Clackmannan Primary

School Handbook

# 

Session 2022/23

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**Interim Chief Education Officer’s Foreword 2022/23**

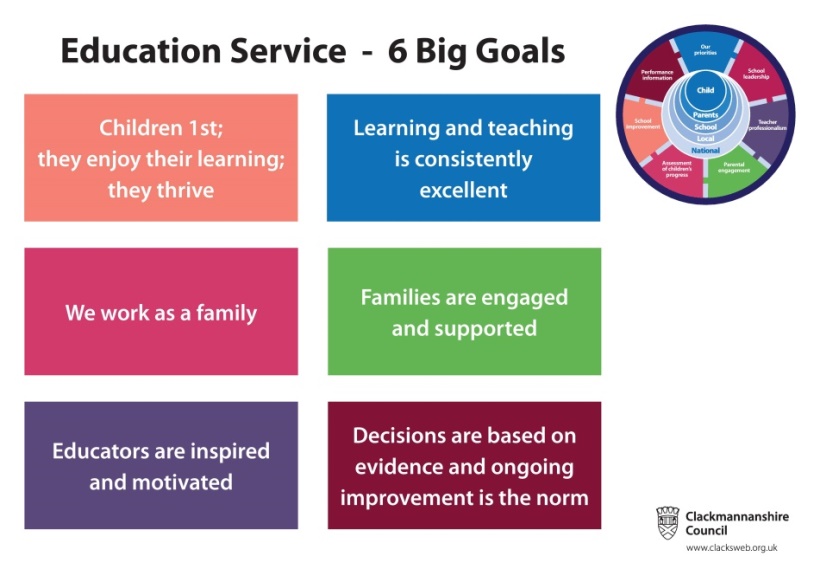
**Clackmannanshire Council Education Service**

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

Despite the recent difficult circumstances, living through a pandemic which caused our learning establishments to be closed for three months during session 2019/20 and further disruptions to learning in session 2020/21, our mission continues to educate, protect, support and promote the achievements, health and wellbeing of every child and young person. Much of our work is undertaken in partnership with other services, agencies, communities, children, young people and their families. Improvement and recovery will be supported by collaboration across educational establishments, services and with other regional and national partners.

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

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



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

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

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

**Cathy Quinn**

**Interim Chief Education Officer**

**Clackmannanshire Council**

**THE SCHOOL**

**General School Information**

Clackmannan Primary opened in 1972.

Clackmannan Primary is part of the Lornshill Cluster, which includes Craigbank Primary, Deerpark Primary, Fishcross Primary, Banchory Primary, Abercromby Primary and St Serfs Primary. The associated High School is Lornshill Academy.

Our school and nursery are benefitting from ongoing improvements to support dynamic and innovative learning and teaching, with state-of –the-art learning technology, as well as a focus on flexibility of learning spaces to promote creativity and achievement.

The current roll is 240 pupils with an additional 100 nursery, with a mixed provision of pre and pre-pre children. The Nursery also provides extended days between 8.30am and 3.30pm, where children are able to stay over lunch. Please contact the Nursery for more information.

The school is situated on extensive grounds, utilising the natural environment which allows children to explore, play and learn together.

Clackmannan benefits from a number of wonderful assets including:

* Technologies that include LCD interactive screens, tablets and netbooks.
* Extensive grounds that include a trim trail,
* A large gym hall that can be used for sporting activities, assemblies and concerts.
* A newly extended lunch hall where all children can enjoy lunch together.

We look forward to working with children, families and the wider community to ensure that Clackmannan Primary is a central focus within the Lornshill Cluster.

**Contact Details**

**School Address**: Lochies Road

Clackmannan

Clackmannanshire

FK10 4JS

**Telephone Number:** 01259 724189

**Email Address:** [clackmannan@edu.clacks.gov.uk](mailto:clackmannan@edu.clacks.gov.uk)

**School Website:** [www.clackmannan.clacks.sch.uk](http://www.clackmannan.clacks.sch.uk)

**Twitter:** **@ClackmannanPS**

**Headteacher:** Mrs D Laird

**Depute Headteacher:** Mrs C Cartwright

**Principal teachers:** Mrs A Johnstone & Mrs B Donald

**Parent Council Chairperson:** Mrs P Cowan

**Roll of the school:** 240 (plus 100 nursery pupils– in a mixed provision)

**Number of teaching staff:** 15

**Denominational Status:** Non-denominational

**Stages of School** There are 10 classes over seven stages in the Primary School

**THE SCHOOL DAY**

Nursery

Nursery Session 8.30am – 2.30pm or

9.00am – 3.00pm

P1-P7

Morning Session 9.00am - 12.30pm

Lunch-time 12.15pm – 1.00pm

Afternoon Session 1.00pm - 3.00pm

**Reporting school absences**

If your child is unable to attend school for any reason, please telephone the school office before 9am to explain their absence. All unexplained absences will be followed through to ensure our records are accurate and up to date.

**School Communication**

Throughout the year families will receive information about what is happening in school. Communications are digital via our use of Class Dojo, Twitter and website and also in paper form via pupil post. Annual surveys show communication is consistent strength of our school and parents value the variety of ways they can get in touch. We hold two parents’ conference evenings per year with opportunities to visit classes and attend curriculum evenings.

**CHILD PROTECTION PROCEDURES**

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 will receive child protection training at the beginning of a new academic year.

Each school has a named coordinator responsible for all issues relating to child protection. In our school this person is **Mrs D Laird**

**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 no child or young person will receive a less effective service on grounds of ethnicity, disability, or sexual orientation.

