



# Abercromby Primary School Handbook

2019 - 2020





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## 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.

Our mission is 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 will be supported by collaboration across educational establishments, services and with other regional 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.

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



 Clackmannanshire  
Council  
[www.clacksweb.org.uk](http://www.clacksweb.org.uk)

It is clear that the needs of our children and young people are best met by working effectively with parents and carers. I believe we need to strengthen parental involvement in education and to provide flexible systems to enable parental engagement and representation.

The school your child attends is where it all happens and I encourage you to get involved in whatever way you can, be that via Twitter, Class Dojo, giving a helping hand, taking an interest in your child's learning or buying a ticket for a concert!

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!

It is our intention to ensure that our relationships are characterised by mutual trust and respect, there is transparency and equity in the use of our resources and we are all ambitious for our children and young people.

**Anne M Pearson MBE**  
**Chief Education Officer**



### Welcome From The Headteacher

A very warm welcome to you and your child from everyone at Abercromby Primary School.

At Abercromby Primary we pride ourselves on being a welcoming, vibrant and nurturing school, where staff, pupils and parents work in partnership and everyone is valued. Our school has a positive and inclusive ethos. A strong emphasis is put on celebrating success, raising attainment and on personal improvement and self-belief.

Our expectations are high and we aim to provide the best possible broad education for all of our pupils in an active, innovative and stimulating environment, where every child is motivated and challenged to reach their full potential. Our dedicated staff team is committed to ensuring that learning is relevant, engaging and fun.

We want the very best for your child and firmly believe that education is most effective when there are strong partnerships between home and school. We regularly invite parents to come into school to participate in and enjoy numerous events throughout the year. We also encourage parents and friends in the community to share their skills and expertise with our learners. We look forward to working in partnership with you to ensure that our school is at the heart of the community.

If you have any questions or concerns, the Senior Management Team will make every effort to be available to meet with you promptly. If you wish to meet with the class teacher please, they are usually available at the end of the school day. On occasion, you may have to contact the school office and an appointment will be made for you.

This brochure is designed to help your child settle into our school and to provide you with useful information about the school. I hope you will find it helpful.

I look forward to working with you and your child during their learning journey at Abercromby Primary.

Aileen Ferguson  
Headteacher



## **The School Context**

Abercromby Primary is a non-denominational school serving the catchment area to the south of Tullibody. The school was built in 1951, the first post-war school of its kind in Clackmannanshire. It has spacious grounds, including a wild life garden which supports recreation and outdoor learning. The school is part of the Lornhill Cluster and most of our pupils transfer to Lornhill Academy at the end of Primary 7, although some pupils go on to St Modan's High as a matter of choice. Abercromby currently has a roll of 379 pupils, which includes 88 children in the nursery.

The nursery building is pyramid shaped and provides a very flexible, spacious interior with an excellent outdoor environment, to support learning and play. The nursery provides sessional and full day provision.

Following an extensive consultation with all stakeholders in the local community, Tullibody South Campus is currently being constructed in the existing school grounds. We will share the campus with St Bernadette's Primary and a large nursery, which will provide all year provision.

This is an exciting time for our school and local community. We are looking forward to working collaboratively with our partners and making the most of all opportunities afforded by the super facilities, which will support learning and teaching in the modern world.

The new campus will open in August 2019.

Our staff team are committed to taking the school forward on a journey of continuous improvement through critical reflection, and rigorous evaluation of our work, ensuring best practice. There is a strong commitment to professional learning across the school, with all teachers currently participating in Tapestry Masterclass and the Equitable Literacy Programme. Four teachers are currently undertaking learning at Masters Level at Stirling University

## **School Information**

|                  |  |
|------------------|--|
| School Address   | Abercromby Primary School<br>4 School Road<br>Tullibody<br>FK10 2PZ  |
| Telephone Number | 01259 722972   |
| E-mail           | <a href="mailto:abercrombyps@clacks.gov.uk">abercrombyps@clacks.gov.uk</a>   |
|                  | Follow us on twitter @abercrombyps<br>abecromby-nc Nursery Twitter   |
|                  | Follow us on Facebook: Abercromby Primary School   |
|                  | School Website:<br><a href="https://blogs.glowscotland.org.uk/cl/abercrombyprimaryandnursery/">https://blogs.glowscotland.org.uk/cl/abercrombyprimaryandnursery/</a> |
| School Roll      | 379  |



## School Staff

|  |  |  |
|--|--|--|
| <b>Headteacher</b>                     | Mrs Aileen Ferguson  |  |
| <b>Depute Headteachers</b>             | Mrs Louise Thomas<br>Mrs Gayle Penman  |  |
| <b>Principal Teachers</b>              | Miss Deborah Hamill<br>Miss Erin McDaid<br>Mrs E McLaren (currently on Maternity Leave)<br>Miss E Craig (Acting Principal Teacher)   |  |
| <b>Class Teachers</b>                  | Miss Lauren Davis<br>Mrs Dianne Hemming<br>Miss Stacey Paterson<br>Mrs Mhairi Griffiths<br>Miss Jen Sneddon<br>Ms Figen Zorlu<br>Mrs Katie Donnelly<br>Miss Laura Powell<br>Miss Gillian McBride<br>Ms Fiona Delaney<br>Miss Kathryn McLean<br>Miss Linzi Stark<br>Ms Yvonne Wilson 0.8<br>Miss Denise Brown 0.6 |  |
| <b>Support for Learning Teacher</b>    | Mrs Meg Scott 0.8  |  |
| <b>Support Worker</b>                  | Miss Caitlin Burns   |  |
| <b>Early Intervention Worker</b>       | Mrs Michelle Mackie (funded through SAC) 0.5   |  |
| <b>Support for Learning Assistants</b> | Mrs Irene Barclay<br>Mrs Christine Brophy<br>Mrs Linda Ross<br>Mrs Aileen Terras<br>Mrs Lesley McIntyre<br>Mrs Catrina Morgan<br>Mrs Christine Smith<br>Mrs Kirsty Farrell<br>Mr Nick Strong   |  |
| <b>PE Specialists</b>                  | Mr Gareth Roberts<br>Miss Caitlin Paul   |  |

