance lessons, for example social dance lessons are taught prior to Christmas parties. Each class teacher delivers drama lessons to their own class. Pupils are given many opportunities to perform to an audience both within the classroom setting and beyond; this greatly helps to enhance their self-esteem and self-confidence.

## Technologies

We have forty high specification laptops and ten i-pads. Our learners use these to enhance their learning. We have introduced a progressive technologies skills programme. Our Pupil Digital Leaders undergo an application and interview process before commencing duties. Each class has an assigned Digital Leader. We strive to keep abreast of evolving technologies.

## Religious and Moral Education

In religious and moral education children learn about and from the beliefs, values, practices and traditions of Christianity and the world religions. The relevant Curriculum for Excellence Experiences and Outcomes can be found here: <https://education.gov.scot/Documents/rme-eo.pdf>

We have close links with Dollar Parish Church and Revd. Tony Foley and we participate in religious observance. We also have links with Revd. Christopher Lowdon of St. James the Great, Dollar.

By establishing a caring atmosphere and placing emphasis on good personal relationships, the ethos of our school is an important element in developing appropriate moral values and a sense of collective and individual responsibility. Our aim for moral education is to increase children's appreciation of right and wrong.

Whole school assemblies are held weekly and these are regularly led by pupils. Our monthly Superstar Assemblies celebrate pupils' success. Families are invited to attend and share in the success of their children.

The chaplains from our local churches also attend some of our assemblies and we appreciate the contribution they make.

## Homework Rationale

At Strathdevon Primary, we believe that our partnership with parents/carers is vital in encouraging our children to have positive attitudes to learning.

Homework is an important element of the home – school link.

- Homework allows teachers, children and parents/carers to work together to develop knowledge and skills.
- Children are encouraged to take more responsibility for their learning through organising and managing their time.
- Parents/carers are able to enhance and consolidate the work of the school through discussing the learning with their children.
- Parents/carers gain insights into their children's progress and are able to inform teachers of any issues arising from the homework tasks.

## Homework Guidelines

Homework extends and reinforces the learning and teaching within the school day. Curriculum Newsletters, are issued regularly across the year and provide information regarding the learning that the children are undertaking. These guidelines outline the general approach to homework, however, we will adapt homework expectations and setting based on the needs of your child. Homework:

- will be appropriate to the needs of the child.
- may be issued weekly or daily.
- will minimally include a literacy and numeracy/maths element.
- may include additional tasks linked to other curricular areas.
- should take no longer than between 15 to 20 minutes daily (four nights a week).

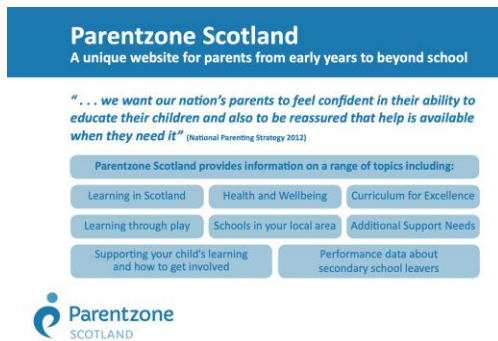
Some homework tasks, such as topic presentations, may have a timescale of a period of weeks.

Children should be encouraged to take increasing responsibility for their homework as they progress through the school; however, your support and supervision is invaluable in consolidating your child's learning. We would appreciate if parents/carers would sign homework tasks, adding any comments, as required.

If a homework task is causing your child stress or anxiety, please stop the activity and inform the class teacher.

## Parentzone Scotland

Parentzone Scotland is a one-stop shop website for information and advice on education and learning in Scotland. The website continues to be updated and improved and can be accessed [here](#). Why not check out the website for ideas on how you can support your child's learning.



## Relationships Policy

Our Relationships Policy is heavily research based and has a high element of restorative and reflective conversations incorporated within it. This policy is available at:

<https://blogs.glowscotland.org.uk/cl/strathdevonprimary/our-policies/>

At Strathdevon Primary School we understand that positive relationships and behaviour are key to all learning. As a staff, we recognise that children achieve best when they learn in a nurturing and structured environment where high standards are expected, demonstrated and maintained.