**PARENTAL CONCERNS**

If you have a concern about your child, the first point of contact should be your child’s class teacher or nursery key worker. Please call the school office or message through Dojo to make an appointment. It is hoped the concern will be resolved. If however, you are still concerned following the meeting and a period of monitoring, please make an appointment with a member of our leadership team. We pride ourselves on being approachable so please just pop in or get in touch!

**ADMISSION**

There is one admission date for children starting school for the first time, which is in August after the summer holidays. In order to ensure accuracy in our records, parents are asked to bring the child's birth certificate and two proofs of your address (one of which must be a Council Tax bill, Child Benefit Letter or Tax Credit Letter) when the child is enrolled at school. Enrolment takes place towards the end of January. Should you wish to visit the school please contact us to arrange a day and time.

All new entrants who register in January for the following August will be part of a comprehensive transition plan which involves the current P1 and the pre-school children in nursery. An open evening is held in June to share more information about the P1 curriculum, the routines and preparing everyone for day one – and beyond!

Parents who wish to make a placing request to place their child within Clackmannan Primary must in the first instance, enrol their child in their catchment school and then complete a Placing Request Form which can be obtained from Clackmannanshire Council, Kilncraigs, Alloa.

**ATTENDANCE**

**Attend Today Achieve Tomorrow**

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

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

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

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

Clackmannanshire Council actively discourages taking children out of school during term-time for family holidays because of the disruption that it causes to the education of individuals and class groups. Schools cannot give parent’s permission to do this and, except in the most exceptional of circumstances, such absences will be treated as unauthorised. However, it is helpful for school to know of such absences in advance.

If your child is going to be absent from school please contact the school prior to 9am on the first day of absence stating the reason for absence and a possible return date. If your child is not ready to return to school on this date please contact the school again.

Absences will be carefully monitored and action taken if required. An Attendance Officer, for the authority, will be contacted and will investigate persistent absence in cases where the school is concerned or the reason for absence seems uncertain. When attendance drops below 90% the Attendance and Welfare Officer will investigate each case. This is a supportive process.

All children are likely to be absent from school at some time in their school career. However, children who miss school can also

* Find it hard to keep/make friendships
* Feel excluded and not a true part of the class
* Forget what they have previously learnt
* Have difficulty keeping up and maintaining progress
* Not meet national expectations and standards

**SCHOOL UNIFORM**

Clackmannanshire Council supports the concept of a school dress code. It expects that all pupils and parents wish to assist schools in developing a distinctive and positive ethos through the wearing of school dress.

The Council hopes that pupils will adopt school dress through positive choice. It will, in particular, fully support schools in prohibiting the wearing of clothing which either conflicts with the requirements of Health and Safety or may reasonably be considered offensive or inappropriate.

The Council expects each school community to work together to develop and implement a distinctive school dress code based on the following principles:

* The wearing of school dress both fosters and reflects a positive ethos. Schools should develop a culture in which pupils will wish to express visibly their feeling of belonging.
* Clothing worn to school, and for particular purposes, within school, should conform to reasonable Health and Safety standards.
* Clothing likely to promote prejudice or conflict is never acceptable.

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

**Children’s Clothes List**

Grey or black trousers, skirt or dress.

White or yellow Polo-shirt

Black/grey or royal blue Sweatshirt or cardigan

#### All articles of school clothing should be clearly labelled!

**PHYSICAL EDUCATION CLOTHING:** Children should wear a t-shirt, shorts/tracksuit bottoms and gym shoes or trainers. Gym bags are best kept in school as children receive a number of sessions of PE a week, and bags will be returned home at the end of each term. Children should not wear jewellery or earrings during PE lessons since they constitute an additional safety hazard.

#### SCHOOL CLOTHING GRANT SESSION 2022/2023

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

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

Application forms can be obtained from schools, CAP Offices and the Council Offices at Kilncraigs; also by accessing <http://clacksweb/dyna/clothgrant>

Application forms for the 2022/2023 academic session will be issued in June 2022 and the closing date for all applications is 31st December 2022.

**PARENTAL INVOLVEMENT**

We are proud of our strong partnerships with families. Year on year we have increased the opportunities parents have to be involved in the life and ethos of the school. We now offer a broad range of experiences and at different times of the school day and evenings for working parents. Some of these include,

* Meet the teacher events and learn about the year ahead
* Parental conferences to update you on your child’s learning and progress
* Curriculum Evenings
* Parental Workshops
* Parent Volunteers
* Sporting events and school trips
* Stage Open Learning Afternoons
* Whole school events to celebrate achievements
* Active Parent Council
* Family Learning – workshops, shared story time

Throughout the year it is always possible for parents to make appointments to consult with the class teachers, through the school office.

**SCHOOL PARENT COUNCIL**

We are keen to work with you to help us give your child the best education we can provide. We value and welcome parents’ involvement in the school. As a parent of a child in attendance at the school, 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

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.

The aims of the Parent Council are:

* To work in partnership with the school to create a welcoming school, which is inclusive for all.
* To promote partnership between the school, it’s pupils and its parents/carers.
* To engage parents/carers in activities which support the education and welfare of the pupils.
* To identify and represent the views of parents/carers on the education provided by the school and other matters affecting the education and welfare of the pupils.

As the Chairperson of the Parent Council, l would like to welcome you to our school.

The Parent Council are a vital part of our school and are the connection between the

wider parent body and the community. We support the school and its core

values of Ready, Respectful and Safe and, like the school, we want the very best

outcomes for all the children. We are actively involved and are proud to

be part of the Clackmannan Primary School Family.

By Pamela Cowan, Parent Council Chairperson.

**PARENT HELPERS**

We encourage any parent who has time to become involved in the work of the school. We currently have parent helpers on a regular basis in the nursery and throughout the school.

