

Alva Primary School, ELC & ASD Provision Handbook 2025/26



Safe Ready Respectful

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

Access our School App via:



Once downloaded please contact the school office for access details.



Last Updated 06 December 2024

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

Chief Education Officer's Foreword 2025/26

Clackmannanshire Council People Directorate

It is an exciting time in education across Scotland. Within the Clackmannanshire People Directorate we provide a wide range of services for children, young people, families and communities and we are committed to lifelong learning, giving children the best possible start in life as they progress from nursery to school and beyond.

Despite the recent and ongoing global challenges, our mission to educate, protect, support and promote the achievements, health and wellbeing of every child and young person has ensured our children continue to flourish. Much of our work is undertaken in partnership with other services, agencies, communities, children, young people and their families. Improvements and a relentless focus on wellbeing is delivered in collaboration across educational establishments, services and with other regional and national partners.

With the full support of our Head Teachers, Elected Members, Chief Executive, our corporate colleagues and partners, we are committed to our values of Respect, Inclusion and Collaboration - 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. We are committed to UNCRC which has recently been incorporated into Scot's law. Shared ownership and awareness of the education values is key.

- Respect – we have due regard for the feelings, wishes and rights of others
- Inclusion – we make sure that everyone can enjoy the same experiences
- Collaboration – we work together to create and achieve

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 in school 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.

Colin Bruce
Chief Education Officer
Clackmannanshire

Footnote: If you want a printed copy of this handbook, please ask the school. It may be possible to offer some assistance in helping to translate all or part of this handbook to parents whose first language is not English. Enquiries should be directed to the school in the first instance.

Disclaimer

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

Welcome from the Head Teacher

Head Teacher's Welcome to Alva Primary School, ELC & ASD Provision

This handbook offers an introduction to our school and a general overview of the education your child will receive at Alva Primary School, ELC & ASD Provision. 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.

Lynda McDonald
Head Teacher

Our Senior Leadership Team



Ms Lynda
McDonald
Head Teacher



Mrs Jacki Dowie
Depute Head
Teacher



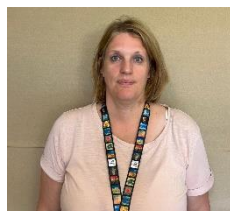
Mr Iain
Sneddon
Principal
Teacher



Ms Beth Storf
Senior Early
Learning and
Childcare
Educator



Miss Gillian
Crighton
Principal
Teacher



Mrs Ruth
McCaskell
Principal Teacher
Ochil Classes



Mrs Geraldine
Hayes
Principal
Teacher



Mrs Samantha
Currie
Children &
Families Support
Teacher

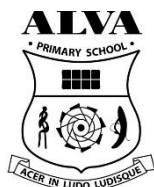
Throughout this handbook the term 'parent' has the meaning attributed in the Standards in Scotland's Schools Act 2000 and the Scottish Schools (Parental Involvement) Act 2006. This includes grandparents, carer or anyone else who has parental responsibility for the child.

Our School

Alva Primary School is a non-denominational school in the heart of Alva, Clackmannanshire, with a current roll of 316 mainstream primary school children, 36 children in our ASD Provision and 61 children in our ELC for a total of 417 across the entire establishment. The school has 13 mainstream classes, The View, a flexible learning space, 6 ASD Provision classes (Ochil Classes) and an ELC class offering full day places. We offer 1140 hours of early learning and childcare.

Alva Primary School works with the other schools in the Hillfoots Cluster and engages in cross sector improvement work. Our values of Safe, Ready and Respectful underpin our school policies, processes, routines and curriculum. The school works in partnership with children, parents, 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 Ochil hills within the town of Alva.



Our Values

Safe Ready Respectful

Our Vision

As a whole school community, we are inclusive, diverse and supportive of each other. We celebrate individual strengths, where every voice matters; offering rich experiences to equip children with the knowledge and skills to be lifelong learners and caring citizens.

Our School Expectations

Our School Expectations

Safe




Ready



Respectful



What might this look like?

Safe		Ready		Respectful	
Walking 	Kind hands 	Quiet 	Listening 	Helping others 	Tidying up 
Asking for help 	Follow my class plan 	Calm body 	Looking 	Using manners 	Looking after tools 
Thinking before speaking 	Keep corridors tidy 	Follow instructions 	Try my best 	Giving others space 	Taking turns 

Created by the Communication Champions pupil group.

Practical Information about the School

Contact Details

Name of Head Teacher: Ms Lynda McDonald

Name of School: Alva Primary School, ELC & ASD Provision

Address: Brook Street, Alva, FK12 5AN

Telephone Number: 01259 452210

Website: <https://blogs.glowscotland.org.uk/cl/alvaprimarieschool/>

E-mail Address: alvaprimarieschool@edu.clacks.gov.uk

About the school

Stages of Education provided for: ELC (N3, N4, N5) School (P1-P7)

Present Roll: ELC (Max 78), School 316, ASD Provision 36 = 430

Denominational Status of the School (if any): non-Denominational

Gaelic Medium Education: No

Single sex school: No

Organisation of the School Day

ELC

Session: 8.50am to 2.50pm

SCHOOL- Primary 1 to Primary 7 in Mainstream & ASD Provision

Start Time: 9.00am

Morning Break: 10.30am – 10.45am

Lunch Time: 12.15pm – 1.00pm

Finish Time: 3.00pm

PE days for pupils will be shared in August 2025

Assembly day for all children is Monday

School Term Dates 2025/26



We operate a set pattern of school holidays.

Autumn term: Starts on the Monday of the second full week in August (as the first 2 days are normally staff development days pupils will start on the Wednesday)

October holiday: Two weeks starting on the Monday of the second full week in October.

Christmas holiday: Two full weeks to include two public holidays on 1st and 2nd January.

Easter holiday: The first Monday in April, for two weeks, regardless of when Easter weekend falls.