|   |   |
|---|---|
| <b>Art Specialist</b>                   | Mr Simon Gough 0.4  |
| <b>Administrative Assistant</b>         | Mrs McMorran  |
| <b>Administrative Support Assistant</b> | Mrs Kay Faichney  |
| <b>School Janitor</b>                   | Mr Stevie McCluckie   |
| <b>Catering Team</b>                    | Lisa Malcolm (Manager)<br>Karen Rankin<br>Nancy McCutcheon<br>Carol Sommerville   |
| <b>School Chaplain</b>                  | Rev Drew Barry  |
| <b>Nursery Staff Team</b>               | Ms Elaine Stewart Senior EYP<br>Ms Lorna Fulton Senior EYP – Graduate<br>Mrs Lisa Adam Early Years Teacher – Mornings – Mon – Wed<br>Mrs Donna Fraser EYP<br>Mrs Audrey Gear EYP<br>Mrs Sue Poskitt EYP<br>Miss Gemma Sutton EYP<br>Mrs Elaine Kennedy EYP<br>Mrs Sharon Hutchinson EYP<br>Mrs Susan Cooper EY Learning Assistant |

### **The School Day**

|                   |                  |           |
|-------------------|------------------|-----------|
| Breakfast Club    | 8.30am – 8.55am  |           |
| Morning Session   | 9.00am – 12.15pm | (P1-P3)   |
|                   | 9.00am – 12.30pm | (P4 – P7) |
| Afternoon Session | 1.00pm – 3.00pm  | (P1 – P3) |
|                   | 1.15pm – 3.00pm  | (P4 – P7) |

### **Formation Of Classes**

Our school currently has 16 classes from P1 – P7. There are times when the distribution of children over various stages of the school necessitates the formation of composite classes. This is where children from two stages in a school become one class. Primary teachers are trained to teach in differentiated groups. Consequently, composite classes, organised in flexible teaching and learning groups, operate in the same way as a single stage class, allowing pupils to learn at their own level and pace. A composite class will not exceed 25 in number, unlike single stage classes that may have up to 33 pupils.



## Our Vision, Values and Aims

**'Believe You Can Achieve'**



At Abercromby Primary School and Nursery we have high aspirations for all of our learners. Staff, pupils and parents were all involved in an extensive and highly successful consultation process to decide upon our vision and set of values, which we all agreed encapsulated our school. Our shared Vision and Values underpin all that we do and have a high profile within our whole school community.

We work in an inclusive way and believe in promoting positive life chances for all. In putting children first, we aim to meet the needs of the children in our care in a holistic and nurturing way. We actively seek to be innovative in our approach to providing the best educational experience for our pupils in an active and stimulating environment, where children are motivated and challenged to reach their full potential. We aim to ensure that learning is relevant, engaging and fun.

We continually promote and uphold our **school values** of:

|                      |   |
|----------------------|---|
| <b>Ambition</b>      | have high expectations of yourself                  |
| <b>Respect</b>       | good manners, consideration and kindness for others |
| <b>Determination</b> | try everything and don't give up                    |
| <b>Teamwork</b>      | together everyone achieves more                     |
| <b>Honesty</b>       | be true to yourself and others                      |

In carrying out all aspects of our work, we **aim** to:

- provide a supportive, reflective and developing environment to ensure that each child has the opportunity to reach his or her potential through the provision of high quality learning and teaching.
- ensure there is a positive welcoming and inclusive ethos where everyone in the school community is valued and has a voice.
- build nurturing relationships with the children and work effectively in partnership with parents/carers, outside agencies and the wider community to ensure we get it right for every child.
- improve our children's health and wellbeing by building their confidence and self-esteem, promoting healthy lifestyles and by developing in them consideration and respect for others, tolerance and resilience
- equip our children with the skills, knowledge and attitudes they need to build a successful future for themselves and make a positive contribution to society.

We believe that by fostering these principles, we can improve our service and provide the best possible experiences for our children.



## **Ethos**

Abercromby Primary has a strong, positive and inclusive ethos, which promotes good behaviour, courtesy and effort. These qualities are regularly rewarded by the presentation of certificates, badges and other awards. Strong emphasis is put on celebrating success, recognising wider achievement, raising attainment and on personal improvement and self-belief. We encourage our learners to aim high, set standards for themselves and be ambitious about their future. Individual teachers run a variety of incentive or merit schemes in their classes in which children can gain rewards.

Pupil and staff achievements are regularly celebrated at our monthly 'Superstar Assemblies', attended by parents, friends and of local partners. At the end of the academic year, we have a Special Celebration Assembly where a wide range of individual and group achievements are recognised and celebrated.

Celebration of our learning and achievement is shared regularly on Twitter, Facebook and more recently, Class Dojo.

We pride ourselves on being a welcoming and nurturing school, where staff, pupils and parents work in partnership together and everyone is valued.