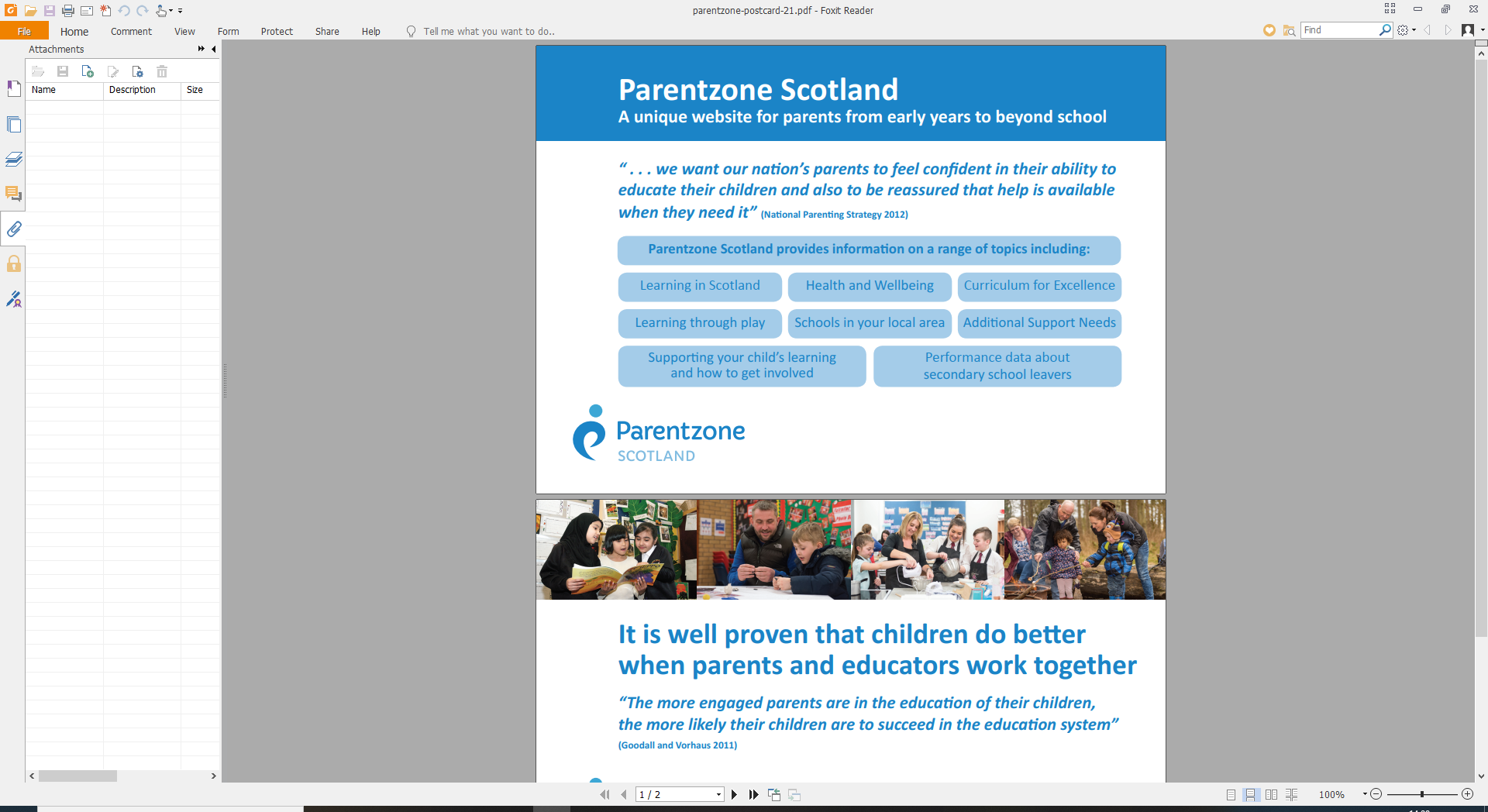
The support given by all parents and friends of the school in our fund-raising activities gives enormous encouragement to staff and pupils alike. Parental help on school trips is very much appreciated.