Event	Date
Autumn term begins (Staff only - staff development days):	Monday & Tuesday 11 & 12 August 2025
Autumn term begins (Pupils):	Wednesday 13 August 2025
Autumn term ends:	Friday 10 October 2025
October holiday begins:	Monday 13 October 2025
October holiday ends:	Friday 24 October 2025
Winter term begins:	Monday 27 October 2025
Staff development day (pupils off)	Friday 28 November 2025

Event	Date
Winter term ends	Friday 19 December 2025
Christmas holiday begins:	Monday 22 December 2025
Christmas holiday ends:	Friday 2 January 2026
Spring term begins:	Monday 5 January 2026
Staff development days (pupils off)	Monday & Tuesday 9 & 10 February 2026
Spring half-term holiday begins:	Wednesday 11 February 2026
Spring half-term holiday ends:	Friday 13 February 2026
Spring term ends:	Thursday 2 April 2026
Spring holidays begin:	Friday 3 April 2026 (Good Friday)
Spring holidays end:	Friday 17 April 2026
Summer term begins:	Monday 20 April 2026
May public holiday:	Monday 4 May 2026
Summer term ends:	Friday 26 June 2026
Summer holidays begin:	Monday 29 June 2026

Event	Date
Summer holidays end:	Friday 7 August 2026

Staff Development Days

- Monday 11 August 2025
- Tuesday 12 August 2025
- Friday 28 November 2025
- Monday 9 February 2026
- Tuesday 10 February 2026

Registration and enrolment

For information on ELC and School Enrolment, please refer to the Clackmannanshire Council website -

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

Attendance and absence

It is the responsibility of parents of a child of school age to make sure that their child is educated. Most do this by sending their child to school regularly.

For more information on attendance and punctuality at school, please refer to the Clackmannanshire Council website -

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



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 Alva Primary School'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.clacks.gov.uk/learning/attendanceandpunctuality/>

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. An email can also be sent to school explaining the reason for absence alvaprimary@edu.clacks.gov.uk . Failure to supply a written communication or a verbal explanation may result in the absence being treated as a safeguarding issue.

Late Coming

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. All other 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.

School Uniform

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

At Alva Primary all children are encouraged to wear school uniform so that we can continue to grow our positive identity as a school community. 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. We gathered views of families on uniform through a consultation process in March 2023 and the overwhelming majority (93%) were in favour of school uniform.

To ensure that the cost of the school day is not a barrier, we request the following:

- Black trousers, skirt, pinafore, shorts, leggings or joggers
- Black trainers or shoes
- White/black polo shirt (with or without Logo), shirt or blouse
- Black jumper, sweatshirt, or cardigan (all with or without logo)

*Please note gingham dresses may be worn during the summer months however, hoodies are not school uniform

We also consulted families on their views about changing for PE in March 2023. The feedback was mixed and given our lack of high-quality changing spaces; we request that children come to school on PE days in their kit. All classes will be advised of PE days in the first week back after summer and any changes communicated through GroupCall/School App

PE kit:

- Black joggers, leggings, shorts (these may be worn underneath)
- White polo shirt or t-shirt in house colours - all children will be reminded of their houses
- Change of footwear is essential to maintain cleanliness of the gym hall.

*Please note that unbranded items are preferred and no hoodies of any colour. Please ensure all jewellery is left at home on P.E. days and long hair is tied back for safety reasons.

Please ensure that all uniform and other items are labelled with your child's name so that any lost property can be found by your child.

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 in Alva.

The nursery uniform is a green sweatshirt and a yellow polo shirt. There is a selection of nursery uniforms available for free in the nursery. Please feel free to take what you need and give what you can. The school uniform can also be purchased from Scotcrest in Alva.

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

School Meals

All pupils in P1 to P5 receive a free school meal as well as those families on qualifying benefits.

Where a pupil is in P1 to P5 and parents meet the eligibility criteria, the parent should apply for free school meals in order to receive free breakfast club, holiday food payments and the Family Bridging Payments. Those that are eligible will also receive a clothing grant payment.

Children in Clackmannanshire can access food during the school day:

- At breakfast
- At lunchtime

Full details of lunches served in our primary schools can be found in the Council's website <https://www.clacks.gov.uk/learning/freeschoolmeals/>

The current price of a school meal is £2.45

Parent Pay

At Alva we are a cash-free environment. All parents 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.

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 purchase a breakfast. Please contact the school to be advised of the current price. Payment can be made via ParentPay. Children are supervised when in the dining hall and remain there with activities to do until the bell rings at 9am when they go to their classroom.

Lunch

The School Menu information and pictures are displayed in classes and at reception. The daily menu can be viewed on School App and online 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. Our hot plated menu meets the <https://www.gov.scot/publications/healthy-eating-schools-guidance-2020/documents/>

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 and water with their meal. These choices are included with all meals. Please contact the school to be advised of the current price.

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

A three-weekly menu cycle is in operation in Clackmannanshire Primary Schools. Pupils order their lunches each morning and are then prepared to order. Pupils are given a coloured band which matches their lunch choice that day. This band is shown to the catering staff who give the meal that has been selected. 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 as health promoting and delivering Curriculum for Excellence.

Packed Lunches

At Alva many children choose to bring a packed lunch to school each day. Provision is made in the school gym hall for those children to eat lunch at the packed lunch tables. Children bringing a packed lunch to school should bring it in a container clearly labelled with their name. Lunch boxes are stored in labelled class tubs. These tubs are taken to the packed lunch hall prior to lunchtime. Pupils then put their empty packed lunch box back in the tub and it is collected after lunchtime and returned to class. Unless particularly messy, packed lunch waste is sent home with children to allow parents to monitor what has been eaten at lunch times. We encourage diluted juice or water to be brought with a packed lunch in a carton or bottle; no cans or bottles of fizzy juice are allowed in school.

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 states that keeping the brain hydrated helps children to learn more effectively. We recommend that your child brings a filled water bottle to school, which can be refilled during the school day, from the classroom tap. 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.

Medically Prescribed Diets

Parents with a child/ren on a medically prescribed diet should contact the school and Class Cuisine by email: classcuisine@clacks.gov.uk Children on a medically prescribed diet require written confirmation from a medical professional.

Free School Meals and Clothing Grants

Some families may be eligible to apply to Clackmannanshire Council for free school meals and / or a payment towards the cost of footwear and clothing. For more information on clothing grants, please refer to the Clackmannanshire Council website - <https://www.clacks.gov.uk/learning/schoolclothinggrants/>

Application Forms for Clothing Grant and Free School Meals including eligibility criteria are available from Clackmannanshire Hubs or can be downloaded from the Clackmannanshire Council website – <https://www.clacks.gov.uk/learning/schoolclothinggrants/> and <https://www.clacks.gov.uk/learning/freeschoolmeals/> .

The forms have to be completed by the parent and evidence of income received may have to be provided. Please note that an application has to be made for each school year.

More information or help with completion of the form can be obtained from Education Service on 01259 450000.

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

Travel to and from School

Parents should remind their child(ren) that, in the interests of safety, good behaviour is expected from all pupils travelling on school transport.

Children should be reminded by parents that, wherever possible, they should only cross the road where there is a crossing patrol and should exercise care on walking to and from school.

Parents are requested, when dropping off/collecting children from school, that they do not park in the staff only car park or in any location which causes an obstruction and they take care not to restrict the view of the school crossing patrol.