We have developed a culture where a collective vision for development and improvement is shared and understood by all members of the school community, and where there are opportunities for leadership at all levels. Individual, teams and RACI groups have driven forward initiatives and developments which have had a positive impact on learners' progress and achievement.

Pupils are given many opportunities to contribute effectively to the life of the school and the wider community in a variety of ways. There are increasing opportunities for learners to take on leadership roles and to be innovative and creative. Our learners have opportunities to take on responsibilities such as Prefects, House Captains, Sports Leaders, School Bank Team, Buddies to younger children, Curriculum Buddies, WOW, Eco Team, School Improvement projects, Young Janitors, Young Reporters in the nursery.

There are pupil representatives on the Tullibody South Campus Stakeholders Group for the new school.

The positive ethos and learning culture we have created has a positive impact on pupils' overall achievement.

## **Buddies**

Our P6 Buddies participate in Buddy Training in January. This training takes place both in school and in the nursery. 'Big Buddies' are allocated to 'Wee Buddies' from the nursery. From January to June positive relationships are formed as both groups of children work together on various projects in a structured and supportive environment. This Buddy Programme has been highly effective in achieving its aim, ensuring a smooth transition for our young children starting school. Buddies continue to support P1 pupils effectively when they start school, in the playground and in the school throughout the session.



## School House Teams



Pupils and staff are allocated to a house team, and work towards winning points for their team for demonstrating a good work ethic, good behaviour and a positive attitude to all aspects of school life. The houses are, Wallace, Mar, Delph and Ochil. They are led by House Captains who encourage their team to work hard and earn points for their house. House Captains play a major role during weekly assemblies, and organise house events and house challenges, throughout the year. Each house has their own 'chant', which is often heard at assemblies and during house challenges and sporting events.

Certificates are awarded at a weekly assembly to the child in each class who has achieved the most house points, and the winning house is announced, based on total points for the week.

The winning house of the month is awarded the House Cup at assembly. There are also termly treats for the house who has earned the most points during the term. Termly treats are planned in advance with the House Captains and the Principal Teacher responsible for houses. At the end of session, a cup is awarded to the house which has earned the most house points over the year and a cup is presented to the overall winning house from Sports Day.

Pupils are proud of their own house and are motivated to earn points for being, successful learners, effective contributors, confident individuals and responsible citizens.

### Positive Behaviour Approaches

A strong emphasis is put on good relationships and positive behaviour. We recognise the link between positive relationships and behaviour and the provision of high quality learning and teaching. We understand that children bring with them to school different abilities, experiences and home circumstances, and that creating a safe, nurturing, inclusive environment and positive ethos will foster good relationships and behaviour within our school. The restorative approach is something we value as an effective way of moving forward and restorative conversations take place as a matter of course.

We are currently reviewing our Positive Behaviour and Anti-Bullying Policy to reflect recent changes in practice at school and authority level. To support us in achieving this aim, we are consulting with pupils, parents and staff.

Bullying behaviour will not be tolerated in Abercromby Primary. All pupils are entitled to work and play in a learning environment where they feel valued, respected, safe, and are free from all forms of abuse, bullying and discrimination. Pupils can tell any member of staff if they are unhappy in the way they are being treated by others. They will be listened to and any reported incidents of bullying are dealt with immediately.

## Nurturing Approaches

We believe that all children benefit from being educated in a climate that supports the nurturing principles.

These principles are as follows:

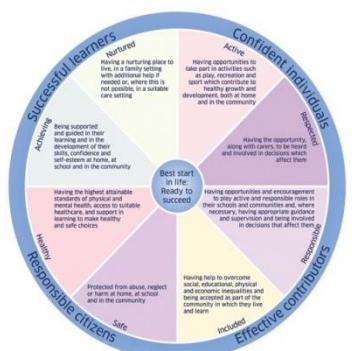
- Children's learning is understood developmentally.
- Nurture is important for the development of self-esteem.
- Language is understood as a vital means for communication.
- All behaviour is communication.
- The classroom offers a safe base.
- Transitions are significant in the lives of children.

All staff have undertaken nurture training and R4L (Readiness for Learning). This approach is having a positive impact on children's learning and achievement.



## Meeting Learner's Needs

We recognise the value of early identification when it comes to removing barriers to learning and we continually strive to ensure that all pupils are supported appropriately and effectively. This is with a view to making sure that each child in our care reaches their full potential. GIRFEC (Getting It Right for Every Child) is firmly embedded in our practice. Staff consider all aspects of children's wellbeing and development and are familiar with thinking about their pupils in terms of the wellbeing indicators, (safe, healthy, achieving, nurtured, active, respected, responsible, included). These indicators help us in our identification of learners' needs in the widest possible sense and from this we focus on specific outcomes for children with a view to improving outcomes for all pupils in our care. Through our robust Staged Intervention process in school, pupils' additional support needs are identified quickly and relevant supports are accessed. This process sits within GIRFEC. We value the role parents have to play in supporting their children to become successful learners.



## **Curriculum**

Our curriculum is firmly based on the experiences and outcomes and design principles of Curriculum for Excellence.

The 'Curriculum for Excellence' framework consists of the following areas:

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

Within this framework your child will progress through a national framework of levels. The broad expectations in primary are:

- Early – pre-school years, P1 or later for some.
- First – to the end of P4, but earlier or later for some.
- Second – to the end of P7, but earlier or later for some.

Each level offers opportunities for challenge and depth. We plan learning experiences in order to ensure, 'how much' and 'how well' pupils have learned and developed.

The 3-18 Curriculum aims to raise standards, prepare our pupils for the future and equip them with the relevant skills and knowledge essential for employment in a fast and changing world.

