

CRAIGBANK PRIMARY & NURSERY CLASS



School Handbook 2019- 2020

Clackmannanshire Council Education Service

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

Our mission is to educate, protect, support and promote the achievements, health and wellbeing of every child and young person. Much of our work is undertaken in partnership with other services, agencies, communities, children, young people and their families. Improvement will be supported by collaboration across educational establishments, services and with other regional partners.

With the full support of our Headteachers, Elected Members, Chief Executive, our corporate colleagues and partners, we are committed to achieving Excellence and Equity - raising attainment, tackling inequity and ensuring that high aspirations and positive outcomes are the expected norm for every child in Clackmannanshire.

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



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

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

Read with your child every day! Ask them what they have learned that day and get them to show you!

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

Lorraine Sanda
Acting Chief Education Officer
Clackmannanshire Council

Message from the Headteacher

At Craigbank Primary we work hard as a team to create a secure and positive learning environment where each pupil feels valued and is encouraged to learn. We promote a sense of community and recognise the importance of each individual pupil in our school. Staff work hard to provide high quality learning and teaching experiences. They actively promote an atmosphere of achievement and give due consideration to the progress of all pupils.

Craigbank Primary School is an important part of the local community and we firmly believe that pupils, parents, staff and members of our community should work together in partnership. We are also very well supported by an active Parent Council and Fundraising Committee which strengthens this partnership and supports the life of the school.

Here at Craigbank respect for all is high on our agenda and we are keen to develop responsible attitudes towards issues such as the environment, healthy lifestyles and global citizenship.

We are very proud to have been awarded Green Flag status as well as being a Health Promoting School. These successes are being built on and we are continuing to develop our citizenship work to attain the next level of Rights Respecting School Award. We currently hold bronze status.

We value the opinions of the children and families at Craigbank, operating an open door policy, where parents and carers are invited to discuss any concerns and questions they may have.

I fully appreciate that this booklet will not be able to answer all the questions that you may have so please do not hesitate to contact the school if you wish to discuss anything with me or a member of our team.

I look forward to working with you.

Yours sincerely
Siobhan Haldane
Headteacher

Message from Parent Council Chair

The Parent Council is your opportunity to find out what's going on in school, help fundraise via exciting school events and play a key role in the wider parent community. The Parent Council is made up of parents of current children in the school and meetings are held several times a year. All parents are welcome to attend and discuss school developments and hear the latest information. The fundraising Committee also do an amazing job at Disco's and events which not only provide a great opportunity to bring pupils together but also raise money to help enhance what's on offer at School. The remit of the Parent Council can include:

Communication

Learning & Teaching

School matters

Campaigning

Social & Fundraising

Inclusion & Equality

We look forward to engaging with you!

You can email us at: craigbankparentcouncil@gmail.com

or join us on Facebook at: www.facebook.com/groups/craigbankparentforum/

Nick Manton

Aspire

Believe

Achieve

SCHOOL INFORMATION

School Address:

Craigbank Primary School

Newtonshaw

Sauchie

FK10 3EJ

Telephone Number:

01259 452307

Website :

www.craigbank.clacks.sch.uk

Email:

craigbank@edu.clacks.gov.uk

Twitter:

@CraigbankPS

Headteacher:

Mrs Siobhan Haldane

Depute Headteacher:

Mrs Jacqueline Ferguson

Roll of School:

315

Denominational Status:

Non-denominational

Stages of Education:

Nursery to Primary 1-7

Number of Teaching Staff:

20

Number of Support Staff:

13

Parent Council Chair:

Mr Nick Manton

Email:

craigbankparentcouncil@gmail.com

School Day:

Morning Session

9.00am - 12.30pm

Morning Break

10.30am - 10.50am

Afternoon Session

1.15pm - 3.05pm

Aspire

Believe

Achieve

Craigbank Primary School and Nursery Class serves the village of Sauchie in Clackmannanshire and has classes from Primary 1 to Primary 7. Some children attend Sauchie Nursery school before transitioning to our school. Our cluster secondary school is Lornshill Academy.

