

DEERPARK

PRIMARY SCHOOL



SCHOOL BROCHURE

2017/2018



Services to People
Education & Community Services

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Clackmannanshire Council Education

The Education Service is committed to lifelong learning, giving children the best possible start in life as they progress from nursery to school and beyond. Promoting the wellbeing of our children and young people so they can develop a positive sense of self and wellbeing is a key priority.

I took up the post of Chief Education Officer in June 2016 and my Senior Management Team arrived over the last few months. With the full support of our Headteachers, Elected Members, Chief Executive and our corporate colleagues, 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.

Alongside the strategic leadership, a wider improvement plan, related to the National Priorities and the National Improvement Framework key drivers (<http://bit.ly/2jPvacw>) is being put in place. 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 what ever 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!

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

Anne M Pearson MBE
Chief Education Officer
Clackmannanshire Council
January 2017

CLACKMANNANSHIRE COUNCIL : EDUCATION SERVICES

Information statement to parents : Primary Education

Certain management structures are necessary for the smooth running and well being of primary schools. These features have been identified and set out in this paper as a guide to parents on the type of management which will normally be encountered within a Clackmannanshire Council primary school.

1. Management Structure

Each primary school is staffed accordingly to national recommendations and is managed by a Headteacher supported, in most schools, by a Depute Headteacher and one or more Assistant Headteachers. The Headteacher is responsible to the Head of Education for the efficient management, administration and leadership of the school.

2. Pupil Conduct

A partnership between school and parents is required in order to ensure the best possible standards of pupil conduct. Pupils are expected to set themselves high standards in appearance and behaviour and school rules are designed to encourage the maximum amount of self-discipline. The rules themselves should be kept as simple and few in number as can be devised to allow for the smooth running of the school. The general aim is to produce an atmosphere of friendly co-operation, encouraging respect and consideration for other persons and for property.

Parents are encouraged to read the school rules and to query any points if there are any matters not understood. Parental help is sought in encouraging pupils to see the value of accepting school rules. Schools and parents jointly can make young people aware of responsibilities generally to society thereby helping them to get maximum benefit from their education.

3. Pupil Activities

Every school is encouraged to offer as wide a range of sporting and cultural activities as possible. Usually these activities are incorporated in the school's extra-curricular programme, although some schools are in a position to offer certain activities within the curriculum.

The Council does its best to provide financial and administrative support for leagues, competitions, festivals and similar events but it is recognised that again the help of parents and the community is irreplaceable. The Scottish tradition whereby members of staff freely give their time to such voluntary effort is a part of our educational heritage.

The Council also undertakes to organise and administer certain annual events and many schools take part in these. Schools are advised of these events at the appropriate time.

4. Parental Consultation

All schools, offer the opportunity for parents to discuss their child's progress with teachers through arranged meetings. Although arrangements vary in the schools, all parents will be advised of at least one time per session when these meetings will take place. In addition, of course, parents are welcome to be in touch with the school to ask for information or for an interview at any time.

The recommended practice is that an appointment system should be organised whereby definite times and dates are arranged to allow parents to discuss their child's progress with the child's teacher.

5. Curricular Policies

Every school has written curricular policies which are the subject of ongoing discussion and consultation and consequent amendment.

6. Multi-cultural and Anti-racist Policy

The Authority has a multi-cultural and anti-racist policy. All schools have a copy of the policy and are expected to follow the policy and guidelines.

7. Equal Opportunities Policy

The Authority has an Equal Opportunities policy. All schools have a copy of the policy and are expected to follow the policy and guidelines.

8. English as a Second Language

The Council provides a support service of teachers of English as a Second Language who visit schools to work with those bilingual pupils who require assistance in developing English language skills.

9. Communication with the Home

From time to time your child will carry communication from the school giving items of basic information such as holiday dates together with information of interest about the life of the school. Enquiries of any kind should be addressed to the Headteacher in the first instance.