*“Developing good relationships in the classroom, playground and wider community is essential for creating the right environment for effective learning and teaching. Where children and young people feel included, respected, safe and secure and where their achievements and contributions are valued and celebrated, they are more likely to develop self-confidence, resilience and positive views about themselves. This applies equally to all staff in the learning community.”*

*(Better Relationships, Better Learning, Better Behaviour, Scottish Government, 2013)*

Clackmannanshire Council are at the forefront of brain-based, attachment-led and trauma-informed practice. We have worked with Educational Psychologists to learn more about attachment theory and nurturing principles. Our aim was to work towards a research-based Relationships Policy that would maintain high standards of behaviour and reflect that all behaviour is communication.

This policy has been developed following consultation with pupils, parents, staff and our partners. It is written in conjunction with Clackmannanshire Council’s Building Positive Relationships for Establishment Improvement (2018) guidelines and it is underpinned by the UN Convention on the Rights of the Child (UNCRC), Getting It Right for Every Child (GIRFEC) and the principles of nurture and restorative practice.

At Strathdevon, building positive relationships is at the heart of what we do. In doing so, we recognise that we all have feelings and emotions, but how we behave in response to our feelings is a choice. Making good choices consistently isn’t always easy and often requires help, support and modelling from adults.

This policy sets out the behaviours that we expect of everyone at Strathdevon and are founded upon our core values of Ambition, Friendship, Resilience and Respect

To build a positive learning environment, both children and adults need to work together to establish and sustain a culture of responsibility and co-operation. An effective and positive learning environment will include:

- a Class Charter, based on the UNCRC, displayed prominently which has been agreed, referred to and reviewed regularly by staff and pupils.
- simple, clear and predictable routines.
- use of visual cues.
- meaningful positive feedback for all children.

Please refer to our Relationships Policy for full details of how we use restorative approaches to create a restorative culture and ethos where children demonstrate self-regulating behaviour and are ready to learn.

Achievements out with school are very important to us and to a child's development. We encourage children to tell us about these achievements which are recorded on a 'brick' which is celebrated with the whole school and added to our 'Wall of Achievement' in the school hall.

### Exclusion

Exclusion is a legal process. Exclusion from Strathdevon Primary School will only happen as a last resort, when all other measures and a range of strategies have been unsuccessful, or in extremely serious incidents.

### Assessment and Reporting

As pupils progress through school, teachers use a range of assessment strategies, including standardised testing. Learners in P1, P4 and P7 complete online standardised assessments in literacy and numeracy. The assessments help to identify children's progress, providing diagnostic information to support teachers' professional judgement. Further details can be found at:

<https://standardisedassessment.gov.scot/parents-and-carers/>

Pupils are also involved in assessing their own progress and identifying their next steps in learning.

We recognise that pupils do not develop and progress at the same rate and adapt teaching approaches for each child accordingly. Please contact the school as soon as possible if you have any concerns about your child's progress. Parents have the opportunity to find out about their child's learning through a range of means; such parental consultations, open afternoons and meet the teacher events, Staged Intervention meetings and ongoing discussions with teachers and leaders. Parents are also kept abreast of the learning within the class through regular Curriculum Newsletters and our Google Classrooms. These are issued via email and also available on our school blog.

Pupil Summary Reports are issued to parents, who have an opportunity to comment on these. In addition, of course, parents are welcome to contact the school at any time to ask for information or for an appointment to consult with the Head Teacher or their child's class teacher.

## Additional Support Needs

As with all local authority schools in Scotland, this school operates under the terms of the Additional Support for Learning Act (2009) and the accompanying Code of Practice. These procedures have been strengthened through the Children and Young People Act (2104).

Clackmannanshire Council 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 school/establishment in the first instance if there are any queries or concerns, and we will always try to resolve any difficulties as soon as possible.**

The Additional Support Needs page on our school blog provides hyperlinks to a range of useful websites:

<https://blogs.glowscotland.org.uk/cl/strathdevonprimary/support-information-for-parents-and-carers/>

Further information on how support for learning is organised in Clackmannanshire is available by contacting either the school, or the ASN team at Kilncraigs on 01259 452441 or by email [asn@clacks.gov.uk](mailto:asn@clacks.gov.uk)

Where there is concern about the progress of individual pupils, parents are informed at an early stage. With parental support, we may also seek further assessment and advice from a variety of other agencies including Speech and Language Therapy, Psychological Services and Primary School Support Services. We implement the Staged Intervention Procedure in Strathdevon and full details are available at

<http://www.clacksweb.org.uk/learning/stagedintervention/>

Information and leaflets for parents, carers and young people can be found on the Council's website <http://www.clacksweb.org.uk/learning/asl/> 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. They can be contacted on 0845 1232303, via [info@enquire.org.uk](mailto:info@enquire.org.uk). Further information is available at [www.enquire.org.uk](http://www.enquire.org.uk).