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

Free school transport is provided to and from your home address to your child's catchment school if they are distance entitled. For more information on school transport, please refer to the Clackmannanshire Council website - <https://www.clacks.gov.uk/learning/hometoschooltransport/>

General Supervision

Before school begins supervision is very limited, therefore pupils should not arrive at school until as near to the school start time as possible. Generally, one adult will be present from 8.50 am until 9.00 am in the back playground, however, this is only when possible. 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 should arrive in the playground just in time for the bell to ring at 9am.

Accessibility Strategy

All Local Authorities must have an Education Accessibility Strategy, with a three-year plan of what they are going to do to make schools and ELCs accessible for children and young people with disabilities and their families. The link to the strategy can be found here <https://local.clacks.gov.uk/learning/accessibilitystrat/> During intervals Learning Assistants supervise the children. In addition, the Senior Leadership Team are on call to cope with any difficulties which may arise. There is always access to the building and the children are made aware of this.

School security

Clackmannanshire Council has introduced procedures to ensure the safety and security of pupils and staff when attending or working in a school. We use a number of security measures including a visitors' book, badges and escorts, while visitors are within the school building. Normally, anyone calling at a school for any reason, will be asked to report to the school office. The school staff then can make the necessary arrangements for the visit.

Wet Weather Arrangements

In wet weather pupils are allowed into school during breaks and at lunchtime. However, as supervision during these periods is limited, it is especially important that they exercise good behaviour. Children having school lunches may remain in school during wet weather but, again, supervision is limited.

Parents Meetings

All of our schools offer opportunities for parents to discuss their child's progress with teachers through arranged meetings. Arrangements vary from school to school but all parents will be advised of when these meetings will take place. In addition to these set dates, parents are able to contact the school at any time to ask for information or for a meeting.

Communication with Home

From time to time your child will bring home important and routine communications from the school. Parents are encouraged to check their child's schoolbag for these communications. Enquiries of any kind can be addressed by contacting the school office in the first instance, either in person, by email or by telephone. The school office will then direct the enquiry to the most appropriate member of staff.

Unexpected Closures

Most closures will be notified to you in advance, but there are occasions when the children may be dismissed early without warning, e.g. as a result of power cuts or severe weather. In the event of an early school closure please ensure that your child knows where to go if you are not usually at home during the day. To help us keep you informed it is important that you make sure we have the most up to date emergency contact information for your family. We will keep in touch using text messaging, via the Clackmannanshire Council website, the School App or via information broadcast on Central FM.

Mobile devices

Education establishments develop their own mobile device policies in consultation with pupils, parents and staff. For more information on this topic, please see Alva Mobile phone policy on our website:

<https://blogs.glowscotland.org.uk/cl/alvaprimarieschool/2024/12/04/alva-primary-school-mobile-phone-policy/>

Equality

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

Compliments, Enquiries and Complaints Procedure

Clackmannanshire Council Education Service would like you to be completely satisfied with your child's education. We encourage feedback on our services from parents, pupils and members of the public. We are interested in feedback of all kinds, whether it be compliments, enquiries or complaints.

Sometimes, customers may feel that the services provided are not what they wished for and they may wish to complain. If you, or your child has a complaint about the service provided by the school, please let us know.

How do I complain?

Complaints can be made to schools in writing, by email, on the telephone, in person or by using the Clackmannanshire Council online complaints form on the website.

Who do I complain to?

Parents must first consult the school regarding their complaint – unless there are exceptional circumstances. Clackmannanshire Council is implementing a Child Friendly Complaints process. If parents are complaining on behalf of their child, if the child can understand the issue and express their views, the child will be asked their opinion and/or asked to give informed consent if they want their parent to proceed with the complaint on their behalf.

What else do I need to know?

Please note that schools can only respond to complaints about a service that they or Clackmannanshire Council provides or a service we have contracted from a third party.

The Council's complaints handling procedure sets a time limit for making a complaint of six months from when the customer first knew of the problem

You can find out more about the Council's Complaint Procedure from the Clackmannanshire Council website -

<https://www.clacks.gov.uk/council/commentsandcomplaints/>

Other School Policies

Please see our website for further information.

School Health Service

The School Nursing Service within NHS Forth Valley consists of School Nurses, Trainee School Nurses and School Nursing Family Support Workers who work across three localities: Falkirk, Stirling and Clackmannanshire.

School Nurses are experienced registered nurses who have completed an additional Post Graduate Qualification in Public Health.

School Nursing is a transforming role which focuses on prevention, early intervention and support for school aged Children and Young People aged 5-19.

School Nurses concentrate primarily on ten priority areas under the overall headings of vulnerable children and families, mental health and wellbeing, and risk-taking behaviour.

- Emotional Health and Wellbeing
- Substance Misuse
- Child Protection
- Domestic Abuse
- Looked after children
- Homelessness
- Youth Justice
- Young Carers
- Sexual Health
- Transitions

Children and Young People and their parents seeking support can complete the request for contact form on the website.

Operating hours are Monday to Friday, 8:30 am to 4:30 pm, including school holidays but excluding public holidays.

As part of the child health programme there is a routine health review offered to all Primary 1 children.

Flu Vaccine

All primary and secondary school pupils are eligible for the flu vaccine, which is given in schools as a painless nasal spray. Consent packs containing a letter, leaflet and consent form will be sent home to parents of school children on return to school in August. Secondary pupils can self-consent, though they are encouraged to speak to a parent first.

Primary and secondary school pupils are vaccinated by NHS Forth Valley's Immunisation staff in their school. The school flu vaccination programme runs from September – December.

Young People Vaccinations

From January to the end of February, the Td/IPV vaccine and the meningitis ACWY vaccine is delivered in schools and is offered to all young people who are in S3 (around 14 years of age).

From the end of February to the end of March the Human Papillomavirus (HPV) vaccine is delivered in schools and offered to every S1 pupil (first dose) and S2 (second dose).

Oral Health Improvement

Oral Health Improvement in Forth Valley is delivered collaboratively by the Health Improvement Service, Public Dental Service, Oral Health Improvement (OHI) team and Public Health Nutrition (AHP Dietetics).

Childsmile is a national programme which aims to improve the dental health of children in Scotland.

For more information on the main elements of the programme, visit the Childsmile website, or contact the Childsmile Team at fv.childsmileforthvalley@nhs.scot.

Infectious Diseases

Colds, flu and gastroenteritis are the most common infections affecting children of school age. It is important that you keep your child off school in the early stages of flu and for 48 hours after the last episode of vomiting or diarrhoea.

It is also important that your child understands how to prevent picking up and spreading such infections. You will be able to get further advice about good health from staff in your Health Centre or GP Practice.

For advice about early detection and treatment for other infectious diseases e.g. chickenpox and mumps, please consult your GP or Nurse.

Head Lice

Head lice are spread through head-to-head contact at home, while playing or in school.