SCHOOL DETAILS

These notes are intended to help you to understand school policy and procedure. Please read them carefully and keep them for reference.

School Address:	Deerpark Primary School Gartmorn Road Sauchie FK10 3PB
Telephone Number:	01259 723313
Fax Number:	01259 726992
Website :	www.deerpark.clacks.sch.uk
Email:	deerpark@edu.clacks.gov.uk
Headteacher:	Mrs. Lorna Bernard
Roll of the School:	133
Number of Staff:	9 (Teaching) 7 (Support)
Denominational Status:	Non-denominational
Stages of School	Primaries 1 - 7

SCHOOL HOLIDAY DATES : SESSION 2017/2018

Autumn Terms Begins (Staff Only)	Monday 21st August 2017
Autumn Terms Begins (Pupils Only)	Tuesday 22 nd August 2017
Autumn Term Ends	Friday 7th October 2016
October Holiday Begins	Monday 9th October 2017
October Holiday Ends	Friday 13th October 2017
Winter Term Begins	Monday 16th October 2017
In-service Closure	Thursday 23rd & Friday 24th November 2017
Winter Term Ends	Friday 22 nd December 2017
Christmas Holiday Begins	Monday 25 th December 2017
Christmas Holiday Ends	Friday 5 th January 2018
Spring Term Begins	Monday 8th January 2018
Staff Development Days	Monday 12th and Tuesday 13th 2018
Spring half-term holiday begins	Wednesday 14th February 2018
Spring half-term holiday ends	Friday 16th February 2018
Spring Term Ends	Thursday 29 th March 2018
Easter Holiday Begins	Friday 30 th March 2018
Easter Holiday Ends	Friday 13th April 2018
Summer Term Begins	Tuesday 16th April 2018
May Holiday	Monday 7 th May 2018
Summer Term Ends	Friday 29 th June 2018

WELCOME TO DEERPARK PRIMARY

If your child is to join us for the first time, we welcome you as parents and look forward to a happy and successful association over the coming years. If you already have a child in the school, we are pleased to renew the links between us.

This booklet provides information on the school, its aims and curriculum. Confidence in a school comes from knowing and understanding what is happening within it. We hope you will extend your knowledge of the school through contact and discussion with the members of staff and that you can take advantage of the occasions for meeting with us. It is important that mutual understanding and trust should be the basis of our shared responsibility towards your child.

ADMISSION ARRANGEMENTS

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, our Home/School Liaison Officer organises a series of small group visits for children to get to know the school through a range of play activities. They will also 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.

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 Home School Liaison Officer will be pleased to provide any information which parents wish.

Parents from outwith the Deerpark 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 Services to People, Kilncraigs, Alloa.

AIMS OF THE SCHOOL

Curriculum

To ensure a broad and balanced curriculum that provides young people with the best possible learning opportunities and experiences.

Attainment

To ensure that all pupils are able to realise their potential through the promotion and recognition of achievement and excellence.

Learning and Teaching

To provide the highest quality of learning and teaching experiences that enable pupils to enjoy their education and develop positive attitudes towards learning.

Support for Pupils

To provide effective support systems for all pupils which promote personal and social development and underpin academic achievement.

Ethos

To provide a welcoming, safe and caring environment in which each pupil is valued and supported.

Resource Management

To improve the quality of learning and teaching through the effective organisation and management of the school's resources.

Management and Leadership

To ensure that the school's promoted staff provide high quality leadership, management and support.

Professional Development

To improve the quality of educational experiences for pupils through a programme of continuing professional development for all staff.

Partnership

To build and maintain effective partnerships between the school and its parental body, external support agencies and its wider community.

Learning for Life

To equip pupils with the foundation skills, attitudes and expectations required to prosper in a changing society and to encourage creativity and ambition.

Learning Environment

To ensure that all pupils are able to experience a calm, positive and safe learning environment that promotes good behaviour, self-discipline and respect for others.