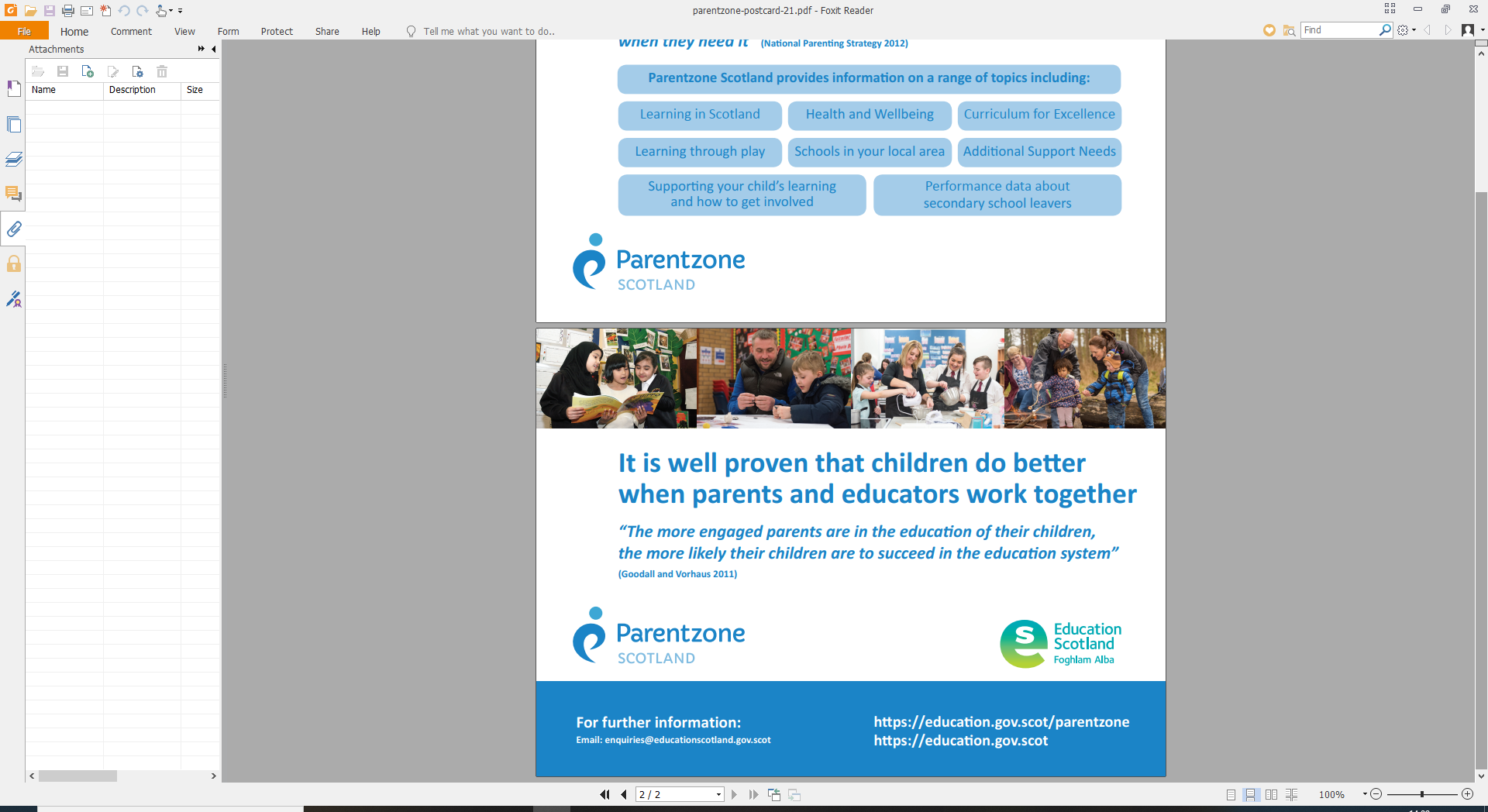
Please notify the school if you could offer your time and/or skills.

Guidance on the Scottish Schools (Parental Involvement) Act 2006 provides guidance on the act for educational authorities and parents can be accessed at

<http://www.scotland.gov.uk/Publications/2006/09/08094112/0>

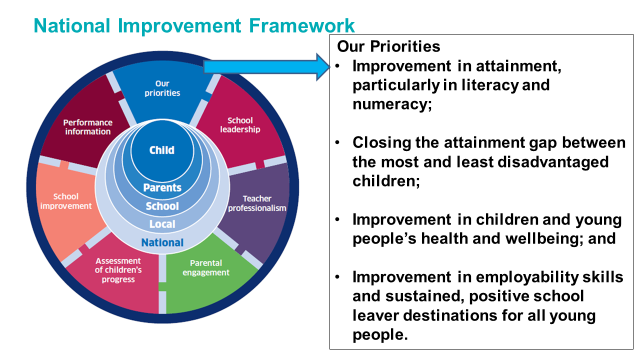
Parentzone also provide information and resources for parents and Parent Councils.





**OUR CURRICULUM**

Our Curriculum is set within the national context of The National Improvement Framework. The priorities are:



We use these priorities to plan for developments within Clackmannan, that link both locally within Clackmannanshire and nationally. Our school priorities are shared annually in our School Improvement Plan, which is made available in September and the Standards and Quality Report published on our website.

**Our Vision**

Our whole school community will thrive, be inspired, have self-belief and doors will be opened to the wider world.

What make us unique?



Our curriculum is underpinned by our core beliefs, celebrates our uniqueness and is driven by what is important to our families, children and team. This rationale is the result of conversations, consultations and collaboration with everyone in our school community.

We are proud of our unique place in our community. The heritage and geography of Clackmannan are very important to us and every class, every year, take on a community learning project. We embrace enterprising approaches and other annual events and performances develop our young workforce whilst also entertaining our audiences.

The beautiful and breath-taking environment on our doorstep provides the most amazing context for outdoor learning. Every week children are outside learning with some groups participating in more focused outdoor learning experiences. Learning for sustainability is priority and equips our children with the knowledge and skills they need to look after our world now and in the future.

Our families and team are committed to our relentless focus on developing skills for learning, work, life and success in the future. Our curriculum provides structured and progressive pathways for children to gain the literacy and numeracy skills they need. Children also overlearn in literacy and numeracy through curricular projects and interdisciplinary learning. Opportunities for creativity, enterprise and digital literacy are woven through experiences and we evidence learning across the four contexts of curriculum through our Latest and Best Portfolios.

Our community partnerships bring depth and breadth to learning and we contribute meaningfully to local improvements. We provide articles for community newsletters; allowing us to write regularly for a real audience and purpose. We also have our own savings bank in partnership with the Clackmannanshire Credit Union which supports financial education. Community projects in partnership with the Clackmannan Development Trust provide many relevant opportunities for children to be decision makers and learning takes place all around our town; in the church, Town hall and beyond.

We believe children come first and should be listened to and curriculum choices about learning lay firmly in their hands. Contexts are co-constructed and children also choose to be part of various vertical participation groups and meaningfully influence improvements. Learning is challenging, enjoyable and relevant to the needs of our children from nursery to P7. Parental engagement is high and every opportunity is sought to make the most of their skills and support.

We believe all children should feel safe and happy. Our health and wellbeing offer is varied and diverse with a focus on building resilience and positive relationships. We use restorative and nurturing approaches to restore the harm. Relationships, sexual health and parenthood education takes place every session and parents are encouraged to view our resources and ask questions through their class teacher. Children have many significant opportunities to represent at sporting events and personal achievements, in all forms, are celebrated and valued.