Regular wet 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 is two applications of the treatment lotion, seven days apart. If this is not followed then re-infection is likely.

Advise family members and close friends that your child has head lice and that they should check their own hair. Only treat if live lice are found. Don't be shy about advising others of this possible problem because you would likely tell family and friends about other infections which might affect them.

Regular wet combing of your child's hair with the head lice detector comb is the best protection as it allows you to detect the condition and treat it speedily.

Further advice can be accessed online
[Head lice and nits - NHS \(www.nhs.uk\)](http://www.nhs.uk)

Clinics

From time to time some children are asked to attend clinics (eye clinics, dentist, doctor, etc). Please inform the school of these visits and arrange for your child to be collected if he/she must leave school to attend the clinic.

No child will be allowed away from school during school hours unless accompanied by a responsible adult or unless written permission to do so has been given by the parent. For medical appointments during school hours, please notify the school by email or phone call in advance and collect your child from the school

Medicine administration

The administration of medicines prescribed by a doctor is undertaken at the discretion of the Head Teacher but schools are generally happy to co-operate with parents in doing so. In order to safeguard the health and safety of children, procedures are drawn up by Clackmannanshire Council Education Services.

When a child is prescribed medication by a doctor or a dentist and parents require the school to administer this, the relevant request form should be completed.

Prescribed medication should be clearly marked with your child's name, the date prescribed, how often it has to be taken, how much and for how long.

Clackmannanshire Council liability insurance does not provide indemnity to employees for administering non-prescribed medicines.

Insurance Cover for School Children

Public Liability

Personal Injury

Clackmannanshire Council has in force a Public Liability policy which operates in respect of claims for injury to any school child whilst in the control of the Council or employees, but the onus is on the claimant to prove that the Council have been negligent.

Pupil's Property

Each session, unfortunately but inevitably, pupil's property is lost, damaged or stolen from school. Parents are therefore discouraged from allowing their children to carry expensive items of personal belongings to the school and are reminded that a standard household policy can be extended to provide a degree of cover for personal items taken away from the home.

Any claim made for loss or damage to the property left in the care of the school will have to be submitted, in the first instance to Education Service, and the claim will only be settled if it is shown that the Council can be held legally liable for the loss.

Personal Accident Cover/Travel Insurance

The Council has in force Personal Accident Cover and Travel Insurance for all school trips within the UK and Abroad which has been organised by the school. The Insurance Section, Kilncraigs, Alloa should be advised of all school trips by the school detailing number of pupils, number of staff, number of nights, itinerary and trip destination.

Parents Welcome

All Clackmannanshire Council schools welcome parental involvement and engagement. Research has shown that when parents are involved children do better in school.

Alva Primary ELC and ASD Provision welcomes parents to be part of their child's educational journey. All families are invited to a 'Meet the Teacher' event at the start of the school session. Families are welcomed in to Nursery on a daily basis to settle their child and speak with staff.

Please don't hesitate to make contact with the school office if you wish to speak to any member of staff and an appointment or call will be arranged with the most appropriate person to answer your enquiry.

Parental Involvement and Engagement

Twice a year, all families are invited to make an online appointment to hear of their child's progress. Children who may require some additional support will have either staged intervention or team around the child meetings.

All mainstream and ASD Provision classes share planned learning with families at the start of the term and provide weekly updates either on the School App or on Seesaw.

All families are invited to attend class assemblies, sharing the learning class visits, workshops as appropriate as well as celebration events throughout the year.

Parent Councils

Parents are welcomed to be:

- involved with their child's education and learning;
- be active participants in the life of the school; and

- express their views on school education generally and work in partnership with the school.

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

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

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

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

The main aims of the Parent Council are:

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

<p>The Alva Primary School Parent Council can be contacted at: alvaparentcouncil@outlook.com</p>

For more information on parental involvement or to find out about parents as partners in their children's learning, please contact the school or visit the Parentzone website at www.parentzonescotland.gov.uk.

Parent Teacher Association (PTA)

The PTA is mainly responsible for arranging events for parents and raising funds for the school. Volunteers are welcome - please contact the PTA if you want to join in.

The Alva Primary School PTA contact information can be found on the notice board in the school foyer.

Connect is the national organisation for PTAs and PAs in Scotland, Parent Councils are members too, and it runs an independent helpline service for all parents. They can be contacted by phone on 0131 474 6199, or email on info@connect.scot or write to Connect, Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh, EH3 6BB.

Parentzone Scotland

[Parentzone Scotland](#) is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education.

Parentzone Scotland also has details about schools, including performance data for school leavers from S4-S6 and links to the national, local authority and school level data on the achievement of Curriculum for Excellence levels.

Children's Rights - United Nations Convention on the Rights of the Child (UNCRC)

The UNCRC (Incorporation) (Scotland) Act 2024 was made law on the 16th of July 2024. This means that all services provided by Councils, including schools and ELCs, must take account of children's rights in any decisions, plans or complaints. A child is anyone under the age of 18.

All children have a right to -

- Have their voice heard and their opinion considered in any matter that affects them
- Freedom from violence, abuse and neglect
- Privacy and confidentiality
- Access to primary and secondary education
- All adults must act in the child's best interests - this is a top priority

Most schools and ELCs in Clackmannanshire are working towards their Rights Respecting Schools (RRS) award which puts children's rights at the heart of everything they do. Children and adults learn about children's rights which enables children to reach their full potential. If you want to know more about RRS, please ask any staff member.

More information about our Children's Rights work will follow during the session as the UNCRC Act is implemented. You can find out more about UNCRC in this leaflet for parents [-Parent Club UNCRC - Your guide to children's rights.pdf](#)

Pupil Council / Pupil Parliament

In Alva we have a number of pupil leadership groups to ensure the voices of children are part of the decision-making process.

In session 24/25, the leadership groups are:

- Members of Alva PS Parliament – leading on developing children's rights.
- Catering Crew – leaders and role models in the dining hall.
- Playground Reps – leaders and role models in the playgrounds.
- Communication Champions – developing and maintaining our inclusive communication environment.
- Digital Ninjas – leading digital initiatives towards our Digital Schools Award.
- Grounds Team – leading the development of the school grounds
- Inclusion Ambassadors – leading initiatives to ensure inclusion.

School Ethos

Our vision and school values are detailed on page 5 of this handbook.

Alva Primary School works in partnership with Alva Parish Church. We attend services in the church on the last day of term before the Christmas and summer breaks.

Alva Primary School works in partnership with Alva Food Larder, SSPCA, Toast Club at Alva Baptist Church, Local businesses, Speech & Language Therapy, Educational Psychology Service, Clackmannanshire School Support Service, APEX, School Counselling Service, Active Schools, Who Cares Scotland, Time for Us, Women's Aid, Action for Children, Kinship.scot, Barnardo's.