## **Languages**

### **Literacy and English**

Literacy permeates every area of the curriculum. The Literacy and English framework promotes the development of critical and creative thinking as well as competence in listening and talking, reading, writing and personal, interpersonal and team-working skills. In line with a whole authority approach to reading, we are currently implementing the Equitable Reading Programme across the school. We are implementing new strategies to support children and raise attainment in reading. We have developed 'literacy rich environments' in classrooms and class libraries are stocked with a wide range of books to suit all tastes. We have also introduced banded books. Time is set aside for the enjoyment of books and reading. There are many opportunities for pupils from different stages to share reading with each other.

Writing is the ability to effectively communicate ideas, information and opinions through the written word in a range of contexts. Writing is most effective when there is something relevant to write about and there is a definite purpose or audience for the writing.

## **Modern Languages**

At Abercromby Primary we recognise the importance and value of giving pupils the opportunity to learn another language. As part of the ‘Language Learning in Scotland 1+2 approach’, children begin their first additional language, L2 (French) from nursery. This enables our children to learn about and foster an interest in, another language and culture, other than their own. We believe that learning another language stimulates children’s creativity and enables them to develop personal qualities, skills, knowledge and understanding.

In order to support this and ensure our pupils experience high quality teaching and learning, a number of staff have engaged in FLAME training.

Our Framework, which is motivating, relevant, coherent and active, sits in line with Curriculum for Excellence and recommendations in the Scottish Government, Language Learning in Scotland. Pupils from P1 – P7 enjoy and participate enthusiastically in a variety of French activities in an active learning environment. Pupils learn and extend their knowledge of the French language through listening, responding, talking, singing, and in some classes, reading.

## **Numeracy/Mathematics**

Our Numeracy and Maths programme sits in line with the Curriculum for Excellence. Although textbooks are still used, pupils also learn mathematical concepts through active learning. Pupils are encouraged to explore and apply mathematical concepts to understand and solve problems, explaining their thinking and presenting their solutions in a variety of ways. Pupils are encouraged to work collaboratively, with a partner or in teams. Maths is also taught in context which makes it more relevant and meaningful for pupils as it models real life situations (inside and outside the classroom). The Interactive Whiteboard is an excellent resource for the teaching of numeracy and mathematics. We recognise the value of outdoor learning and teachers regularly use the outdoors to support and enhance the numeracy and mathematics curriculum.

Our numeracy and mathematics curriculum is well resourced.

## **Health and Wellbeing**

Health and Wellbeing permeates the curriculum. Learning in Health and Wellbeing ensures that children develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing. 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 and sexual health.

Careful planning ensures that pupils will be active, respected, responsible, included, nurtured, safe, healthy and achieving.

Bounceback, a programme to support mental and emotional wellbeing is used across the school. This programme familiarises children with everyday situations that may occur and develops their awareness of who can help them.

We have a whole school health focus in the summer term, this is widely supported by parents and other partners and usually culminates in a large event.

Sporting achievement is a strength in the school. Pupils across the school regularly participate in sporting events and achieve success. We have been awarded the, **Sportsscotland’, Gold School Sport Award** in recognition of our Sporting Success.

### **Social Studies**

Our 'Contexts for Learning' Programme is an interdisciplinary approach to learning, (IDL). This incorporates the principles of curriculum design and supports staff and pupils in planning innovative, engaging and enjoyable learning experiences. This method of learning in context provides a meaningful and motivating experience for pupils. Pupils are actively involved in making decisions about how and what they learn, by asking 'Big Questions' and sharing learning with their peers and parents.

Wherever possible pupils will take their learning outside, in the playground, local area and further afield. We also involve partners and parents to share their expertise and support learning. This greatly enhances the learning experience for children.

### **Sciences**

Through learning in sciences, pupils develop their interest in and understanding of, the living, material and physical world. Through the science experiences and outcomes, pupils develop skills of scientific enquiry and investigation using practical techniques in the classroom, playground and wider environment.

There is a strong focus on STEM across the school.

### **Technologies**

ICT is a term used to include a wide range of technologies involved in information handling and processing. ICT is embedded across all curricular areas. All children have access to a safe environment within the internet. There is an interactive whiteboard in each classroom. We have invested in new technology, including ipads and are focusing on developing digital literacy, especially as we move to the new school. We want our children to be digitally aware and confident in using digital technology.

### **Expressive Arts**

The development lines are: Art and Design, Dance, Drama and Music. Our Expressive Arts Programme is supported by the PE Specialists, Art Specialist and Music Tutors. There are often opportunities for classes to be involved in music projects, supported by partners. Last session all children in P5 were involved in a music project supported through the Scottish Attainment Challenge. A number of children have continued with the violin in P6. In the new year P4 and P5 pupils are participating in a Scots Song and Language Project.

Children across the school have frequent opportunities to perform to a wider audience through presenting class assemblies, the nativity, plays, and other performances. P7 pupils perform their annual pantomime in December.

### **Religious and Moral Education**

The development lines are Christianity, Other World Religions and the Development of Beliefs and Values. Throughout their time at Abercromby Primary, pupils will learn about the beliefs, values, practices and traditions of different world religions.

School Assemblies are held on a weekly basis and may be led by members of staff, pupils, the School Minister and other visitors. Each class presents their own class assembly at some time during the session. Pupils share their learning with their parents and the rest of the school.

At the end of winter and spring terms, pupils, staff and parents join together for a service in St Serf's Church. Pupils generally lead services, supported by Rev Drew Barry.