The school has 14 class teachers, PE specialists, an art teacher, a support for learning teacher, 6 support for learning assistants, a nursery senior, 4 early years educators, an Early Intervention Worker, a school administrator, a school assistant and a janitor. The children receive two hours of quality PE weekly from our PE specialist. Our Support for Learning Teacher provides small group and individual challenge and support for children who are part of staged intervention. There is currently no provision to teach by means of Gaelic language.

We strongly believe in building positive relationships with all members of the school community and work hard to develop a positive attitude with all our pupils. Positive behaviour comes from this. We wish our children to develop a positive mindset to help them become resilient individuals.

We celebrate our children's successes and achievements both in class and during assemblies.

Our vision, values and aim reflect this:

Vision

Craigbank is a fun place to learn.

Values

Be smart

Be kind

Be you.

Aim

We aim to work together to ensure equity in learning to make sure we can be the best we can be.

Our school motto is *Aspire, Believe, Achieve*

We have a code of conduct which we believe is achievable by all children:

Ready

Respectful

Safe

Policies and Procedures

Attendance

Clackmannanshire Council is committed to working with parents, children and other agencies to ensure that all children enrolled at its schools attend regularly. All children are likely to be absent from school at some time in their school career. However, persistent poor attendance is disruptive to the individual and to the work of the class and may be an early warning of other difficulties.

Where there are genuine reasons for non-attendance, the authority will work with agencies to ensure that the child's education is continued by means other than school attendance. The Council's and school's staff overwhelming concern is for the welfare of children. Parents who fail to secure an adequate education for their children, for example by failing to secure regular attendance are in breach of their statutory duty. Unfortunately, some absences may be condoned or even actively encouraged by parents. This is not acceptable and where this is found to be the case, the Authority will use all powers at its disposal to ensure that children attend school regularly. The procedures that the Council and school have put in place are aimed at ensuring the welfare of all its pupils. Parents are asked to help by co-operating with these procedures.

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

It is the duty of the parents, by law, to make sure that their children attend school regularly and punctually. If your child is late for school, please send a note of explanation with your child or phone the school. Persistent late-coming will be logged by the school.

Aspire

Believe

Achieve

Parents and carers are asked to contact the school by 9.30 a.m. on the first day of absence to inform the school why their child is not able to attend school and their expected date of return. Absences from school are now categorised as authorised or unauthorised. Failure to supply an explanation may result in the absence being treated as unauthorised. If the absence is longer than anticipated parents are requested to notify the school of the revised date of return. This may either be in writing or by telephone call.

Communication

Since 2018, Groupcall Messenger has been our preferred method of communication for pupil attendance. Class Dojo will be used for reminders about school events, meetings, newsletters etc. Our aim is for all parents and carers to sign up to this by providing up to date telephone numbers and email addresses. Class teachers will regularly send notifications via Class Dojo for class news and events and updates on learning. Pupils prepare newsletters that are sent via Dojo termly. We also tweet regularly about the life of the school.

Uniform

We encourage the wearing of green school sweatshirts with the Craigbank logo. P7 organise a hooded top each session, so that their status as senior pupils is easily recognised.

For physical education we ask pupils to bring shorts, T-shirt and gym shoes in a drawstring bag. For art and craft work we ask them to bring a cover-all to protect clothing.

The wearing of jewellery such as earrings to school is discouraged for health and safety reasons. Pupils are not permitted to wear any form of jewellery in the gymnasium.

The wearing of any football tops or sweaters in school is not permitted. It is essential that all items of clothing for school are named; including gym shoes and wellies.

Complaints Procedure

At Craigbank Primary we aim to provide you with the best service we possibly can. If however we make a mistake, please contact us to tell us straightaway and give us the chance to put it right.

Contact us directly and tell us as much as you can about the complaint, what has gone wrong and what you want us to do to resolve the matter. A senior member of staff, either the Headteacher or a Depute Head, or in their absence, a Principal Teacher, will be responsible for looking into your complaint.