Development of Pupils' Spiritual, Moral, Cultural and Social Values

The school is committed to supporting the development of its pupils as whole people and as a result, wishes to encourage their development in spiritual, moral, social and cultural terms.

These key human aspects of learning are supported through the following arrangements by: -

- Creating a school ethos which, in every way possible, gives value to these aspects of development, especially by providing an overall atmosphere that is both caring and challenging and which provides opportunities for the development of personal responsibility.
- Promoting social and moral learning through the way in which disciplinary issues are handled.
- Ensuring that staff and adults within the school provide positive models for pupils.
- Arranging regular gatherings of the school as a community and using such occasions to encourage and reinforce the values on which the school is based.
- Enriching the curriculum in all appropriate areas with an emphasis on spiritual, moral, social and cultural development.
- Providing opportunities within the curriculum to advance personal and social development.
- Providing a programme of religious education in which consideration will be given to responses to basic questions relating to the meaning, value and purpose of human life.
- Providing a programme of moral education.
- Taking every appropriate opportunity to acknowledge, value and appreciate the various cultures and heritage of the pupils and to encourage them to appreciate and value the cultures and heritage of others.

Pupil Conduct

A partnership between the school and parents is necessary in order to ensure the best possible standards of pupil conduct.

Pupils are expected to set themselves high standards in appearance and behaviour. School rules are devised to encourage the maximum amount of self-discipline. The rules make clear what is expected of pupils, and how they are required to behave. The general aim is to produce an atmosphere of friendly co-operation, encouraging respect and consideration for other persons and for property.

Please see our school expectations on page 5.

Restorative Approach to Bullying Behaviour

Whilst many believe that children who display bullying behaviour should be punished, it is widely accepted that this type of response can at times be ineffective, and make the situation worse.

The adoption of restorative approaches is a more effective response than traditional punishments. Pupils are given the opportunity to accept responsibility for their actions, recognise the harm done and are supported to find restorative responses to the harm they have caused.

There are times sanctions are appropriate; exclusion is seen as a last resort and carried out when incidents fall within the legislation criteria.

Clackmannanshire Council has a responsibility to provide an education for all pupils and to challenge and address bullying behaviour. Whilst appropriate action will be taken by the school, it is also important that all parents involved, work with the school to resolve any issues in the best interests of their child or young person.

Curriculum for Excellence

Bringing **learning to life** and **life to learning**

Curriculum for Excellence is a framework for learning and teaching used across Scotland for all 3–18-year-olds – wherever they learn. It 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. Curriculum for excellence was fully implemented in 2016.

Glow, Scotland's unique, world leading, online network supports learners and teachers and plans are already in place for children across the country to have access to Glow. Parents will be advised of their child's username and password which will be automatically be issued by the school

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 effective. They will ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of **knowledge** and **skills**. Every child is entitled to a **broad and deep** general education, whatever their level and ability. Every single teacher and practitioner is responsible for the development of **literacy and numeracy and health and wellbeing** from Early Level through to Senior Phase.

It develops **skills** for learning, life and work, bringing real life into the classroom, making learning relevant and helping young people apply lessons to their life beyond the classroom. It links **knowledge** in one subject area to another helping make connections in their learning. It develops skills which can enable children to think for themselves, make sound judgements, challenge, enquire and find solutions.

Assessing progress is carried out in a range of ways to meet children's needs, ensuring children achieve their potential. There is an entitlement to personal **support** to help young people fulfil their potential and make the most of their opportunities with **additional support** wherever that's needed. There is emphasis on looking after our children's **health and wellbeing**; ensuring that school is a place where children feel safe and secure.

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.

Please contact the school if you would like any further information about the curriculum within our school.

Curriculum for Excellence

Learning Entitlements

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

- Link aspects of their learning to the local environment and its heritage
- Participate on a residential experience where possible
- Participate in arts, sports and cultural events
- Participate in environmental projects

- Participate in a community project
- Participate in outdoor learning experiences
- Access appropriate technology
- Be consulted on and contribute to the decision-making process in school
- Experience work-based learning
- Develop collaborative, social, leadership and other life skills
- Access academic and vocational learning experiences
- Access learning experiences designed and / or delivered by relevant partners
- Reflect upon and be proactive in planning and making choices about their own learning
- Engage with learners in other countries and demonstrate knowledge of their culture.

How can you help?

By law, you must make sure your child receives education.

As a parent, you can help your child by:

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

Read, Write, Count with the First Minister

Read, Write, Count with the First Minister is a programme that aims to support parental engagement in literacy and numeracy through the gifting of books and supporting materials to families. Gift bags are distributed annually to all children from birth to and P3 pupils in Scotland by Scottish Book Trust. Bookbug bags are gifted to Primary 1 children and Read, Write, Count bags are gifted to Primary 2 and 3. The bags contain literacy and numeracy materials to support children's learning, as well as advice and support to parents. Schools build excitement and enthusiasm about the books before children take them home to their families.

Studies show a direct link between a strong family learning environment and progress in reading, writing and counting. In addition to the activity booklet included in the bags the Scottish Book Trust offers a range of hints, tips and advice to help parents engage in their child's learning on the [website](#).

Active Learning

Curriculum for Excellence emphasises the value of an active learning approach. Active learning is engagement of the brain whilst in the early years, children will have a range of learning experiences that include planned and purposeful play and stimulating learning which engages and challenges children's thinking using real life and imaginary situations. As children progress through school, they continue to be involved in active learning experiences which give them ownership of their own learning, encourage co-operative working and utilise skills required for learning, life and work.

Planning Children's and Young People's Learning

Teachers and practitioners in nursery, primary and secondary schools share their learning intentions with pupils, parents. This takes place on a day-to-day basis, by agreeing the aims of an individual piece of work.

Longer-term planning also takes place in a variety of forms. Pupils in primary schools negotiate with their teachers their aims for the next block of learning. At the end of the block progress against these aims is assessed by the teacher and pupil, and new targets are set for the following block of learning.

In secondary schools, pupils periodically review progress against targets and negotiate new ones with their pastoral teacher.

Homework

Parents are encouraged to help pupils with their reading to ensure their child's progress and promote partnership between the school and parents.

Care of Books / Materials

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

Sensitive Aspects of Learning

<p>Parents will be informed about sensitive aspects of learning e.g., relationships, sexual health, parenthood, drugs awareness etc. through the School App or Groupcall, workshops and the school blog. Any parent who wishes to discuss an area of learning further should contact the school.</p>
--

Religious Instruction and Observance

Religious Instruction

Schools have a statutory duty to provide opportunities for Religious Instruction in the timetable. This aims to promote a knowledge of faiths and encourage children and young people to develop enquiring minds through investigating spiritual, moral and philosophical issues.