### **Developing Young Workforce**

Our aspiration at Abercromby Primary School is to prepare and support each young person for a stretching and rewarding career pathway, by nurturing and building on their skills for learning, life and work from an early stage. Last session we introduced Our Skills Academy which provides a structure for these exciting and confidence-building learning opportunities for all pupils. It also offers children the opportunity to use their knowledge and skills in a variety of relevant, real life contexts. This will prepare them for transferring skills to high school and then further education. We have developed a strong partnership with Robertson Construction and make the most of all the opportunities afforded by our unique position of having a campus constructed on site.

Currently all stages across the school participate in our Skills Academy.

Parents and other partners in the local community support this by sharing their experience and expertise with pupils.

Pupils also visit and engage with local business, including Diageo. We have developed strong links with Forth Valley College.

## **Learning and Teaching**

Learning and teaching within Abercromby Primary and Nursery follows National and Local Guidance and Policy to ensure we provide our learners with the skills, knowledge and understanding and attributes, which will provide the foundation on which they can build a successful future for themselves, and make a positive contribution to society. We aim to achieve this by providing the highest quality learning and teaching within a nurturing, supportive, motivating and challenging learning environment, to ensure our pupils become:

- Successful learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

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 all learners.

Pupils take responsibility for their own learning, lead learning and make decisions about what they want to learn and how their learning will develop. Teachers enhance learning experiences by creating opportunities to take learning outside as much as possible, in the local environment and further afield.

## **Assessment**

Assessment is a continuous process integral to learning and teaching which begins at the planning stage of any learning experience and takes a holistic view of the child. It lies at the heart of the process of promoting children's learning and provides a framework within which educational objectives may be set and pupil progress measured and monitored. It is how pupils and teachers gain knowledge of development needs, achievements and abilities, enabling planning and delivery to be more effective, thereby raising standards of achievement for every child. Assessment is an important part of how teachers know what progress is being made. In every class teachers make ongoing and informed assessments about pupils using a range of assessment approaches, e.g. questioning, listening, talking, observing etc. Pupils confidently engage in self and peer assessment to inform next steps in learning. Teachers also use Standardised Assessments. These help to build upon the evidence of achievement of a level for your child. Assessment is for Learning ensures that assessment is an integral part of day to day learning and teaching. Learners learn best when:

- They understand clearly what they are trying to learn and what is expected of them.
- They take ownership of their learning and are actively involved in the learning and teaching process.

They are able to set their own personal targets and are aware what they must do to improve their work.

- They are given feedback about the quality of their work.
- They are fully involved in deciding what needs to be done next and who can give them help if they need it.
- They confidently use 'I can' statements when evaluating their own learning

**End of Year Reports** are issued to parents in June of each year. This report outlines the progress a child has made during the academic session. We are currently reviewing how we report to parents and have sought views of parents, pupils and staff to inform our next steps.

### **Homework**

Following an extensive consultation all classes have Homework Grids, (Home Learning). These grids are updated regularly and shared with pupils and parents.

### **Partnerships with Parents**

We value parents as partners and welcome them into our school at every opportunity. We are keen to work with you to help give your child the best education we can provide. We offer a variety of opportunities throughout the year for parents to be involved in their child's learning and the life and work of the school:

- P1 Induction Meeting
- Meet The Teacher Event
- Curriculum Afternoons
- Curriculum Learning Cafes
- Sharing Learning Events
- Family Learning Events
- Special sessions organised by individual class teachers to involve parents in their child's learning.
- Parents supporting learning by sharing their expertise
- Family Challenges and home learning
- Cluster Family Numeracy Challenge
- Class Assemblies
- Supporting the life of the school – parents are actively encouraged to help at events.
- Class Assemblies
- Christmas Fayre
- Parents Evenings
- Staged Intervention Meetings

We have an active Parent Council, who are always looking for new members and new ideas. Everyone is welcome. We would encourage you to come along and get more involved in the life of the school.

As a parent of a child who attends Abercromby Primary, you are automatically part of what is called the Parent Forum for the school. As a member of the Forum:

- You can ask the school for advice and information on your child's education and how you can support this.
- You will have the opportunity to come along to meetings and to feed in your ideas in other ways.
- You can, at the AGM in June, also help choose the Parent Council for your child's school – this is a group of parents who represent the views of all parents in the school. There are lots of different ways of getting involved in education and in your child's learning. Just enjoying being in the school is important. What you do matters, and can make a real difference to your child's education and achievement.

## **Communication**

We place a great deal of importance on communicating effectively with our families about learning, and the life and work of the school. It is important that everyone is kept informed. An Annual Calendar of Events is distributed to families in August. Reminders of dates are sent out throughout the term.

We communicate effectively through '**twitter**', '**facebook**' and more recently, '**class dojo**'.

We also keep parents informed through group texts sent through the Expressions App.

General letters, 'Information Updates' and 'Newsletters' are sent out regularly to keep parents informed.

Class teachers will also issue letters to parents, generally about future sharing learning events..

We have a text alert messaging system in place which enables us to contact parents regarding, absence from school, unforeseen emergencies, reminder of meetings and special events.

Information relating to the school is also on our school website:

[blogs.glowscotland.org.uk/cl/abercrombyprimary](http://blogs.glowscotland.org.uk/cl/abercrombyprimary)

Follow us on twitter @abercrombyps

Parents should contact the Headteacher at the earliest opportunity if they have any queries, concerns or complaints. We pride ourselves in having a very positive relationship with our parents/carers and will always take time to listen and talk and try to resolve any issues which may occur. However, if a parent has a complaint about any aspect of school life, they should always contact the Headteacher or other member of the school management team, in the first instance.