Further information can be found on Clacksweb:

<http://www.clacks.gov.uk/document/4283.pdf>

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 door locking mechanisms
- the erection of signs directing visitors to the single door entry point
- the introduction of an entry procedure for visitors including the issue of security visitor pass
- the introduction of staff identification passes

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.

Child protection

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

Aspire

Believe

Achieve

Each school has a named coordinator responsible for all issues relating to child protection. In our school this person is Mrs Haldane, Headteacher or Mrs Jamieson Principal Teacher. Full details of the council guidelines and procedures for child protection can be seen in the school on request.

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

The school actively supports children and young people develop their knowledge and skills about personal safety and to be confident in expressing any anxieties about their own wellbeing. This is encouraged through our Health and Wellbeing programme.

Homework

Homework can be an effective means of reinforcing the learning that takes place in the classroom. It is also a valuable means of sharing the children's learning experiences with parents/carers at home.

Our aim is that homework should consist of relevant, worthwhile and suitably challenging activities and that each party; teacher, child and parent/carer understands their role to ensure learning experiences are maximised. It is our intention; however, that homework should not be over burdensome for children, parents or staff. Home learning should reflect the learning that is taking place in the classroom, promote independent learning and provide opportunities for learners to draw on the skills and knowledge of those at home. After consultation with parents, we have adopted a strategy of informing parents about class learning, weekly via Class Dojo, we also offer suggestions and tips on how to best support this learning at home.

Emergency Closure Arrangements

When early closure is foreseen, notice will be given to parents/carers at least 3 days in advance. However, there may be occasions when the school is forced to close due to severe weather conditions, heating failure, emergencies e.g. fire which may result in the school requiring utilising our business continuity plan and relocating to Deerpark Primary School or Sauchie Hall or requesting that pupils

Aspire

Believe

Achieve

be collected from school. If such an event happens we will contact all emergency contacts on our records via Groupcall messenger or telephone. It is, therefore, vital that parents/cares ensure that they inform the school when emergency contact details change.

Where the emergency contact is not available, the school will supervise pupils until the end of the school day.

Curriculum for Excellence

Clackmannanshire schools follow Curriculum for Excellence, a national framework which is providing our children with learning experiences and opportunities to prepare them for learning, life and work in a changing world. Children learn actively in eight different curricular areas following a curriculum designed by each school to reflect their particular needs and circumstances. Curriculum for Excellence includes four contexts for learning:

Curriculum areas and subjects

Interdisciplinary learning

Ethos and life of the school

Opportunities for personal achievement

Curriculum levels and stages

The curriculum has two stages: the broad general education (from the early years to the end of S3) and the senior phase (S4 to S6).

The broad general education has five levels (early, first, second, third and fourth). The senior phase is designed to build on the experiences and outcomes of the broad general education, and to allow young people to take qualifications and courses that suit their abilities and interests.

Curriculum areas

There are eight curriculum areas:

Expressive arts

Health and wellbeing

Languages (including English and modern languages)

Mathematics

Religious and moral education

Sciences

Social studies

Technologies.

Literacy, numeracy and health and wellbeing are addressed throughout the curriculum and children's wider achievements are fully recognised and celebrated, reflecting the value given to wider learning and children's experiences out of school. Children are fully consulted throughout their learning and in decisions about what they learn and how they learn it. There are opportunities throughout the school year for parents to receive information and be consulted upon the curriculum children are following, particularly in relation to more sensitive aspects of learning, such as relationships, sexual health, parenthood and drug awareness.

Religious and moral education is a core subject for all pupils attending school in Scotland. Schools also provide opportunities for religious observance in order to promote the spiritual development of the school community. Parents can choose to withdraw their children from participation in religious education or observance. Parents who wish to do this should contact the headteacher, who can make arrangements for the child to be involved in a different activity.

Further information regarding Curriculum for Excellence can be found at Parentzone (<http://educationscotland.gov.uk/parentzone>), a national resource developed by Education Scotland on behalf of the Scottish Government.