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.

The Additional Support Needs Tribunal for Scotland <https://www.asntscotland.gov.uk/> 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.

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 on 0131 667 6333, via [enquiries@sclc.org.uk](mailto:enquiries@sclc.org.uk) or visit [www.sclc.org.uk](http://www.sclc.org.uk)

## 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 needs and the school can link with social services over matters of family and child welfare.

### Counselling in Schools Services

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.

### PARENTZONE SCOTLAND

Parentzone Scotland is a one-stop shop website for information and advice on education and learning in Scotland. The website continues to be updated and improved and can be accessed here. Why not check out the website for ideas on how you can support your child's learning.

**Parentzone Scotland**  
A unique website for parents from early years to beyond school

*"... we want our nation's parents to feel confident in their ability to educate their children and also to be reassured that help is available when they need it" (National Parenting Strategy 2012)*

Parentzone Scotland provides information on a range of topics including:

- Learning in Scotland
- Health and Wellbeing
- Curriculum for Excellence
- Learning through play
- Schools in your local area
- Additional Support Needs
- Supporting your child's learning and how to get involved
- Performance data about secondary school leavers

**Parentzone SCOTLAND**

**It is well proven that children do better when parents and educators work together**

*"The more engaged parents are in the education of their children, the more likely their children are to succeed in the education system"*  
(Goodall and Vorhaus 2011)

**Parentzone SCOTLAND**

**Education Scotland**  
Foghlam Alba

For further information:  
Email: [enquiries@educationscotland.gov.scot](mailto:enquiries@educationscotland.gov.scot)

<https://education.gov.scot/parentzone>  
<https://education.gov.scot>

## School Health Service

Forth Valley NHS Board 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.



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 nurse 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 nurse at any time.

The NHS in Scotland runs a programme of dental inspections of children in Primary 1 and Primary 7. The aims of the National Dental Inspection Programme 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 please visit [www.ndip.scottishdental.org](http://www.ndip.scottishdental.org)

The children in our school participate in the Childsmile Programme in the Nursery only. 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 further information on Childsmile visit [www.child-smile.org](http://www.child-smile.org)

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. *When you, or another authorised adult, take a child out of school, you will be asked to sign a register.*

Colds, flu and gastro-enteritis are the most common infections affecting children of school age. Please keep your child off school in the early stages of flu. Following episodes of sickness and/or diarrhoea, pupils are required to stay at home for 48 hours. For advice about early detection and treatment for other infectious diseases e.g. chickenpox and mumps, consult your GP or Health Visitor.

Our community and school nurse is Theresa Cranston. She works closely with the school and can be contacted at Clackmannanshire Community Healthcare Centre, Hallpark, Sauchie, FK10 3JQ on 01259 290195.

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, appropriate treatment can be sought from your doctor or pharmacist free of charge. Ordinary 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.

**We are not permitted to notify parents of outbreaks of head lice within the class/school.** 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.



## Administration of Medicines

Whenever possible prescribed medication should be administered at home. Parents are most welcome to come to school to personally administer medication if required during the school day. If this is not possible a consent form must be signed and the medication brought to school by the parent or carer. Pupils should not carry medication to school. **The school will not administer non-prescribed medication or prescribed medication without the above conditions being met.**

If your child is asthmatic and requires medication, an appropriate medication consent form should be signed. Parents are required to provide two named inhalers for their child; which will be stored wither in the Janitor's office or by the Class Teacher. Any bespoke arrangement; for example, where children are old enough to carry their own inhalers should be documented in the accompanying paperwork and signed by the Headteacher or Depute Headteacher. In this case, the spare inhaler kept by the class/school teacher is an emergency, back-up supply in the event that the child's personal supply is depleted.

Please contact the Headteacher if you require any further clarification.

## Safeguarding

Our safeguarding policy applies to all staff, students, volunteers (including parents/carers) and any other adult working with or supporting the school. It can be found at:

<https://blogs.glowscotland.org.uk/cl/strathdevonprimary/our-policies/>

The policy aims to:

- protect and ensure the safety and wellbeing of all children in Strathdevon Primary School and Nursery Class.
- provide all staff and adults with the necessary information that guides our approach to safeguarding and child protection.