Our values underpin our conversations and interactions with everyone and it is these shared values which will ensure our curriculum will grow responsible and successful citizens of the future. Our values are Honesty, Respect, Achievement, Fairness, Nurture.

Most importantly, we want your child to enjoy coming to Clackmannan Primary, to be excited about learning and to be proud to be part of our school community. We pride ourselves on our caring and nurturing ethos and are committed to meeting the needs of all children. This was also highlighted in our recent HMiE Inspection, Oct 18.

**Our Belief Statement** – Our central purpose is to provide the best possible learning experience and ensure every child succeeds. In order to achieve this, we believe that

1. Children come first and every child matters
2. Children should be safe, respected and listened to
3. We have high expectations of children, ourselves and each other
4. All of us are unique and difference skills should be celebrated
5. Every child has equal and equitable opportunities to succeed
6. All the members of our school community are valued

The curriculum areas are;

* Expressive Arts
* Language and Literacy
* Health and Wellbeing
* Mathematics and Numeracy
* Religious and Moral Education
* Sciences
* Social Studies
* Technologies

Health and Wellbeing, Literacy and Numeracy are included in core learning across the curriculum. There is a shared responsibility to ensure that these core areas are taught in a systematic and cohesive way to ensure progression and success.

At Clackmannan Primary School we are guided by the national Health and well-being curriculum experiences and outcomes for Relationships, Sexual Health and Parenthood Education.

More information for parents can be accessed here

<https://education.gov.scot/parentzone/learning-at-home/supporting-health-and-wellbeing/relationships-sexual-health-and-parenthood/>

As part of the Health and Wellbeing programme, children receive 2 60 minute PE sessions from a specialist teacher. This is in line with Government recommendations of 2 hours PE a week.

Religious and Moral Education: Our school follows local authority and national guidelines for Religious Education and observance.  Our Religious and Moral Education curriculum is, like all the other curricular areas, based on Curriculum for Excellence. Citizenship, Moral Education and Personal & Social Development are important parts of our curriculum. Being able to differentiate between right and wrong is central to Christian belief and the other world religions.

We attend church during the school year and the school Chaplain leads school assemblies, at times. Parents have the right to withdraw their child from religious observance, but must contact the Head teacher in the first instance.

You can find out more information through the Scottish Education link - https://education.gov.scot/parentzone

**Stages of Learning:** These stages reflect the maturation of children and the changing ways in which they engage with learning as they develop. The framework for these stages is as follows:

* Early: Pre-school and P1 or later
* First: To the end of P4, but earlier or later
* Second: To the end of P7, but earlier or later
* Third and Fourth: S1 to S3
* Senior Phase: S4 – S6

**What are the Principles for the Curriculum design?**

These principles are:

* Challenge and enjoyment
* Breadth
* Progression
* Depth
* Personalisation and Choice
* Coherence
* Relevance

At Clackmannan we reflect upon our practice and developing our skills to ensure these principles are a clear focus for development. This includes involving children in the choice of learning contexts, dependent on particular interests and aptitudes. This in turn promotes active engagement, enjoyment and relevance to learning!

**EXTRA-CURRICULAR ACTIVITIES**

Educational outings are arranged each year for every class, linked to their learning. P7 children also have the opportunity to experience a residential outing as part of our transition as the Lornshill Learning Community.

We also participate in various sporting activities and competitions throughout the school session, becoming actively involved in the wider community of the school.

Information regarding school run extra-curricular activities are given throughout the year.

Active Schools Clubs will be running throughout the school year. Leaflets will be distributed giving details as and when available. These are organised by our Active Schools Co-Ordinator, Anne Hunter (01259 222350)

**HOME LEARNING**

Class teachers will communicate with parents, through the class dojo, the outline and expectations for how you can help at home. If you have any questions or concerns, please do not hesitate to get in touch.

**READ, WRITE, COUNT**

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

Studies show a direct link between a strong family learning environment and progress in reading, writing and counting. In addition to the parent guide included in the gift bags, the Parent Club [website](website%20%20) (<https://www.parentclub.scot/>) offers a range of hints, tips and advice to help parents engage in their child’s learning.

**FIRST MINISTER’S READING CHALLENGE**

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

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

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

**SCHOOL PARTNERSHIPS**

The school shares many partnerships with the local community. These include:

School Chaplain

At the present time, we are well served by a school minister of Clackmannan Parish Church. End of term services are usually held in church at Christmas and Easter.

Active Schools

As a Health Promoting school and our commitment to encouraging healthy choices, we are keen to participate in all sporting events hosted by Clackmannanshire’s Active School’s team. Our Co-ordinator, Anne Hunter, supports training in Young Leaders, and is part of our Health Promoting School Group. We have been recognised for attending all events for the past two years and have achieved the Gold School Sports Award.

Clackmannan Development Trust

We are actively involved with Clackmannan Development Trust, assisting them with various projects within the community. Clackmannan Development Trust is run by a group of local residents and its aims are to make Clackmannan a better place to live, work and visit, and to foster civic pride among the people of our historic town.

Clackmannanshire Credit Union

Clackmannanshire Credit Union serves all people who live or work in Clackmannanshire, the city of Stirling or Kincardine (on Forth). A Credit Union is a financial co-operative, owned and managed by its members, which provides a secure facility for saving and access to affordable borrowing. We work alongside the staff of Clackmannanshire Credit Union by running a school service open to parents and pupils called Supersavers.

School Health Service

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

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 nurse at any time.

**ASSESSMENT AND REPORTING**

**Assessment:**

Formative assessment which include learning conversations, observations, peer and self assessments are an integral part of learning and teaching. This ongoing assessment enables staff to adapt planned learning experiences to both challenge and support learners.