P7 pupils join with local Cluster Schools for a 3 day residential trip.

Teachers consistently assess children's progress; there are 2 parent evenings per year for parents to discuss their child's progress. Additionally, a school report detailing progress, achievements and future learning will be issued in term 4.

Additional Support Needs (ASN)

A child or young person is said to have additional support needs (ASN) if they need more - or different support - to what is generally provided in educational establishments to children or young people of the same age.

Many circumstances may mean that a child or young person needs additional support for learning. The Education (Additional Support for Learning) (Scotland) Act 2009 lists 4 inter-related factors which may individually or jointly impact on a child or young person's ability to learn:

Learning environment

Family circumstances

Disability or health

Social or emotional factors

Aspire

Believe

Achieve

It does not just apply to children or young people who have long-term learning difficulties or disabilities. Children and young people may need additional support to make the most of their education for many reasons. Some of these reasons may mean that a child or young person will need additional support all the way through their education; others may only need additional support for a short period of time.

Additional support needs are identified through a process called Staged Intervention. If you think your child has additional support needs, ask your child's head teacher about the Staged Intervention process and for more information on what support may be available. The process may involve an assessment by an Educational Psychologist, class teacher, support for learning teachers, or other agencies e.g. health professionals such as Speech and Language Therapist.

Pupil Enrolment & Transitions

Nursery

Children can start nursery the term after their third birthday. Enrolment forms are available on line, direct from the nursery or from the school office. Applications can be handed back to the school office.

School

There is only one admission date for children starting school for the first time. Parents should enrol their children in late January for entry to school in August of that year. It is important that parents bring birth certificates at the time of enrolment.

Prior to the enrolment date in January, prospective parents are invited to visit the school to familiarise themselves with the school and its aims for children in the early years of their education.

After our new entrants are enrolled, they will meet the senior pupil who will be their special 'buddy' when they start school in August. Getting to know the school sessions are also arranged for parents.

Parents and their children who enrol in January are invited for an afternoon in June to meet the Primary One class teacher and have the opportunity to become familiar with the resources used in the Primary One class. Other visits are also arranged.

Aspire

Believe

Achieve

Parents of children who are enrolling in any of the other classes are most welcome to arrange an appointment to visit the school. The Headteacher or the Depute Headteacher will be pleased to provide any information which parents wish.

Parents from out with the Craighbank catchment area have a right to make a placing request to the school. The school is happy to offer the opportunity for parents to visit and discuss the aims of the school when such a request is made. Parents are required to complete a Placing Request Form which is available from their zoned school or from Education Service, Kilncraigs, Alloa.

Pupils from Craighbank, attend Lornshill Academy after P7. Contact details are as follows;

Lornshill Academy
Tullibody Rd, Alloa
FK10 2ES
Phone: 01259 214331

During Primary 7, pupils are involved in a number of transition activities such as visits to Primary 7 class from the Pupil Support Team at Lornshill Academy, information and trial days, Lornshill cluster excursion to Dalguise Activity Centre in March, challenge days and transition days. Some children benefit from enhanced transition activities which are arranged in consultation with parents/carers, Inclusion Support team (where appropriate) and Lornshill Staff.

Partnership Working

Craighbank Primary School works with a variety of partners to support children and families as well as providing rich learning experiences. The partner agencies that we work with include:-

- United Free Church
- Sauchie and Coalsnaughton Parish Church
- Childcare Services
- Forth Valley NHS
- CAMHs
- Women's Aid
- SSERC

Aspire

- Youth Service
- Psychological Services
- Police Scotland
- Occupational Therapy
- Spaced Out Grafix and Signs
- Forth Valley College

Believe

Achieve

Parental/Carer Partnerships

Craigbank Primary School has an open door policy and we are always keen to listen to ideas for how to improve our school and the children's learning. We aim to ensure that all visitors feel welcome when they come to our school. We actively encourage parental/carers partnership in children's learning through various organised events such as Meet the Teacher, Sharing the Learning assemblies, attendance at sharing the learning and end of term assemblies, SMART starts and finishes, school trips and much more. These opportunities are shared in our school calendar, newsletters, Class Dojo and letters home.