Strathdevon staff do this by:

- Creating and maintaining a positive, inclusive and nurturing ethos.
- Developing health and personal safety programmes.
- Being observant of children's needs, views and concerns.
- Reporting and recording concerns about the welfare or safety of children.
- Monitoring and supporting children in co-operation with relevant professionals, parents and carers.

The school actively supports children and young people to develop their knowledge and skills about personal safety and to be confident in expressing any anxieties about their own wellbeing. This is encouraged through our Health and Wellbeing programme and through specific curriculum programmes such as 'Think, Feel, Do.'

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 and complete training modules.

Getting it Right for Every Children (GIRFEC) is the Scottish Government's approach to improve children's services. The wellbeing of all children and young people is at the heart of GIRFEC. Services must work together with children, young people and their families to provide quick and effective support when it is needed. The children and Young People Act (Scotland) 2014 will mean key parts of GIRFEC become law in 2016.

## 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 family any action they need to take. The eight well-being indicators are:

Safe, Healthy, Achieving, Nurtured, Active, Responsible, Respected and Included

The approach gives a common language and a way to gather information about a child's world, making sure 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 improvement plan with the child and family was meeting all the child's needs).

## Named Person

Every child and young person will have a Named Person to make sure their wellbeing is promoted. The role of the Named Person in health or education, depending on the age of the child, is to act as the first point of contact for children and families. Through children and families knowing who to contact, their access to help is made easier.

### Who is my named person?

Stage of child/young person	Named Person
From pre-birth – until starting school or 5 years old	Health Visitor
Primary-aged children	Mrs Emma Tomlinson, Acting Head Teacher

## 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.

## Racist or Bullying Behaviour

Any incident of racist or bullying behaviour is unacceptable and must be recorded through SEEMIS, our Education Management Information System, in line with Clackmannanshire Council's policies and procedures. These incidents are reported annually to the local authority.

A working party across Clackmannanshire have created an Anti-Bullying Strategy, in consultation with national bodies, parents, pupils and educators. This can be found here:

<https://www.clacks.gov.uk/site/documents/education/antibullyingpolicy/>

Strathdevon's Anti-Bullying Policy is due for publication in December 2021 and has been created to sit alongside our Relationships Policy.

### **Feedback, Concerns and Complaints Process**

We welcome feedback from parents and carers regarding all aspects of the service we provide, helping us to recognise areas of strengths and areas for improvement. Please feel free to contact us if you have any ideas for improvement or any concerns. We regard a concern as an expression or dissatisfaction about our action or lack of action, or about the standard of service provided by us or on our behalf. Should you remain unsatisfied after raising a concern with the Headteacher, you have the right to raise a complaint

Who can complain? 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 cannot 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 two 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 depute 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 five 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 five 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 those which are too complex for a Headteacher to deal with.

To move to Stage Two, you should contact the Head of Education and ask for a formal investigation under Stage Two. You can do this by contacting the education service at Kilncraigs 4th floor, Alloa

When using Stage Two:

- We will acknowledge your complaint within 3 workings 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.

## Parent Council

Strathdevon Parent Council's vision is to be an inclusive, friendly and open group that helps to help support communication, to aid curriculum development, to raise funds, provide a voice for parents and support the school to deliver the very best possible education for all our children. The chair of our Parent Council is Angharad Wollensack-Kotlewski. The Parent Council constitution can be found at:

<https://blogs.glowscotland.org.uk/cl/strathdevonprimary/our-parent-council/>

All parents and carers are very welcome to attend Parent Council meetings; dates can be found on our school blog.

Strathdevon is fortunate to have an active and supportive Parent Council. Our Parent Forum consists of all parents in our school community. Parent Council information can be found on the outside notice board, and on the school website.

## Community Links

The school provides an invaluable focus for the community and is used by clubs and groups for their activities. We believe we have a responsibility to ensure that the life and work of the school is appropriately shared by the community and endeavour to assist and support local groups. Wherever possible we utilise the resources of our community to support our social studies programme.

## 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:

- Creation of a one door entry system during normal school hours.
- Installation of electronic doors locking mechanisms.
- Erection of signs directing visitors to the single door entry point.
- Introduction of an entry procedure for visitors including the issue of security visitor pass.
- Introduction of staff identification passes.
- 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 children and staff is at the heart of this programme.

The provision of additional security measures in Strathdevon Primary has ensured that all entrances to the school are locked whilst the children are inside. These locks also operate as emergency exits internally. The only entry point for visitors and parents is via our front main entrance. The pressing of the call buzzer activates a pager system. The adult on duty will respond as soon as possible. Only parents visiting the nursery should use the rear nursery entrance door, which has its own separate secure entry system. All other parents and visitors to the school are requested to report to the main front entrance for security clearance.