Ultimately, pupils in the upper secondary school can gain a qualification through the study of Religious, Moral and Philosophical Studies at Higher and Advanced Higher Levels. These courses further develop young people's skills in logical thinking, methodical enquiry and ways of expressing ideas effectively.

Religious Observance/Time for Reflection

Religious Observance, which may take the form of a Time for Reflection, is held at least six times a year, in addition to traditional celebrations central to the life of the school community. Religious Observance will often (but not necessarily) take the form of an assembly.

Withdrawal from Religious Instruction and Religious Observance/Time for Reflection

Parents who wish to exercise their right to withdraw their child from religious instruction and/or observance are encouraged to initially discuss their intention with the Head Teacher prior to making their decision known to the school in writing.

Facilities for Physical Education and Outdoor Activities

As part of the school's physical education programme, pupils may use other local facilities, such as a swimming pool or a ski slope.

Active Schools

The fundamental aim of Active Schools is to give school-aged children the tools, motivation and the opportunities to be more active throughout their school years and into adulthood. These opportunities are available before, during and after school, as well as in the wider community. For further information contact the Active Schools Team on 01259 450000 or visit our website

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

Assessment and Reporting

As pupils progress through nursery and school, teachers and practitioners use a range of assessment strategies. Pupils are also involved in assessing their own progress and developing their next steps.

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 –

- Learner Progress Meetings
- Ongoing discussion with staff
- Open evenings and/or afternoons
- School App

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 class teacher.

Getting It Right For Every Child (GIRFEC)

Taking care of our children's well-being and making sure they are alright - even before they are born - helps us ensure the most positive outcomes for them later in life. It gives them the potential to grow up ready to succeed and play their part in society.

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.

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
- Included

The approach gives them 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).

Children, young people and their parents may require additional support at different times in their life e.g. following a bereavement, illness, transition, when experiencing anxiety, behaviour issues, during or after changes in family circumstances.

Support should be tailored to meet the individual needs of children & families, when they need it and as locally as possible.

Individual or group work can be delivered in school, home or in the community.

A request for support can be made through a member of school staff (named person) who will be able to talk with you, gather information & your family's views. This helps identify the most appropriate service.

Family Support services work in partnership with families, schools and other agencies to support young people's wellbeing.

Protecting Children and Young People

All children have a right to be protected from harm, abuse and neglect. The vision of the Forth Valley Child Protection Committee is that "It's everyone's job to make sure that children in the Forth Valley are safe."

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

Clackmannanshire Council has clear procedures for all staff to follow. Head Teachers or designated member of staff are instructed to notify Clackmannanshire Council and Social Work Services when a member of staff has a suspicion that a child might have been abused or be at risk of abuse.

Social Work Services will make a decision on whether or not an investigation is necessary and will advise accordingly. In every situation, the welfare of the child overrides other considerations.

National Missing Persons Framework for Scotland

The Scottish Government [National Missing Persons Framework for Scotland](#) describes a missing person as anyone whose whereabouts are unknown and:

- Where the circumstances are out of character
- The context suggests the person may be subject to crime
- The person is at risk of harm to themselves or another

The Framework sets out the following four objectives;

- To introduce preventative measures to reduce the number of episodes of people going missing.
- To respond consistently and appropriately to missing person episodes.
- To provide the best possible support to missing people and their families.
- To protect vulnerable people to reduce the risk of harm.

All partner agencies, including Education, have a part to play in meeting these four objectives and schools refer to the Policy and Procedures to Support Attendance in Clackmannanshire Educational Establishments.

Additional Support Needs

As with all local authority schools in Scotland, this school operates under the terms of the Education (Additional Support for Learning) Scotland Act (2004) as amended 2009 and its accompanying Additional Support for Learning: Statutory Guidance 2017. Further details of the policies and procedures can be found on the Clackmannanshire Council website:

<https://www.clacks.gov.uk/learning/asl/> These procedures have been strengthened through the Children and Young People (Scotland) Act (2014).

Schools and ELCs work closely with children/young people parents and other agencies and professionals such as Social Work Services, Educational Psychology Service and the National Health Service to ensure that decisions are made jointly with parents, children and young people with regards to the best possible education to meet the needs of the child within the resources available.

Support for Pupils

Pupils' additional support needs will be identified and addressed through the Getting It Right for Every Child (GIRFEC) processes. This involves close collaboration between the child/young person, the parent and the staff in school – they are the core part of the Team Around the Child (TAC). Others involved in your child's education and well-being will also be part of the TAC, and will help to complete a holistic assessment where appropriate. The TAC may also identify targets for an education plan and review as appropriate. If you believe your child may have an unidentified additional support need, your first point of contact should be the child's class teacher or Pupil Support Teacher.

The school makes provision for pupils with additional support needs throughout their education:

- each teacher differentiates the curriculum within their class to provide educational targets and objectives suited to their age and stage of development
- the school has an experienced Support for Learning Teacher to co-ordinate and organise support for children
- the school can call on the time of a Support for Learning Assistant for exceptional cases
- The school can also make referrals to other services to request support for children and young people.

Disputes and Resolution in Additional Support Needs

Schools and ELCs do their best to support and be responsive to the needs of children and young people and their families. Nevertheless, problems may arise, and it is important to deal with these as soon as possible.

In the first instance it is most appropriate to contact the school or ELC directly, and if the matter cannot be satisfactorily resolved, you may wish to discuss with the Quality Improvement Officer Additional Support for Learning (ASL) or the Senior Manger Inclusion and Communities. If this cannot be resolved at this level, Children's Services also commission independent mediation through Children in Scotland. Their services, called Resolve, may be arranged by the Additional Support for Learning Support Officer, or accessed directly by parents on 0131 222 2456 or <https://resolvemediation.org.uk/>

Parents and children with additional support needs can also seek independent advice and support through:

- Enquire – the Scottish advice and information Service for additional support for learning: www.enquire.org.uk, 0345 123 2303
- Take Note: National Advocacy Service for Additional Support Needs (Barnardo's in association with the Scottish Child Law Centre) www.sclc.org.uk, 01316676633.
- Let's Talk ASN, c/o Govan Law Centre, letstalkasn@edlaw-org.uk, 0141-445-1955

Educational Psychology Service

A new Directory of Support for Mental Health and Wellbeing is now available.

Who we are?

We are a small team of Educational Psychologists, managed by a Principal Educational Psychologist. We provide an educational psychology service to all schools and ELCs within Clackmannanshire.

What we do?

Educational Psychologists (EPs) work together with families, and ELCs and other professionals, to help meet children and young people's educational needs.