Values and Citizenship

To prepare pupils for responsible citizenship by developing values, beliefs and attitudes compatible with living in a modern, democratic and multicultural society.

Social Inclusion

To ensure that every pupil enjoys equality of access to educational opportunities, regardless of social or economic background.

Health Promotion

To ensure good health in all pupils through strategies which promote physical and mental wellbeing and self-esteem.

CURRICULUM FOR EXCELLENCE

Curriculum for Excellence will begin to be implemented across Scotland in session 2010 -11 for all 3-18 year olds – wherever they learn. It aims to raise standards and prepare children for the future and to help them develop skills to live in a fast changing world.

Curriculum for Excellence means that professionals will have more flexibility to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together. Glow, Scotland's unique, world -leading, online network will support learners and teachers in this and plans are already in place for parents across the country to have access to Glow.

Teachers and practitioners will share information to plan a child's learning from 3-18, helping them to make a smooth progression from early years settings to primary, from primary to secondary and beyond. They will plan for children continue to learn at the pace that is right for them and with challenge that they can thrive on.

Curriculum for Excellence balances the importance of knowledge and skills.

Every child is entitled to a broad and deep general education. Every teacher and practitioner will be responsible for learning in literacy and numeracy because these skills unlock other subjects and are vital to everyday life.

Curriculum for Excellence aims to develop skills for learning, life and work. It brings real life into the classroom, making learning relevant by helping young people apply their learning to life beyond the classroom. It aims to link knowledge in one subject area to another to help children understand the world and make connections. It aims to develop skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

There will be new ways of assessing progress. New qualifications for literacy and numeracy will be introduced from 2012/13 and new National 4 and 5 qualifications from 2013/14. Access, Higher and Advanced Higher qualifications will be updated to take account of and support the new approaches to learning and teaching.

There will be personal support to help young people make the most of their opportunities with additional support as it is needed. There will be a new emphasis on looking after children's health and wellbeing to ensure that the school is a place where children feel safe and secure.

Ultimately, Curriculum for Excellence aims to improve children's life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens.

CLASSROOM ORGANISATION AND METHODOLOGY

Our approach to education is a child-centred one, which caters not only for academic subjects but includes an awareness of the child's needs in moral and pastoral education. The learning process begins by building on the pre-school experiences of the child. These are developed by structured learning experiences which emphasis the acquisition of literacy, numeracy and thinking skills. Opportunities are provided for children to learn through a range and variety of play situations. As children move through the school these learning experiences are developed through participation in a carefully structured syllabus which allows for continuous progression and assessment.

Our staff provide a balanced programme providing class, group and individual activities. Our aim is to provide a purposeful learning environment, where self-discipline, independence and positive attitudes towards other children are encouraged. In all classes there is an emphasis on direct, interactive teaching. There is a mix between whole class and group teaching depending upon what is being taught. Classroom organisation and practices reflect the teacher's awareness of the pupils' needs, in relation to their ages, aptitudes and abilities.

RELIGIOUS EDUCATION AND OBSERVANCE

Religious education, while of a mainly Christian character, offers children an opportunity to study other world religions and engage in aspects of personal search relating to basic questions relating to the meaning, purpose and value of human life. Emphasis is also placed on Moral Education through Personal and Social Development programmes and Circle Time. There is a weekly school Assembly when issues in the development of pupils in spiritual, moral, social and cultural terms are addressed.

The school is non-denominational. The ministers from Sauchie and Coalsnaughton Parish Church and Sauchie and Fishcross United Free Church are our School Chaplains. Services are normally held at Harvest, Christmas, Easter and in June. The Chaplains will, from time to time, lead a school Assembly or give a talk to pupils in their classroom.

It is the right of parents to withdraw their children from any religious observance. Parents who wish to exercise this right are asked to notify the school in writing.