We now have a clearly delineated fenced perimeter to the South, West and East. The access road to the school, Park Place, becomes heavily congested with traffic particularly around 9.00 am and 3.00 pm. We would ask that, wherever possible, you park vehicles across the other side of the burn or at the Civic Centre car park. Please avoid double parking in Park Place because this greatly restricts access of emergency services to the school and to the adjacent Health Centre. Double parking also greatly increases the potential risk of accidents to pedestrians. Parents waiting to collect children are asked to come right into our playground away from the gate. For our younger children it is often distressing to struggle to the gate when adults are clustered there. In the interest of safety, please do not wait for your child standing on the road or pavement outside the gate, as this creates a temptation for children to run out of the gate to meet parents.

Parents are requested not to bring cars into the staff car parking areas because of the limited space and for safety reasons.

When collecting children from school, please use the North West gate and pavements. **Please do not walk through the staff car park to access Civic Centre parking because this is very congested with moving traffic and therefore unsafe for pedestrians.**

We try to operate an unofficial one-way system at these busy times so that vehicles come down Park Place, turn left along the front of the school and then turn left up Lovers' Loan to the main road.

For those children living in outlying areas that are transported by the authority the pick-up point for their transportation is at the main entrance door.

We appreciate your help and co-operation.

### School Transport

Clackmannanshire Council has a Home to School Transport Policy, which can be found using the following link:

<http://www.clacks.gov.uk/learning/hometoschooltransport/>

### School Uniform

At Strathdevon Primary all children are encouraged to wear school uniform. School uniform helps to promote our positive school image and creates a feeling of equality and inclusion. We appreciate the considerable efforts and support that you, as parents, make to ensure the smart appearance of our children.

The school uniform is a choice of:

- Blue round neck or V-neck sweatshirt
- Blue cardigan
- White Polo shirt/White shirt
- School tie (regular or elasticized)
- Grey/Black trousers/skirt
- Grey/Black tights/socks
- Black shoes (not trainers)
- T-Shirt (House Colour)

There is a selection of school uniforms available for free in the school foyer. Please feel free to take what you need and give what you can. The school uniform can also be purchased from Scotcrest who are based at Glentana Mill, West Stirling Street, Alva FK12 5DQ, tel. 01259 761827. Scotcrest stock a number of additional, non-essential items such as gym bags, school bags and jackets sporting the Strathdevon badge.

### PE Kit

Children will require a school t-shirt, black shorts and gym shoes or indoor trainers.

Children are requested not to wear football tops for PE. PE kit should be kept in a gym bag in school at all times, and will be returned at intervals for washing. Please put a name or some identifying mark on **all** of your child's belongings. Warmer clothing such as tracksuit bottoms and a waterproof jacket are encouraged to allow outdoor PE in colder months, where appropriate.

## Mobile Phone and Recording Devices

Camera mobile phones are now the norm and a built in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms. There is a potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils or/and staff. We strongly discourage pupils bringing mobile phones to school.

### Pupil Policy

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, **Strathdevon discourages pupils bringing mobile phones to school** due to the potential issues raised above.

When a child needs to bring a phone into school, a permission slip (Appendix 1) must be signed by the parent and the phone must be left in the school office at the start of the day and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that **Strathdevon accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds, whether handed to the office or not.**

Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to a member of the office team who will record the name of the pupil and attach it to the phone. The mobile phone will be stored by the school office. The pupil may collect the phone at the end of the school day. A letter will be sent home to parents requesting that a permission slip be returned the next day. If this practice continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from a senior teacher.

If a pupil is found taking photographs or video footage with a mobile phone (or other device) of either other pupils or teachers, this will be regarded as a serious offence and sanctions will be applied.

During the school day or at after school/lunch clubs pupils are not permitted to use their phones or similar recording devices.

Our Mobile Phone Policy can be accessed at: <https://blogs.glowscotland.org.uk/cl/strathdevonprimary/our-policies/>

## Extra-Curricular Activities

There are many activities for children after 3.00 pm and, occasionally, before 9.00 am or at lunchtime. Some are organised by the school, others are run by separate clubs or by parents and children. A brochure displaying all available clubs is issued termly to pupils. This will also be displayed in the foyer and on the school blog.