Parents and carers can also work in partnership with the school to support their child and school improvement priorities (including decision making) through involvement in our Parent Council, support home learning, responding to surveys/questionnaires, talking to children about their day and their learning, sharing experiences on class/school story on Class Dojo and participating in specific focus groups.

We encourage information sharing, during Parents' Evenings, through our Craigbank Blether Blogs , which allow the child, teacher and parent to discuss their progress and next steps in learning.

Any concerns re a child should be directed, in the first instance, to the child's class teacher

FOOD IN SCHOOLS

School meals are free for all P1-3 pupils. For P4 -7 school meals should be **paid for using ParentPay**.

Lunchtime for all pupils is 12:30pm. We operate a rota system, so some children go out to play before lunch, whilst others go straight to the dining hall. This is rotated weekly.

After they have eaten (school meals or packed lunches), we insist that children remain within the school grounds during the lunch break.

Parents/carers should ensure that no hot flasks, leaking drinks, glass containers or cans are brought to school.

Supervision is provided in the school playground and dining room during lunchtime. To assist in supervision arrangements during lunchtime, it is requested that pupils going home for lunch return to school 5 minutes before they are due to return to class.

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 & Nutrition) (Scotland) Act 2007.

Children in Craigbank can access food during the school day:

- At Breakfast Club
- At morning break
- At lunchtime

Breakfast Club

The service is available free of charge to children whose families are in receipt of Income Support Job Seekers allowance (Income based) and / or Child Tax Credit (without Working Tax Credit). All other children can have a breakfast for £1:20. In this school, service starts at 8.30am and should be paid for on a daily basis.

The primary school breakfast comprises:

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

Morning Break

All primary schools in Clackmannanshire operate a Milk Scheme. Under the Scheme, all children whose families are in receipt of Income Support Job Seekers allowance (Income based) and / or Child Tax Credit (without Working Tax Credit), can have a 200ml carton of chilled, semi-skimmed milk, free of charge at morning break, unless the parent/carer **opts out** of the Scheme. Other children and their parents/carers can choose to **opt-in** to the Scheme and pay 17p per day payable on a termly basis **only** in this school.

Our Primary 7 pupils run a Tuck Shop to promote Enterprise activities and Healthy Eating. Schools are required to implement the "Health Promotion and Nutrition Act" which restricts the items available for sale within our Tuck Shop.

Lunchtime

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

Children attending nursery will have a hot lunch provided and will have access to snacks morning and afternoon. All food served follows "Setting the Table" guidelines. 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, fresh fruit and water with their meal.

Aspire

Believe

Achieve

These choices are included with all meals for £2. This is paid through Parent Pay; an online cashless system that is used in all schools across Clackmannanshire. All families are given a log in. Please ask at the office for any more details.

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. The menu cycle is detailed on the Schools' Menu Selector web page.

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

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

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

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

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

We welcome comments and suggestions from parents.

Packed lunches are stored in classrooms or outside classes. Pupils eat their packed lunch at the tables set-up in the dining room.

Free School Meals

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

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 £6,900
- An asylum seeker in receipt of support under Part VI of the Immigration and Asylum Act 1999
- You may be eligible if you are in receipt of Universal Credit

If you think you qualify please contact the Business Support Team on 01259 452499 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 <http://clacksweb/dyna/clothgrant>. Application may be made at any time during the session.

School Clothing Grants

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 £16,010 (as assessed by Inland Revenue)

Aspire

Believe

Achieve

- 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
- You may be eligible if you are in receipt of Universal Credit

Application forms can be obtained from schools, CAP Offices and the Council Offices at

Kilncraigs; also by accessing <http://clack.gov.uk/leaning/freeschoolmeals/>

Applications can be made at any time during the session.

Wet Weather Arrangements

All children may stay indoors during wet playtimes and children taking meals may remain in school during wet lunch times.