DEVELOPMENT OF PUPILS' PERSONAL, SOCIAL AND CULTURAL VALUES

The school is committed to supporting the development of its pupils as rounded citizens and as a result, wishes to encourage their development in personal, social and cultural terms.

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

1. Creating a school ethos which, in every way possible gives value to these aspects of development, especially providing an overall atmosphere that is both caring and challenging and which provides opportunities for the development of personal responsibility.
2. Promoting personal and social development through the way in which disciplinary issues are handled.
3. Ensuring that all staff and adults within the school provide positive role models for pupils.
4. Arranging regular gatherings of the school as a community and using these occasions to encourage and reinforce the values on which the school is based.
5. Enriching the curriculum in all appropriate areas with an emphasis on personal, social and cultural development.
6. Providing opportunities within each classroom to advance personal and social development through the use of a range of strategies and resources e.g. Critical Skills, Circle Time and Philosophy for Children.
7. Taking every opportunity to acknowledge, value and appreciate the various cultures and heritage of pupils and to encourage them to appreciate and value the culture and heritage of others.

ADDITIONAL SUPPORT NEEDS

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

Inclusiveness is a basic human right and this assumption will consistently under-pin the Council's responses to meeting the needs of all children, in particular those with physical, sensory or learning difficulties, exceptional ability, social, emotional or behavioural difficulties, medical difficulties or other additional needs.

Education, therefore, must be inclusive and children should be educated with their peers in their own communities unless, in very exceptional circumstances, that is not in their best interests. The school monitors each child's progress with on-going, continuous assessment, augmented, where appropriate, with diagnostic, summative or formative tests.

The staged intervention process provides a coherent framework for meeting pupil needs. Information on how the authority supports children and young people with additional support needs within this process is available in leaflet form from all schools within the authority and on www.clacksweb.org.uk. For advice and or further information please contact Yvonne Wright, Service Manager, Support For Learning, Kilncraigs, Alloa, FK10 1EB

The Scottish Government requires all local authorities and their schools to notify students and their parents/carers of information sources regarding additional support needs outwith the local authority. It has named specifically the sources below:

- Enquire – the Scottish advice service for additional support for learning.
- Take Note – The National Advocacy Service for Additional Support Needs.

Enquire is operated by Children in Scotland and offers independent and confidential advice and information on additional support for learning through:

- A telephone helpline – 08451232303
- An email enquiry service – info@enquire.org.uk
- An online enquiry service
- Two websites – www.enquire.org.uk (for parents/carers and practitioners) and 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”.

- Lay Advocacy provided by advocates employed by Barnardo's Scotland.
- Legal Advocacy in complex cases provided by employees of the Scottish Law Centre.

It can assist parent/young people and local authorities to resolve disputes. All initial enquires should be made through the Scottish Law Centre on 0131 667 6333. Further information can also be found at www.barnardos.org.uk/takenote.

The school has a Support for Learning Policy and the aim of this policy is to ensure that all pupils with additional support needs will have access to the full range of the curriculum.

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 ASN pupils.

The school currently has 4 Learning Assistants employed to assist pupils with physical, educational or emotional behavioural difficulties. Pupils are supported by a Support for Learning teacher (0.6 FTE). Pupils with additional support needs can be referred, with parental agreement to other support services.

Several support services are readily available to the school. The Educational Development 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;
- the school can link with social services over matters of family and child welfare.
- Attendance and Welfare staff support pupils attendance at school.
- The Inclusion Support Team can offer additional support to pupils who have complex learning difficulties.

ASSESSING AND REPORTING PUPILS' PROGRESS

The school monitors each child's progress with on-going continuous assessment, augmented, where appropriate, with diagnostic, summative or formative testing.

Personal Learning Plans (PLP's) are shared with parents twice a session in September and February. Assessed PLP's are sent home in January and June.