## School Clothing Grants

If your child/ren attends one of our primary, special or secondary schools, you may qualify for a school clothing grant. This is currently £120 per child. School clothing grants will not be paid to children attending nursery schools, nursery classes or other pre 5 centres.

To qualify for a school clothing grant you must be in receipt of Child Benefit and one of the following benefits:

- Income Support.
- Income-based Job Seekers Allowance.
- Income-related Employment and Support Allowance.
- Maximum Working Tax Credit and Maximum Child Tax Credit with an income below £6,420.
- Child Tax Credit where NO Working Tax Credit is payable and income is less than £16,105 (as assessed by Inland Revenue).
- An asylum seeker in receipt of support under part VI of the Immigration and Asylum Act 1999.
- You may also be eligible if you are in receipt of Universal Credit.

## Free School Meals

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.

If you are in receipt of Child Benefit and one of the following benefits you may be able to claim free school meals for your child:

- Income Support
- Income-based Job Seekers Allowance
- Income-related Employment and Support Allowance
- Maximum Working Tax Credit and Maximum Child Tax Credit with an income below £6,420
- Child Tax Credit where NO Working Tax Credit is payable and income is less than £16,105 (as assessed by Inland Revenue)
- An asylum seeker in receipt of support under part VI of the Immigration and Asylum Act 1999
- You may also be eligible if you are in receipt of Universal Credit

If you think you qualify, please contact the Business Support Team on 01259 452499 for further information. Application forms can be obtained from schools, CAP offices and the Council Offices at Kilncraigs; also by accessing <https://www.clacks.gov.uk/learning/schoolclothinggrants/> Applications may be made at any time during the session.

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: <https://www.clacks.gov.uk/learning/freeschoolmeals/>

## Help with Free School Meals Application Form

Mrs Tomlinson would be happy to support anyone completing this form on a one to one basis.

## Food in Schools

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 the Headteacher and**



the Catering Department. You can also find more information by accessing:

<https://www.clacks.gov.uk/learning/allergyintdiets/>

## Breakfast Club

The primary school breakfast comprises:

- Tea, fresh semi-skimmed milk or water.
- A piece of fresh fruit or a glass of fresh, unsweetened apple or orange juice.
- A selection of cereals with milk.
- Toast or crusty bread with butter or jam.

The service is available free of charge to children entitled to free school meals. All other children can currently purchase a breakfast for £1.20. Payment can also be made via ParentPay. The 'breakfast' children are supervised when in the dining hall, however, they currently have the choice to play in the playground after breakfast. There is limited supervision in the playground from 8.45 am to 9.00 am.

## Lunch

School Menu Selector is displayed in classes and at the entrance to the lower school door. All pupils are issued with a menu at the start of the school year or can view the selections here:

<https://www.clacks.gov.uk/learning/schoolmenus/>

The Schools (Health Promotion and Nutrition) (Scotland) Act 2007 has had a significant effect on school lunches. In primary schools, a two-course lunch is available where the pupils can freely choose from the bread basket and also have the option of milk, fresh fruit juice and water with their meal. These choices are included with all meals for £2.00. Each lunch is guaranteed to contain a healthy balance of nutrients and is low in fat and salt. **From January 2022, children in Primary 1-5 are entitled to a free school meal.**

A three-weekly menu cycle is in operation in Clackmannanshire Primary Schools. The menu is detailed on [www.clacksweb.org.uk](http://www.clacksweb.org.uk) and clicking on Schools Menu Selector. Pupils order their lunches each morning and are the prepared to order. This saves food waste and ensures all pupils can have their selected meal. **Therefore, it is important that your child is aware that they cannot change their lunch option at lunch time. Please support younger pupils in their decisions to avoid disappointment.**

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 and will be advertised e.g. Christmas, International Week.

The service constantly reviews raw ingredients and recipes and where possible, try to source produce locally.

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.

### **Packed Lunches**

At Strathdevon many children choose to bring a packed lunch to school each day. Provision is made in the school dining hall for those children to eat lunch with their peers. Children bringing a packed lunch to school should bring it in a container clearly labelled with their name. Lunch boxes can be stored on class trolleys throughout the school day. Unless particularly messy, packed lunch waste is sent home with children to allow parents/carers to monitor what has been eaten at lunch times throughout the week. Children staying for lunches are supervised at all times and are not allowed to leave the school grounds.