### **Parental Complaints**

Complaints are dealt with in line with Clackmannanshire Council Policy

You can complain in person, by phone, email or by letter. 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 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 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.

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 4<sup>th</sup> 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 Obudsman](#) (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.

## **Crisis Management**

The school has a crisis management plan and critical incident plans for dealing with any emergency situations. These plans are regularly reviewed and updated as appropriate.

## **School Improvement Plan**

Every school has a School Improvement Plan, (SIP) which sets out their priorities and targets for the year. Each year the SIP is audited against set performance criteria to check that targets have been met and to determine the way forward for the school.

The school promotes a collective vision for development, and improvement is shared and understood by all members of the school community. We use a variety of methods to collect information about our school and use this to inform our actions and next steps in our School Improvement Plan.

Each year we publish a Standards and Quality Report , which reports on our progress in meeting our targets over the session. This document is available on our school website.

## **PEF**

In 2018/2019 £120m of Pupil Equity Funding was allocated directly to schools and targeted at closing the poverty related attainment gap. Every council area is benefitting from Pupil Equity Funding and 95% of schools in Scotland have been allocated funding for pupils in P1-S3 known to be eligible for free school meals. This funding is to be spent at the discretion of Headteachers working in partnership with each other and their local authority. Pupil Equity Funding is being provided as part of the £750m Attainment Scotland Fund which will be invested over the current Parliamentary term to tackle the poverty related attainment gap. Abercromby Primary Primary School was allocated £85,320.00. We have set out how we intend to use this fund. You can find our Pupil Equity Fund Plan on the school website

## **School Enrolment**

There is only one admission date for the children starting school for the first time, which is in August after the summer holidays. Enrolment takes place in January. Parents are required to bring their child's birth certificate and proof of address to the school when they are enrolling their child.

Parents who wish to arrange a visit to the school should contact the Headteacher.

Of course, we welcome new pupils to our school at any time during the school year. The Headteacher or a member of the Senior Management Team will always take time to meet with parents and new pupils prior to them starting officially, to talk about the school and answer any questions they may have. This is followed by a tour of the school and a visit to their new class to meet their teacher and pupils.

We find that this is reassuring for both parent and child and reduces any anxiety.

## **Absence from School**

If your child is going to be absent from school due to illness we ask that you call the school to report this. If you are unable to talk to a member of staff, please leave a message. Parents and carers should indicate why their child is absent from school. If pupils are going to be absent from school due to appointments or other circumstances we ask that parents write a note to the class teacher.

### **Unexpected Closures**

Any departure from the normal arrangements will be notified to you in writing, but there are occasions when children may be dismissed early without warning, eg in the case of power cuts, heavy snow, or any other unforeseen circumstances. In the event of this happening we will make every effort to contact you through the usual channels, but would be grateful if you could make sure your child knows where to go if you are not usually home during the day.

### **Wet Weather Arrangements**

There is no staff supervision before 9.00am, unless your child attends Breakfast Club. Pupils will remain indoors during wet intervals. At lunchtime, pupils taking school meals and packed lunches will be supervised in the dining hall and then supervised in classrooms by Learning Assistants and senior monitors.

### **Administration of Medicine**

From time to time there may be a need for your child to receive medicine during the school day. School staff are not permitted to give any commercial medicine, eg. aspirin or calpol. We are however, permitted to administer prescribed medicine by a GP.

All prescribed medicine should be brought to school by the parent/carer and given to the designated member of staff. Normally, this is the office staff.

Parents/carers should complete the relevant paperwork giving permission for medicine to be administered. All medicine will be kept in a locked cabinet.

When there is any change to a child's medication (eg, children who get medicine on a regular basis) then updated instructions should be given to the school.

We have two qualified First Aiders in school and two in the nursery.

### **School Uniform**

Parents are asked to support the school by ensuring that children wear the school uniform.

- It fosters equality
- It is aesthetically pleasing
- It promotes and encourages a corporate school spirit

Our Uniform consists of:

Black or Grey sweatshirts with the school badge on them

White polo shirt with or without the school badge

You can also wear a shirt and Abercromby tie if you wish.

You should wear black or grey trousers or skirt.

Some pupils wear a school blazer as a matter of choice.

Pupils can order polo shirts in the colour of their house with their house badge. These are normally worn for PE, School Sports Day, or other events.

## **Physical Education Clothing and Footwear**

For health and safety reasons, pupils should come to school with the following clothing for gym.

1. T-shirt
2. Shorts
3. Gym shoes

All items of clothing should be clearly marked with the child's name. Any misplaced items of clothing will be placed in lost property. At the end of each term unclaimed items of clothing are recycled.

There may be occasions when your child may need to wear additional items of clothing for certain sporting activities. The pupils will be advised of this by the PE teacher or their class teacher.

No jewellery at all, may be worn during PE lessons. If children have just had their ears pierced and have to wear stud earrings, then they must be covered in elastoplast.

In the interests of health and safety, pupils should not wear hooped earrings or excessive jewellery in school at any time.

## **Transitions**

Transitions are the moves children and young people make from home to an early learning and childcare (ELC) setting, from there to primary, from stage to stage, from primary to secondary to further education and beyond. Transitions and changes are part of everyone's life. The vast majority of children look forward to moving on. However, transitions can be challenging and support from staff and parents can help transitions go more smoothly. There may be times when a pupil may benefit from an 'enhanced transition'. This is when a special plan is put in place in consultation with the child and parent for additional visits to the new class or school.

This often alleviates any anxieties a child may have.