We want to make sure that our children and young people are safe, healthy, achieving, nurtured, responsible, respected and included in line with GIRFEC wellbeing indicators.

How to involve an Educational Psychologist

In most cases, referrals to the Educational Psychology Service (EPS) come through the Staged Intervention process in schools/ELCs. Your child's school/ELC will seek your permission to consult with us about your child. A lot

of the time we can provide advice and support through a one-off consultation but, where appropriate, we may become part of Team Around the Child (TAC) meetings if we need more information.

When we attend a meeting in school or ELC we can use the information gathered at this meeting/consultation to help us to assess what kind of support may help your child or young person meet their potential at school/ELC.

Sometimes we need to gather more information because all of our questions were not able to be answered during the TAC meeting or phone consultation. In these cases, following a TAC or phone consultation, we may come into school or ELC

- to observe your child or young person
- hand out questionnaires to those who know them well
- talk to your child's teacher
- ask other services who are working with your child for information
- to meet with your child to do more assessment

These steps are agreed together with you and the team around your child. The school then arranges another TAC so that we can all work together to create the best plan of support in line with the information gathered.

Once we have finished an assessment, we will usually discharge your child or young person from our service. However, we can be invited back in for consultation or further assessment at any time.

We work within the Staged Intervention process to ensure that your child/ young person is getting the right sort of help at the right time.

Education initiatives

As well as providing a service to children and families, we also work with the local authority on, for example, policies and whole authority initiatives such as Readiness for Learning.

More information

- Refer to our information leaflets
- Flip Clacks contains more detailed information about ways you can support your child at home
- Directory of Support for Mental Health and Wellbeing in Clackmannanshire

Contact us

You can contact us in writing, by telephone, email or online form. Details are available below.

Please note if someone wishes to consult about a child or young person, they must have consent from the person who has parental rights and responsibilities.

Important: If you are emailing **psychological@clacks.gov.uk** then please don't send us detailed, personal or sensitive information. This is to protect your confidentiality. We will contact you if we need more details.

Our Privacy Notice is available to refer to.
Related Pages

- Getting it Right for Every Child (GIRFEC)
- Reporting Child Protection Concerns
- The Scottish Attainment Challenge
- Working with Children & Families

Related Publications & Documents

- Leaflets produced by the Educational Psychology Service on specific topics

External Links

- Children in Scotland
- Directory of Support for Mental Health and Wellbeing in Clackmannanshire
- Education Scotland
- Enquire
- Kooth
- ParentZone

For Further Information Contact
Educational Psychology Service
Kilncraigs, Greenside Street, Alloa, FK10 1EB
Tel: 01259 226000 / 450000
Email: psychological@clacks.gov.uk
Or use the on-line contact form

Pastoral Support

Members of the Senior Leadership Team have pastoral support responsibilities for all children in our school, ELC and ASD Provision. Please contact the school for further details.

Transitions

All information about transitions from ELC to P1 and P7 to S1 will be shared with parents at the relevant time.
We provide universal and enhanced transitions to meet the needs of all children.

Nursery Class Provision

For more information about Early Learning and Childcare (Nursery) provision, please refer to the Clackmannanshire Council website at <https://www.clacks.gov.uk/learning/nurseryenrolment/>

Transition from Nursery to Primary

Before leaving nursery, a transition plan will be agreed between nursery and school for all children. This ensures an effective transition and continuity of education for the child transferring to primary. Nurseries and primary schools have a variety of systems in place which support the transition process for children.

Primary School Admissions

For further information on Primary School Admissions and Enrolment, please refer to the Clackmannanshire Council website at <https://www.clacks.gov.uk/learning/schoolenrolment/>

Primary to Secondary Transfer

Visits to secondary schools are organised before the summer holidays and children from other catchment schools who will be attending the same secondary school will have the opportunity to meet and get to know each other and their teachers as well as to experience some learning in the secondary school setting. Most secondary schools have an open evening where parents can find out information about which subjects will be taught in S1, uniform policy, lunchtime arrangements, school clubs, etc.

If you wish your child to attend a secondary school other than the catchment secondary school for your home address, you will be required to make a Placement Request as detailed in the Placement Request section of the website - <https://www.clacks.gov.uk/learning/placementrequests/>

Parents of children who are planning to change from denominational to non-denominational or vice-versa between primary and secondary school should ensure that both the primary school and the intended secondary school know what is to happen.

Catchment Secondary School

<p>The catchment secondary school for Alva is Alva Academy Email: alva@edu.clacks.gov.uk Telephone number: 01259 452322</p>

Placement Requests

As a parent, you have the right to make a placing request for your child(ren) to be educated in a school other than the local school.

For further details of placing requests - see Clackmannanshire Council website - <https://www.clacks.gov.uk/learning/placementrequests/>

Mid-Session Transfers

You may make a placing request at any time during a school session. If your child is experiencing problems at school, you are advised to discuss the matter with the Head Teacher prior to making a placing request. Completing the application form does not guarantee a place for your child at your chosen school. Your placing request will only be granted if there are surplus places available at the school.

Transport for Placement Requests

If a placing request is successful, parents will be responsible for the safety and transportation costs of their child to and from their chosen school.

Raising Attainment

Monitoring performance and using the resulting information to secure improvement is an important part of the work of head teachers, school staff and officers within Education Services. Head Teachers regularly track pupils' progress and achievements ensuring progress is maintained and identifying effective supports as required.

Standards and Quality Report

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

Please see the school website for access to the latest Standards and Quality report.

School Improvement Plan

Please see the school website for access to the latest School Improvement Plan.

Pupil Equity Fund (PEF) Plans

Please see the school website for access to the latest Pupil Equity Fund Plans.

Transferring Educational Data About Pupils

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

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 or write to Education Analytical Services, Area 2D, Victoria Quay, Leith, EH6 6QQ.

Alva Autism Provision: “Ochil Classes”

Our aim is to give children access to the highest standards of learning and teaching delivered through a curricular approach flexibly aligned to the Curriculum for Excellence, with an emphasis on Communication and Life skills, which will:

- Provide a happy and secure environment conducive to learning.

- Aim to develop confident individuals, responsible citizens, successful learners and effective contributors
- Through autism relevant strategies, address the barriers autism presents to the child's learning.
- Enable children to achieve their full potential through access to a broad and relevant curriculum which has educational and therapeutic elements and is suited to their individual needs.
- Enable children to achieve success and feel valued.
- Promote independence and enrichment in preparation for adult life.
- Promote educational inclusion and social partnership with educational establishments and the local community.
- Foster partnership with families and others and work towards common aims.