### **Water Bottles**

We encourage all of our pupils to drink water regularly in school. Research proves that keeping the brain hydrated helps children to learn more effectively. We have two water coolers in school. We recommend that your child brings a filled water bottle to school, which can be refilled during the school day, from the coolers. Please ensure that your child's water bottle has their name on it. The responsibility for cleaning the water bottle and ensuring appropriate hygiene levels rests with you as parents. We do not have appropriate water bottle washing facilities in school. We recommend that your child takes their water bottle home daily for cleaning and refilling. The bottle should be filled at home and brought back to school in the morning. It is important the bottle is returned full. The congestion caused by multiple children refilling bottles each morning would be considerable.

### **Parent Pay**

At Strathdevon we are working towards a cash-free environment. Most parents/carers use a secure online service called ParentPay to pay for lunches, breakfast club etc. ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.

You will have a secure online account, activated using a unique username and password; you will be prompted to change these, and to keep them safe and secure. If you have more than one child at our school or children at another ParentPay school, you can create one single account login for all your children regardless of which school they attend.

Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you have activated your account you can make online payments straight away.

### **Making payment by cash or cheque**

By session 2022/23 we anticipate that we will only rarely accept cash and cheque payments in school. If necessary, please make cheques out for the correct amount and make payable to Clackmannanshire Council. Cash and cheque payments are also recorded in your ParentPay online account, giving you a record of all payments you have made to school regardless of which method you use. Parents who need to continue making payments by cash or cheque may do so for now; though we will be asking those parents to consider using the Paypoint network, currently available at local convenience stores, if using ParentPay is not an option.

We hope you will support us in achieving our goal to become a cashless school. Your support in using ParentPay will help the school enormously. For further information on ParentPay please see the FAQs overleaf or visit [www.parentpay.com](http://www.parentpay.com).

### **Inclement Weather Arrangements**

There are rare occasions when the children may be dismissed early without warning (e.g. power cuts or inclement weather). In the event of this happening, every effort will be made to contact you or your child's emergency contact directly. It is important that you notify the school immediately of any changes to your child's emergency contact. During extremely wet or inclement weather (e.g. snow and frost), children may remain in school at morning interval or after school lunch. There will always be a cleared, gritted walkway to entrances and children, parents and visitors are advised to use this. Mr Stoyanov, our janitor ensures that all fire exits remain clear of snow and ice.

### **Playground Supervision**

Children are supervised in the playground during intervals and lunchtimes by our school helpers in accordance with the Authority's policy. The primary school day begins at 9.00 am. Children should arrive at school in time to enter classes punctually.

In cases where children are sent or brought to school so early as to cause concern about their welfare, Headteachers will draw this to the attention of parents or carers. If such early arrival persists and if the child is regarded as being at risk, in accordance with Local Authority guidelines, the Headteacher will refer the child to social services.

### **Secondary School**

At the end of P7 pupils normally transfer to:

Alva Academy  
Academy Avenue  
Alva  
FK12 5FE  
Tel. No. Alva (01259) 760342

Alva Academy provide an extensive programme of transition events. If your child is transitioning to a different Secondary School then the onus will lie with the parents to contact the receiving school to make transition arrangements and transport your child to and from these events.

Please also refer to <https://www.clacks.gov.uk/learning/placementrequests/>

### **Care of Materials**

Regrettably, our reading stock continues to become depleted. Sets of novels, purchased in batches of ten have, in some cases, been reduced to as few as four remaining books. We cannot continue to sustain this level of depletion. We have invested a considerable amount of money on books in session 2018/19 and 2019/20. Since

books and materials are expensive and the school's budget is increasingly limited, parents are asked to ensure that care is taken in handling them.

Teachers tightly monitoring the issue of books and books will have a number written inside the leaf corresponding to the child who has been issued with the book. We will issue invoices to parents who have misplaced books. This was agreed by the Parent Council in January 2019.

## Education Statistics Privacy Notice

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. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

### Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA 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 examination results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils
- plan and deliver better policies 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
- enhance the quality of research to improve the lives of young people in Scotland

### Data Policy

Information about pupils' education is collected through our statistical surveys in partnership between the Scottish Government and Local Authorities through the ScotXed Programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.

**The individual data about pupils in schools collected by Scottish Government through statistical surveys is used only for the statistical and research purposes for which it is collected.**

## 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 note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website (<http://www.gov.scot/Topics/Statistics/ScotXed>). Pupil names and addresses (other than postcode) are never collected in any ScotXed statistical survey.