We have procedures in school in place to support children's transition from nursery to primary one, stage to stage and from primary seven to high school. At each stage we involve and inform parents. You will be kept informed of transition arrangements and what you can do to support your child. Where children have additional support needs we work closely with families and professionals to support the transition.

It helps children and young people at all transitions if parents:

- Talk with them about what is going to happen.
- Encourage them to ask questions
- Encourage them to talk about any concerns they may have
- Listen carefully to their concerns and consider sharing them with other relevant people
- Help them to become familiar with the new school or setting and what will be expected of them.

As part of their Transition Programme, P7 Pupils attend the Lornhill Cluster Residential experience at Dalguise. This gives children the opportunity to meet children from the other schools in the cluster and start to form relationships.

## **Secondary School**

At the end of P7 pupils normally transfer to:

Lornshill Academy  
Tullibody Road  
Alloa  
FK10 2ES  
01259 214331

## **Extra Curricular Clubs**

There are various sports clubs before the start of the school day, lunchtime and after school. Trained coaches support these clubs.

We also run the following clubs:

- Basketball
- School Choir
- STEM Club
- Coding Club
- Various sports clubs
- Reading Club

Some of these clubs do not run throughout the year and are in blocks. Teacher will give pupils advance notice of these clubs.

## **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 council is a signatory to the Multi-Agency Hate Response Strategy (MAHRS) Racial Attacks and Harassment Multi-Agency Strategy with Central Scotland Police. Forth Valley NHS, the Central Scotland Racial Equality 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 also monitored through Standards and Quality procedures.

## **Equal Opportunities and Social Inclusion**

Abercromby Primary is firmly committed to equal opportunities and social inclusion. Every member of the school community is valued as an individual who has a contribution to make to the life of the school. The school encourages all staff and children to work together to create an atmosphere of tolerance and respect for each other. Equal opportunities are reinforced throughout the school curriculum and we aim to ensure that no materials or books are used which reflects prejudice of any sort. We try to manner, in an attempt to allow each child to appreciate that every human being has similar needs and emotions. Through this approach we aim to help children develop an understanding of, and respect for, all fellow human beings. A priority for our school is to develop positive links between home and school and our school and other agencies. The Head Teacher has the responsibility of developing such links. Should any parent require further information please contact the Head Teacher at the school.

## **Inclusion**

The Education (Additional Support for Learning) (Scotland) Act 2004 was amended in 2009. The 2009 Act strengthens the duties placed on Clackmannanshire Education 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: <http://www.clacksweb.org/learning/asl/>

Information and leaflets for parents, carers and young people can be found on the Council's website <http://www.clacksweb.org.uk/learning/asl/> Leaflets include

- Additional Support for Learning – a Guide for Parents
- Additional Support for Learning – Resolving Differences 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](mailto:info@enquire.org.uk)
  - Two websites - [www.enquire.org.uk](http://www.enquire.org.uk) (for parents/carers and practitioners) [www.enquire.org.uk/yp](http://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](mailto:enquiries@sclc.org.uk)

Web: [www.sclc.org.uk](http://www.sclc.org.uk) Some literature still refers to the previous partnership between the Scottish Child Law Centre and Barnado’s and this will be updated shortly. 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. Further information on how support for learning is organised in Clackmannanshire is available by contacting either the school, or the ASN team at Kilncraigs: telephone 01259 452441 or e-mail

### **School Health Service**

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 NHS Forth Valley. 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

### **School Dental Inspections**

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 (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.

NHS in Scotland runs a programme of dental inspections of children in Primary 1 and Primary

## **Clinics**

From time to time children may have clinic/GP appointments 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 (48hrs). 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. chicken pox, 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 Health Care Centre  
Hallpark  
Sauchie  
FK10 3JQ  
Tel: 01259 290195

Linda Rickard  
Clackmannanshire Community Health Care Centre  
Hallpark  
Sauchie  
FK10 3JQ  
Tel: 01259 290195

Theresa Cranston  
Clackmannanshire Community Health Care Centre  
Hallpark  
Sauchie  
FK10 3JQ  
Tel: 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 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.

## **Flu Vaccine**

Each year the health service provides a flu vaccine for each child in the school. This usually takes place in November. You will be contacted directly by the NHS via the school several weeks prior to the vaccine and you have the option to opt out.



## **Attendance**

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. Unfortunately, some absences may be condoned or even actively encouraged by parents. This is not acceptable and where this is found to be the case, the Authority will use all powers at its disposal to ensure that children attend school regularly.

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.

### **School Clothing Grants – 2019 -2020 Session**

If your child attends one of our primary, special or secondary schools, you may qualify for a school clothing grant. This is currently £100 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 less than £16,105 (as assessed by Inland Revenue)
- An asylum seeker in receipt of support under VI of the Immigration and Asylum Act 1999
- You may be eligible if you are in receipt of universal credit.

If you think you qualify please contact the Business Support Team on [01259 452499](tel:01259452499) for further information.

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 Kilmacraigs; also by accessing: [www.clack.gov.uk/learning/freeschoolmeals/](http://www.clack.gov.uk/learning/freeschoolmeals/)

### **School Meals**

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 (limited schools)
- At morning break
- At lunchtime

School lunches are free to all children in primary 1,2 and 3

### **School Menu Selector**

A three-weekly menu cycle is in operation in Clackmannanshire Primary schools. The menu is available on the Clackmannanshire council website.

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.

### **Breakfast Club**

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 (2018/2019 academic session). In this school, service starts at 08.30

The primary school breakfast comprises:

- Tea, fresh semi skimmed milk or water.
- A piece of fresh fruit.
- Cereal with milk. There is a choice of cereals.