Curriculum - Alva Autism Provision

In Alva Autism Provision we have a focus on Literacy, Numeracy and Health and Wellbeing with communication and life skills underpinning all of the work we do. We believe we should do our utmost to give the pupils skills for life, learning and work.

Life skills

Communication

Personal Hygiene

Self-regulation

Social Skills

Transitions

Coping out on the community

Keeping Healthy

Personal Safety

This list is not exhaustive!

We believe it is important for pupils to achieve at all levels. We deliver a rich, stimulating curriculum which is individually tailored to suit the individual learning styles and needs. The provision offers a holistic approach with a range of sensory and therapeutic interventions.

We aim to enable all of our children here in the Provision to become:

Effective Contributors			Responsible Citizens		
I have good ideas	I keep on trying	I can communicate in different ways.	I care about others	I know about the world.	I know about Scotland
I can share my ideas	I can be the leader	I can solve problems.	I know about different beliefs.	I am learning about people from other lands	I make good choices
I can answer questions	I can work with with a partner	I believe in me!	I think about technology.	I can think about difficult things	I know how to behave
I like to be busy	I can work in a team	I help others	I know to work hard to improve.	I follow the rules.	I care for my environment.

Successful Learners			Confident Individuals		
I like to learn	I do my best.	I am good at listening	I like myself	I am happy and healthy.	I understand right and wrong
I can read different things	I can use numbers.	I am creative	I have ambitions.	I like being with others	I am active
I can use technology	I can check my work	I can learn anywhere	I know what I do affects others.	I ask for help when I need it	I can do things for myself.
I can work alone	I think about what I know	I can work things out	I make careful choices	I keep myself safe	I am good at things

Assessment and Recording - Alva Autism Provision

There is assessment of the children's needs in all areas of their development. A range of assessment tools are used and form the basis of formal assessment which helps support ongoing and continuous informal assessment.

From this assessment each pupil has an individual programme of learning activities which ensures that all aspects of their developmental needs are addressed within the curriculum. Assessment is an integral part of learning and teaching.

Through daily planning and individualized curriculum, teachers are continually assessing children's progress. Pupil achievement is recorded. A Child's Plan will be developed for specific Health and Wellbeing targets for which reviews are held for all children and these are attended by parents/carers and staff working with pupils. At these meetings open discussions lead to decisions on appropriate targets for each individual pupil.

Reporting - Alva Autism Provision

Families will meet with staff three times a year to discuss and agree the Child's Plan. These targets are evaluated in June and a report outlining your child's progress in all areas of the curriculum is produced for the end of the school year.

During the school year there will be many opportunities for families to come into school. There is the opportunity to attend two learner progress meetings when families can view their child's work and have informal discussions with their teacher.

Families are welcome to come into school at any time. We would hope that they will be actively involved in the identification of their child's needs and the implementation of the Child's Plan.

Home Links - Alva Autism Provision

A school consists of children, families, staff and the community. A high degree of co-operation between families and staff ensures that children gain maximum benefit from their school experience. Families are therefore always welcome to visit the school and to take an active part in the life of the school.

The Provision strives to keep daily informal contact with the families through home/school communication, and parents/carers are encouraged to respond with comments from home. If an issue is considered to be urgent, please telephone the school reception.

Enrolment - Alva Autism Provision

The Provision is an authority-wide provision and can be accessed by children from all areas within Clackmannanshire Council. Children are usually referred to the Provision, through the Internal Resource Group, by the Team Around the Child (TAC). Once the decision has been reached that a child would benefit from having their needs met within the Provision, an enrolment with the school should take place. For Primary 1 this takes place in January of the year the child will start school. You will be notified as part of the IRG process of the dates for this.

We have close links with Alva Academy ASD provision and have an extended transition process for those children who will transition there.

Hours - Alva Autism Provision

Children attend the Provision Monday to Friday from 9 am to 3:00 pm.

Lunches - Alva Autism Provision

All children are encouraged to take a school lunch as this is viewed as an opportunity for Personal and Social Development. All children within the provision are eligible for free school meals. They may of course bring a packed lunch if they prefer.

Transport - Alva Autism Provision

All children are eligible for free transport to and from the Provision.

Websites

You may find the following websites useful.

- <http://www.parentzonescotland.gov.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.
- Parent Club Scotland: The Scottish Government's advice and support service to parents, carers and families. Wide range of advice, hints and tips on social distancing, health information as well as learning at home. www.parentclub.scot/
- Parenting Across Scotland: General parenting advice and support on a range of issues, [https:// www.parentingacrossscotland.org/](https://www.parentingacrossscotland.org/)
- www.hmie.gov.uk - parents can access school and local authority inspection reports and find out more about the work of Education Scotland.
- <http://www.scottishschoolsonline.gov.uk> - parents can find out about individual schools. They can choose a school and select what type of information they need such as Education Scotland reports, exam results, stay on rates and free school meal entitlement.
- <https://www.clacks.gov.uk/learning/> Clackmannanshire Council's website – education pages
- <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
- Scotland Learns: Education Scotland has set up a new website with ideas, hints and tips for parents to support learning at home - <https://education.gov.scot/improvement/scotland-learns/> - a parent newsletter will be issued every week with new ideas.
- National Parent Forum of Scotland (NPFS) Educational Resources: A list of resources updated regularly for ideas and activities for learning at home. <https://www.npfs.org.uk/2020/03/19/schoolclosures-educational-resources-for-parents-and-families/>
- UNCRC : The Convention has 54 articles that cover all aspects of a child's life and set out the civil, political, economic, social and cultural rights. <https://www.unicef.org/what-we-do/un-convention-child-rights/#:~:text=The%20UN%20Convention%20on>

Glossary –

ASL – Additional Support for Learning

ASN – Additional Support Needs

CFE - Curriculum for Excellence

CLD – Community Learning and Development

DHT - Depute Head Teacher

EMA – Education Maintenance Allowance

ELC - Early Learning and Childcare

SLT- Senior Leadership Team

FOI – Freedom of Information

FVNHS - Forth Valley National Health Service

GIRFEC – Getting it Right for Every Child

Glow - Scottish Schools National Intranet (Glow doesn't stand for anything)

HT - Head Teacher

LIPs - Local Improvement Priorities

NIF - National Improvement Framework (for Education)

NPFS - National Parent Forum of Scotland

PC - Parent Council

PEF - Pupil Equity Funding

PLPs - Personal Learning Plans (personal learning planning)

PT - Principal Teacher

PTA/PA - Parent/Teacher Association/Parents Association

SEEMiS - Management Information Systems (SEEMiS is the pupil database)

SIP - School Improvement Plan

SPTC - Scottish Parent Teacher Council (now called Connect)

SQA – Scottish Qualifications Authority

UNCRC – United Nations Convention on Rights of a Child