We ask that parents/carers on wet mornings to ensure their children do not arrive at school before 8.55 a.m. and children who go home for lunch should only return 5 minutes before they are due to enter class.

Children are NOT allowed on to the grass areas after wet weather and not at all throughout the period after the October break up until after the Easter break.

'Ice and Snow Days'

Our procedures for days when the school footpaths and playground are covered in ice or snow are:

The priority for school is to ensure that pathways are cleared from gateways to school entrances

If the snow is very deep we will allow our children to enter through the main door as this will reduce the length of pathway to be cleared for these pupils

- The school will activate 'wet weather arrangements' which means that pupils will be allowed to come directly into school from approximately 8.50am. It would be helpful, given the supervision difficulties at this time for 12 classes, if pupils arrive close to 9.00am. The breakfast club will open at 8.30am as usual

Aspire

Believe

Achieve

- Depending on the weather and the level of snow or ice in the playground we may or may not allow pupils outside at playtimes and lunchtimes. For their safety, we have a NO SNOWBALLS above the waist and NO SLIDING rule! Please ensure that your child is wearing warm clothes including a coat and boots which they can change out of at class time

Playgrounds

One member of the support staff is on duty in each of the three areas of the playground from 8.50 a.m. The school discourages parents from being near the children's lines as a large number of adults can present difficulties in terms of the supervision and management of children. Additionally, the school is eager to promote the development of independence. We request that no dogs are brought into the playground.

During interval and lunchtime the school arranges for each of the areas to be supervised by two members of the support staff. The Headteacher and/or Depute Headteacher are on call to cope with serious difficulties as they arise.

There is always access to the building and children are aware of this.

Parents/carers should please note that cans are not allowed in the playground. Children are encouraged to drink from cartons or plastic bottles.

Water Dispensers

Educational research indicates that the brain functions more effectively if it has a regular supply of non-carbonated drinking water. Therefore, to promote learning, the Authority has arranged for water dispensers to be installed within the school.

Each area of the school has a water dispenser. Pupils are encouraged to bring a plastic drinking bottle to school filled with fresh water. This can be re-filled during the school day from the water dispenser. Pupils are encouraged to take their water bottle home regularly, to ensure that the bottle is cleaned. However, the cleanliness of the water bottle is the responsibility of parents/carers.

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 Primary 1 parents/carers will be asked to complete a health questionnaire and will be given the opportunity to ask to meet the named nurse for the school. Children's height, weight and vision checks are done at this time. Hearing is no longer screened in school but any concerns about your child's hearing should be discussed with your doctor. During their time at school, children are offered various immunisations and parents/carers are asked for written consent for these.

The school dentist carries out dental inspections at regular intervals (at least 3 times in each child's school life) and offers full treatment facilities for those children not registered with a general dental practitioner. With parental consent, the school health team can refer a child to other specialists such as speech and language therapy, chiropody, occupational therapy, physiotherapy, etc.

Clinics/Appointments

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.

Aspire

Believe

Achieve

The School Health Service can be contacted at Clackmannanshire Community Healthcare

Centre, Hallpark, Sauchie FK10 3JQ

Tel: 01259 290195

Head Lice

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

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

Advise all family members and close friends of your child to check and treat only if live lice are found. Don't be shy about advising others of this possible problem as you would tell family and friends about other infections which might affect them. Regular combing of your child's 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.

Sports and Games

Pupils in Primary 7 are offered skiing instruction at Firpark.

Physical Education may include music and movement, games, dancing, gymnastics, team games and athletics. These generally take place in the well-equipped gymnasium, but in the summer term much use is made of the playing fields.

A system of "Houses" is operated to encourage competition between groups both in sports, school work and recreational activities.

Our Active school co-ordinator Anne Hunter organises a large number of after school and lunchtime clubs. In addition there are Pupil Groups that meet once a month and representatives from these groups attend the Pupil Parliament.

Aspire

Believe

Achieve

The safety of your child returning home after attending any event, however, is the responsibility of the parent/carer.

Any additional information may be found on the Council Website:

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