### **School Payment Service**

We accept payments online for items such as dinner money, school trips and uniform. Using the secure website called ParentPay you are able to pay online using your credit or debit card. ParentPay is our preferred method of making payments to school.

### **What are the benefits to parents and pupils?**

- ParentPay is easy-to-use and offers you the freedom to make online payments whenever and wherever you like, 24/7.
- The technology used is of the highest internet security available ensuring that your money will reach school safely – offering you peace of mind.
- Payments can be made by credit/debit card or also through PayPoint.

- Full payment histories and statements are available to you securely online at any time.
- Your children do not have to worry about losing money at school.
- Parents can choose to be alerted when their balances are low via email and/or SMS text.

### **What are the benefits to our school?**

The more parents that use ParentPay, the greater the benefit is to our school. You can help us reduce workloads for all staff, creating more time to lend to educational support and the smooth running of the school. Using ParentPay also ensures that all financial transactions are safe and secure - helping us to remove costs associated with us having to manage cash securely on the school premises.

### **How to get started with ParentPay**

ParentPay is available for all of our schools. Once your account activation details have been received:

- Visit [www.parentpay.com](http://www.parentpay.com)
- Enter your Activation username and password in the Account Login section of the homepage. NB. These are for one-time use only, you will choose your own username and password for future access during the activation process.
- Provide all the necessary information and choose your new username and password for your account - registering your email address will enable us to send you receipts and reminders.
- Once activation is complete you can go to straight to Items for payment, select which item(s) you want to add to your basket and proceed to complete your payment If you have any questions, please contact the 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

### **School Security**

Clackmannanshire Council aims to provide a safe and healthy environment for all Children, 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 door 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 pass
- the introduction of staff identification passes

All schools have had their door entry construction work completed and all school 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.

### **Knives in School**

Clackmannanshire Council, following recommendations from the Scottish Government are currently in a consultation phase with headteachers and local agencies regarding their draft “Anti-weapon/Knife Use Guidance for Educational Establishments”. If a young person is found to have a knife, it is taken very seriously and investigated taking a number of factors into consideration including;

- Age of pupil concerned
- If the incident involved one or a group of pupils
- Evidence of peer pressure • If this is a first or subsequent offence
- The young person’s motivation
- Where does the incident appear on the scale from “possession or intent to use?” Once investigated it may be the case that young people involved may access counselling or support. Communication is carefully considered and advice will be sought from the senior management team within the education services.

Whilst information provided is considered to be correct at the time of printing, it is possible that there may be some inaccuracy by the time the document reaches parents and carers.

The School Handbook may be reviewed during the course of the year

## **Appendix 1**

### **Insurance Cover for School Children 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) Under normal circumstances a 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 may care to consider taking out 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.

### **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.

| <b>Insured Risk(s)<br/>and Benefits</b>  | <b>Adult</b> | <b>Under 18 years.</b> |
|--|--------------|------------------------|
| 1. a) Death (Excursion)  | £20,000      | £20,000                |
| b) Permanent   | £20,000      | £20,000                |
| <b>Total Disablement</b>   |              |                        |
| c) Permanent Proportionate based on<br>Partial Disablement 'Continental Scale' |              |                        |
| Aggregate Limit - £15m with £25m re aircraft accidents                         |              |                        |
| 2. Medical Expenses<br>UK only)  | unlimited    | unlimited (outwith     |

|                        |        |                |
|------------------------|--------|----------------|
| 3. Baggage and effects | £5,000 | £5,000 Effects |
|------------------------|--------|----------------|

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

| <b>School Term Dates<br/>Session 2019 - 2020</b>                 | <b>Date</b>   |
|--|---|
| Autumn term begins ( <b>Staff only</b> - staff development day): | Monday 19th August 2019                                 |
| Autumn term begins ( <b>Pupils</b> ):                            | Tuesday 20th August 2019                                |
| Autumn term ends:  | Friday 11th October 2019                                |
| October holiday begins:  | Monday 14th October 2019                                |
| October holiday ends:  | Friday 18th October 2019                                |
| Winter term begins:  | Monday 21st October 2019                                |
| Staff Development Days   | Thursday 28th November 2019 & Friday 29th November 2019 |
| Winter term ends:  | Friday 20th December 2019                               |
| Christmas holiday begins:  | Monday 23rd December 2019                               |
| Christmas holiday ends:  | Friday 3rd January 2020                                 |
| Spring term begins:  | Monday 6th January 2020                                 |
| Staff Development Days   | Monday 17th February 2020 & Tuesday 18th February 2020  |
| Spring half-term holiday begins:                                 | Wednesday 19th February 2020                            |
| Spring half-term holiday ends:                                   | Friday 21st February 2020                               |

| <b>School Term Dates<br/>Session 2019 - 2020</b> | <b>Date</b>             |
|--|-------------------------|
| Spring term ends:                                | Friday 3 April 2020     |
| Easter holidays begin:                           | Monday 6th April 2020   |
| Easter holidays end:                             | Friday 17th April 2020  |
| Summer term begins:                              | Monday 20th April 2020  |
| Good Friday                                      | Friday, 10th April 2020 |
| Easter Monday                                    | Monday, 13th April 2020 |
| May public holiday:                              | Monday 4th May 2020     |
| Summer term ends:                                | Thursday 25th June 2020 |

### **Staff Development Days**

- Monday, 19th August 2019
- Thursday 28th November 2019
- Friday 29th November 2019
- Monday 17th February 2020
- Tuesday 18th February 2020