Children’s attainment is monitored and tracked as part of assessing pupil’s progress which informs future planning. Scottish National Standardised Assessments (SNSA) were introduced in session 2017/18 and are helpful to learning and teaching. No one piece of information is taken in isolation though and the combination of formative and summative assessment information ensures we best meet the needs of all children.

Staff are engaged in moderating standards within school, as part of the Lornshill Learning Community and at Local Authority level throughout the year.

**Reporting**

One to one consultations are held twice a year to discuss your child’s progress and achievements. An end of session report is issued in June. Children in P7 will also create a profile which evidences their achievements and successes over the year. P7 parents are invited in to share their child’s profile. Parents are able to meet with class teachers throughout the year to discuss their child’s progress and should contact the school office so that a mutually suitable appointment can be arranged.

**TRANSITIONS**

Your child will be involved in transition throughout their school life as they move from stage to stage. Two key transition times are however, Nursery – P1 and P7 – Secondary school.

**Nursery – P1**

A planned and comprehensive approach to transition between our Nursery and Primary 1 will take place. Throughout the year staff plan and work together to provide joined learning experiences, within Early Level, so that the transition is seamless and effective. Nursery children have access to P1 classrooms, experience activities and are very much part of the early years team.

Staff have time to discuss and pass on valuable information on progress and achievement as well as individual details about personalities and preferences.

**P7 – Secondary**

We have close working relationships with our link Secondary School, Lornshill Academy. A comprehensive transition programme is well established to meet the needs of all children. This includes planned curriculum visits to Lornshill Academy, secondary staff visiting Clackmannan to teach lessons and Guidance staff spending time with children and meeting with class teachers for transition information to be shared.

A meeting is also arranged by Lornshill Academy for parents to attend for further information regarding their child’s transition in Lornshill Academy.

Enhanced transitions are made for groups or individual children who require further support.

At the end of P7 pupils normally transfer to:-

**Lornshill Academy**,

Tullibody Road,

Alloa, FK10 2ES

Telephone No. (01259) 214331

**PEEP SESSIONS IN NURSERY**

Our nursery staff hold PEEP sessions during the year consisting of 6 week blocks. These

sessions are designed to support parents and children to learn together. Topics

are discussed and chosen by the parents i.e. behaviour, routines, sensory play and

expressing stories through play. Sessions are for one hour per week and presented by

specifically trained members of nursery staff.

**SUPPORT FOR PUPILS**

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

As part of the Getting It Right For Every Child (GIRFEC), Clackmannan is committed to ensuring that we access and coordinate support and partnership agencies to plan and implement support for children and families. This comprehensive approach ensures that we support children and young people to a high standard.

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

For advice and/or further information please contact Our Improving Outcomes Team Leader, ASN at Kilncraigs, Alloa, FK10 1EB.

**INCLUSION**

The Education (Additional Support for Learning) (Scotland) Act 2004 was amended in 2009. The 2009 Act strengthens the duties placed on Clackmannanshire and Stirling 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 care experiencing 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.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 123 2303
* 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 Barnardo’s and the Scottish Child Law Centre. 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 667 6333
* 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 Barnardo’s and this will be updated shortly.

Clackmannanshire Education Service is committed to working in partnership with all parents and carers of children and young people with additional support needs and seeking their views on all aspects of the support provided in educational establishments. We encourage parents to contact the 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
* Email: [asn@clacks.gov.uk](mailto:asn@clacks.gov.uk)

**THE STAGED INTERVENTION PROCESS**

A Staged Intervention process has been in place for many years and is the vehicle used to support the learning and development of children and young people. It provides a framework for schools to identify, assess and meet the Additional Support Needs of pupils. This process is managed by the Support Co-ordinator within school, Mrs C Cartwright.

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

A Support for Learning teacher will support identified children within Clackmannan Primary.

We update our existing school position statements throughout the session. These will be available to parents.

**Counselling in Schools Service**

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

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

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

**ADDITIONAL INFORMATION**

**WATER BOTTLES**

Children are encouraged to bring a re-usable sports type bottle, clearly labelled with their name and class. Water bottles should be filled and chilled from home. Children will be allowed to refill them from our chilled filtered water machines in school, during the day, as required. Water bottles should be washed and dried daily. You should encourage your child to take his/her water bottle home daily to ensure good hygiene is maintained

**FOOD IN SCHOOLS**

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.

**Breakfasts**

A breakfast club is provided in Clackmannan Primary from 8.30am – 8.50am daily.

The service is available free of charge to children entitled to free school meals (This is only for parents who have applied for free School Meals and is not incorporated into the Free Lunch Scheme for P1 – P3) . All other children can have a breakfast for £1.20 per day.

The Primary School Breakfast comprises:

* Tea, fresh semi-skimmed milk or water.
* Cereal with milk. There is a choice of three cereals.
* Toast or crusty bread with spread.

Payment for Breakfast is paid through our ParentPay system.

**Milk**

All primary schools in Clackmannanshire operate a Milk Scheme. Under the scheme, all children who are entitled to free school meals will be given a 200ml carton of chilled, semi-skimmed milk, free of charge at morning break, unless their parent opts out of the Scheme. The service is available free of charge to children entitled to free school meals (This is only for parents who have applied for free School Meals and is not incorporated into the Free Lunch Scheme for P1 – P3). Other children and their parents can choose to opt-in to the Scheme and pay 15p per day. Milk is ordered and paid for on a termly basis and letters are sent home with your child regarding this.

**Lunchtime**

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

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

In Primary Schools a two course lunch is available where the children 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 for £2.00. P1-P4 children are entitled to a Free Lunch as part of the Government Scheme (this does not include Breakfast Club or Milk Scheme). From January 2022 P1-P5 children will be entitled to a Free Lunch.