Scottish Government works with a range of partners including Education Scotland, Skills Development Scotland and the SQA. On occasion, in order to help meet our aim of improving the life of young people in Scotland, we may make individual data available to partners such as the National Registers of Scotland to carry out research relating to the national population census and also to academic institutions and organisations to carry out additional research and statistical analysis which helps inform policy development and contributes to improving outcomes for Scotland's people. In order to carry out this research to support better decisions, policy making and practice, data may be linked to information from other sources.

Any sharing or linkage of data will be done under the strict control of Scottish Government, and will be consistent with our data policy and the National Data Linkage Guiding Principles. This will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing or linkage of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

## Concerns about Data

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis, Mick Wilson, at [mick.wilson@scotland.gsi.gov.uk](mailto:mick.wilson@scotland.gsi.gov.uk) or write to Education Analytical Services, Area 2D, Victoria Quay, Leith, EH6 6QQ

## Insurance Cover

### **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 operation of the Council. This is a Liability Cover and, as a result, negligence on the part of the Local Authority or their employees resulting in loss or injury must be established.

### **Pupils' 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 Liability policy does not automatically provide cover for personal property left within the school or other Council premises.
- b) Most Home Insurance policies give 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.

**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.

<b>Insured Risk(s) and Benefits</b>	<b>Adult</b>	<b>Under 18 years</b>
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 – Chartis

4. Money	£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.

Footnote

**For the purpose of this document parents/carers are referred to as Parents.**

Although every effort has been made to ensure that the information provided is correct at the time of issue.

We will endeavour to keep the online version up to date. This is available on

<https://blogs.glowscotland.org.uk/cl/strathdevonprimary/>

#### **Useful Websites**

<https://blogs.glowscotland.org.uk/cl/strathdevonprimary/>

<http://www.parentzone.org.uk>

Parents can find out about everything from school term dates to exam results. This site also offers information for pre-5 and post school. It also lists relevant publications for parents and provides hyper-links to other useful organisations.

<http://www.childline.org.uk/Explore/Bullying/Pages/Bullyinginfo.aspx>

Contains information for parents and children on varying forms of bullying and provides help for parents and children who are affected by bullying.

<http://www.respectme.org.uk/>

Scotland's anti-bullying service. Contains information for parents and children on varying forms of bullying and provides help for parents and children who are affected by bullying.

<http://www.equalityhumanrights.com>

Contains information for everyone on equality laws within the government and local authorities.

<https://education.gov.scot/>

[www.education.gov.scot](http://www.education.gov.scot)

Parents can access school and local authority inspection reports and find out more about the work of Education Scotland.

<http://www.careinspectorate.com/index.php/member-of-the-public>

The governing body for our nursery provision.

## School Term Dates

Event	Date
Autumn term begins (Staff only - staff development days) Monday & Tuesday 15th & 16th August 2022	
Autumn term begins (Pupils):	Wednesday 17 <sup>th</sup> August 2022
Autumn term ends:	Friday 7 <sup>th</sup> October 2022
October holiday begins:	Monday 10 <sup>th</sup> October 2022
October holiday ends:	Friday 21 <sup>st</sup> October 2022
Winter term begins:	Monday 24 <sup>th</sup> October 2022
Staff development day (pupils off)	Friday 25 <sup>th</sup> November 2022

Event	Date
Christmas holiday begins:	Friday 23 <sup>rd</sup> December 2022
Christmas holiday ends:	Friday 6 <sup>th</sup> January 2023
Spring term begins:	Monday 9 <sup>th</sup> January 2023
Staff development days	Monday & Tuesday 13 <sup>th</sup> & 14 <sup>th</sup> February 2023
Spring half-term holiday begins:	Wednesday 15 <sup>th</sup> February 2023
Spring half-term holiday ends:	Friday 17 <sup>th</sup> February 2023
Spring term ends:	Friday 31 <sup>st</sup> March 2023
Easter holidays begin:	Monday 3 <sup>rd</sup> April 2023
Easter holidays end:	Friday 14 <sup>th</sup> April 2023
Summer term begins:	Monday 17 <sup>th</sup> April 2023
May public holiday:	Monday 1 <sup>st</sup> May 2023
Summer term ends:	Friday 30 <sup>th</sup> June 2023

#### Staff Development Days (school closed to children)

- Monday 15<sup>th</sup> August 2022 and Tuesday 16<sup>th</sup> August 2022
- Friday 25<sup>th</sup> November 2022
- Monday 13<sup>th</sup> February 2023 and Tuesday 14<sup>th</sup> February 2023