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

**School Menu Selector**

A three-weekly menu cycle is in operation in Clackmannanshire Primary Schools. The menu cycle is detailed on the Schools’ Menu Selector web page, see [www.clacksweb.org.uk](http://www.clacksweb.org.uk)

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 much in the same way as is 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, Easter and Halloween.

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

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

**DIETRY REQUIREMENTS** Class Cuisine who delivers our school catering services is responsible for ensuring that we follow the recommendations on healthy eating within these standards and cater for pupils who have allergy/intolerance diets for medical reasons.

Children and young people now have to be [registered as having an allergy/intolerance diet](https://www.clacks.gov.uk/council/forms/foodinschools/allergyintolerancedietsformedicalreasons/) with Catering Services to ensure that their recognised dietary need, for example gluten free, dairy free, etc is supported. There will always be a vegetarian option available. Please see the link for further information. https://www.clacks.gov.uk/learning/allergyintdiets/

**ORDERING SCHOOL MEALS**

We have introduced our new ParentPay system where all lunches, breakfast, milk and school trips can be paid safe and secure online.

Children with packed lunches will be supervised in our dining room along with children who are having a school lunch. Children are able to choose where they sit in our lunch halls. There is a rota system for the dining hall for fairness and parity.

## FREE SCHOOL MEALS 2022-2023 SESSION

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

**You must also be in receipt of child benefit**.

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

If you think you qualify please contact the Business Support Team on 01259 452499 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 Kilncraigs; also by accessing. https://www.clacks.gov.uk/learning/schoolclothinggrants/ Applications may be made at any time during the session.

**SCHOOL TRANSPORT**

Clackmannanshire Council has a Home to School Transport Policy, which is summarized below. A full copy of the policy is available from the Travel and Transport Team.

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

Free home to school transport is provided generally either:

* When a child lives a long way from his or her catchment area school.
* When a child has Additional Support Needs.

Free transport may be provided by:

* Service bus, using season tickets
* Contract hire vehicle
* Parental transport contract

**Primary Pupils**

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

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

If you enrol your child

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

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

**Secondary Pupils**

Lornshill Academy: any pupil resident in the catchment area of Clackmannan PS, Craigbank PS, Fishcross PS or Deerpark PS; or who is resident in the catchment areas of Abercromby PS, Banchory PS or St Serf’s PS and his/her residence is over two miles from the school, or from the nearest designated transport pick-up point, by the shortest suitable walking route.

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

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

**Moving home or changing school**

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

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

**Placing Requests**

Remember, children who attend school as a result of a successful placing request are not eligible for free home to school transport. However, if there is a vacant seat available on a vehicle providing transport for eligible children, then a non-eligible child may be given a seat on a concessionary basis. Please contact the Education Service for details. If you move to a new home that is not within the school catchment, it is a parents’ responsibility to notify the school and submit a placing request.

**Additional Support Needs**

Children may be entitled to free home to school transport because they have additional support needs. These needs may be short or long term. For example, a pupil with a broken leg may require transport on a short-term basis; a child whose family becomes homeless may require transport on a short-term basis until the family is re-housed. Children with physical or learning disabilities may need home to school transport for the whole of their school career.

The Education Service manages home to school transport for children with additional support needs.

Contract hire vehicles including taxis and minibuses provide most, but not all, transport for children with additional support needs. Only drivers who have been checked through Disclosure Scotland are used.

Some children who receive transport because they have additional support needs require the services of an escort. Clackmannanshire Council maintains a bank of Relief Escorts, who provide cover in the event of absence of permanent staff. If you are interested in becoming a Relief Escort, or would like to learn more, please see the Relief Escort Job details on Clacksweb – [www.clacksweb.org.uk](http://www.clacksweb.org.uk)

**School Improvement and Standards and Quality Report**

Please click on the link to see our main achievements, progress and improvements in performance.

https://drive.google.com/file/d/1iy3aQPTwyxU7OtHVtjPBJEd6Y6pkRLDG/view?usp=sharing

Please find the link for our latest Inspection Report,

<https://www.clacks.gov.uk/document/meeting/264/877/6270.pdf>

**INCLEMENT WEATHER / UNEXPECTED CLOSURES**

Any departure from the normal arrangements will be notified to you in writing, but there are occasions when the children may be dismissed early without warning e.g. in the case of power cuts or heavy snowfalls. In the event of this happening, we would be grateful if you could make sure your child knows where to go if you are not usually at home during the day.

**COMPLAINTS**

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 has 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 e-mail, phone (01786 442680), letter or in person. Or you can ask the Headteacher of the school or nursery to move the complaint to Stage Two on your behalf.

When using Stage Two:

* We will acknowledge your complaint within 3 working days.
* You will be contacted by the Investigating Officer for your complaint, who will usually meet you to confirm: the detail of your complaint, what you want to achieve, and if your expectations are achievable. In some cases, e.g. your complaint has been made in writing and is clear, there may be no need to meet. It is helpful if you present any evidence that you can offer in support of your complaint, e.g. contact details for witnesses, reports from other professionals etc. if appropriate.
* We will write to you confirming the details of your complaint, what you want to achieve, and what the investigation can cover.
* We will give you a full, written response to the complaint as soon as possible and within 20 working days. If our investigation takes longer than 20 working days we will agree revised time limits with you and keep you updated on progress.

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

The SPSO cannot normally look at:

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

Information can be found at

<https://www.clacks.gov.uk/site/documents/customerfeedback/clackmannanshirecouncilscomplaintshandlingprocedure/>

# CAR PARKING ARRANGEMENTS

We are a part of the School Streets Project, where the road outside our school is closed to traffic at school opening and closing times. Closing the street to through traffic helps to achieve a safer, more pleasant environment for everyone using the street whilst maintaining access for residents, businesses, pedestrians and cyclists. Lochies Road and Castle Terrace vehicle exclusion zones will operate Monday-Friday between 08.30-09.10 and 14.50-15.20 during school term time only. This zone is covered by a legal order which will allow for Police and Local Authority enforcement. Where non-registered vehicles are found to be driven within the zone during exclusion times, a penalty charge notice can be issued.

The car parking areas within the school grounds are reserved for staff and official visitors to the school only. Parents are requested not to use these areas unless permission has been given by the Headteacher.

In the interests of safety, all parents are asked to drop off and pick up children outside the school grounds, at the designated places. Please note, there are time restrictions for drop off and pick up zones.

SCHOOL SECURITY

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

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

School alarm systems are being updated currently. All schools have had their door entry construction work completed and all schools are using the visitor pass system.

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

**GENERAL SUPERVISION**

During intervals supervision is adequate and effective. Support Staff are available on a rota system during interval and lunch times. During wet breaks and lunches children are in class and are supervised by support staff and P7 Helpers.

**LOST PROPERTY**

We very strongly recommend that children’s names are clearly marked on **ALL** of their clothing and belongings. This ensures ‘lost’ items being returned to their rightful owners.

An item ‘found’ is kept in our Lost Property area. Any child can search lost property as soon as an item is missing.

The school cannot accept responsibility for any lost or damaged items. We would urge children **NOT** to bring any precious item to school for this reason.

**Public Liability**

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

**Pupil’s Property**

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

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

**INSURANCE**

**Summary of Policy**

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

**Insured Risk(s) and Benefits**

1. Adult Under 18 years

a) Death (Excursion) £20,000 £20,000

b) Permanent Total £20,000 £20,000

Disablement

c) Permanent Partia Proportionate based on ‘Continental Scale’

Disablement

Aggregate Limit - £15m with £25m r.e. aircraft accidents.

2. Medical Expenses Unlimited Unlimited

(outwith UK only)

3. Baggage and Personal £5,000 £5,000

Effects

**Excursions/Trip Insurance**

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

**Insurer AIG**

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.

**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.

For more information on NDIP please visit the website: www.ndip.scottishdental.org/about*/*

**Childsmile**

Your child may attend a school participating in the Childsmile Programme. Childsmile is a national programme designed to improve the oral health of children in Scotland, and reduce inequalities, both in dental health and access to dental services.

For further information on Childsmile visit the website: [www.child-smile.org](http://www.child-smile.org)

**CLINICS**

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

**INFECTIOUS DISEASES**

Colds, flu and gastro-enteritis are the most common infections affecting children of school age. Keep your child off school in the early stages of flu and while they still have diarrhoea. Help them understand how to prevent picking up and spreading such infections. For advice about early detection and treatment for other infectious diseases e.g. chickenpox and mumps, consult your GP or Health Visitor.

The School Health Service can be contacted at:-

**Clackmannanshire Community Healthcare Centre**

Hallpark,

Sauchie  
FK10 3JQ

**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 the school and others of this possible problem as you would tell family and friends about other infections which might affect them. Regular combing of your child’s hair with the head lice detector comb is the best protection as it allows you to detect and then treat speedily. Further advice can be obtained from the Health Board head lice leaflet which is available in all schools and health centres and also the Education Services leaflet “Frequently Asked Questions”, which is available in schools.

**Recommended Guideline for the Issue of Drugs for Medicinal Purposes to School Children**

Clackmannan Primary School follow Clackmannanshire Council’s Policy for the Administration of Prescribed Medicines and Meeting children’s Health Care Needs. These are a set of procedures to be adopted where the requests for assistance can be reasonably met.

Medications cannot be accepted by the school unless the relevant forms (obtainable from the school office) are completed and signed with the administration of the medication/meeting of health care needs agreed by the Head Teacher.

The Policy also emphasizes the requirement for parents to provide up to date information and details of any self-administered medications, e.g. asthma inhalers.

Further details are available from the school and may be accessed via [www.clacksweb.org.uk](http://www.clacksweb.org.uk)

**VACCINATIONS WHICH TAKE PLACE IN SCHOOL**

**Guidance for Parents**

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

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

*Information provided in this handbook 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 the parents. This handbook may be reviewed during the course of 2022-2023.*

**School Term Dates 2022/23**

| **Event** | **Date** |
| --- | --- |
| Autumn term begins (**Staff only** - staff development days): | Monday & Tuesday 15th & 16th August 2022 |
| Autumn term begins (**Pupils**): | Wednesday 17th August 2022 |
| Autumn term ends: | Friday 7th October 2022 |
| October holiday begins: | Monday 10th October 2022 |
| October holiday ends: | Friday 21st October 2022 |
| Winter term begins: | Monday 24th October 2022 |
| Staff development day (pupils off) | Friday 25th November 2022 |
| Christmas holiday begins: | Friday 23rd December 2022 |
| Christmas holiday ends: | Friday 6th January 2023 |
| Spring term begins: | Wednesday 9th January 2023 |
| Staff development days (pupils off) | Monday & Tuesday 13th & 14th  February 2023 |
| Spring half-term holiday begins: | Wednesday 15th February 2023 |
| Spring half-term holiday ends: | Friday 17th February 2023 |
| Spring term ends: | Friday 31st March 2023 |
| Easter holidays begin: | Monday 3rd April 2023 |
| Easter holidays end: | Friday 14th April 2023 |
| Summer term begins: | Monday 17th April 2023 |
| May public holiday: | Monday 1st May 2023 |
| Summer term ends: | Friday 30th June 2023 |
| Summer holidays begin: | Monday 3rd July 2023 |