PARENTAL CONTACT WITH SCHOOL

We welcome visits by parents. We are pleased to discuss the work of the school and the work and progress of your child with you at any time, but if parents wish to discuss matters in detail, it is preferable if they make an appointment. However, in the interests of school security, all visitors must report to the school office, in the first instance. Please do not visit a teacher in his/her class without first seeing the Headteacher as an untimely interruption can so easily disrupt the work of the class. In an emergency, messages may be passed to children via the school office.

Parent interviews take place in late October/early November, when parents may discuss their child's progress and see some of their child's work. The Headteacher, Home/School Liaison Officer and Support for Learning teacher are also available for consultation.

Deerpark Primary has a Home/School Liaison Officer. This appointment recognises the importance of parental involvement with the school and with their child's learning.

HOMEWORK

All classes have homework 4 nights per week, which supports classroom learning. Once children start Target Spelling (normally after Christmas in P3) they will also have spelling homework 4 nights per week. It would be expected that this routine homework can be completed within 20 - 30 minutes. P4 - 7 pupils also have a Home Reader. These are changed weekly. As children reach the upper stages, homework may increase.

You can support your child by setting up a routine for homework, expecting care with handwriting presentation, encouraging a purposeful approach so homework is completed within a reasonable time and to the best of their ability. Staff are happy to answer parental enquiries about ways to help with homework. Please don't hesitate to ask.

PUPIL SUPPORT AND DISCIPLINE POLICY

We aim to be a community where pupils have a positive educational and social experience. We believe our pupils benefit from the best learning and teaching when effective, positive discipline is an integral part of school life. We are also committed to providing a secure and happy environment for play. We do not believe that violent actions have a place in our school. Therefore hitting or kicking, whether to provoke or in retaliation, is not acceptable and never provides a solution to difficulties between children.

Everyone who is part of our school community – staff, pupils and parents – accepts that they each have important and special roles and responsibilities in order to make Deerpark Primary a positive, secure and worthwhile experience for all children. While parents have a legal responsibility for the behaviour of their children at all times, it is essential that parents and the school work together to assist pupils achieve and maintain acceptable standards of behaviour. At Deerpark Primary School we are committed to working in partnership with parents and to the practice of mutual support in matters of discipline and learning. Our Pupil Support and Discipline Policy reflects our use of a positive discipline approach to support pupil behaviour based on Lee Canter's Assertive Discipline.

A sample classroom Discipline Plan is printed below:

Classroom Rules

- ✓ Follow instructions
- ✓ Keep hands, feet and objects to yourself
- ✓ No teasing or name calling

Rewards

- ✓ Praise
- ✓ Individual rewards such as:
- ✓ Positive notes sent home to parents
- ✓ Positive phone calls to parents
- ✓ Positive notes to pupils
- ✓ Stickers and certificates
- ✓ Classroom privileges
- ✓ Classwide rewards

Consequences

First time a pupil
breaks a rule:

Warning

Second time:

1 minute away from group, near teacher

Third time:

5 minutes away from group, at designated
time-out space

Fourth time:

Teacher calls parent with pupil

Fifth time:

Send to HT

Severe clause:

Send to HT

SCHOOL RULES

We have a limited number of school rules which have been drawn up to ensure that Deerpark Primary is a school where children are able to learn and teachers are able to teach in a calm, caring and safe environment.

- ✓ Follow instructions
- ✓ Keep hands, feet and objects to yourself
- ✓ Use appropriate school language - no put-downs, teasing or bad language
- ✓ Take good care of school resources and the property of others
- ✓ No jewellery to be worn during PE lessons
- ✓ No football shirts to be worn at school
- ✓ Enter and leave school by the small gate
- ✓ Do not leave the school without permission

ANTI-BULLYING POLICY

When the children enrol all parents are given a copy of our Anti-Bullying Policy which clearly indicates that work on Anti-Bullying is given a high priority in our school.

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
- 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.

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.

Each school has a named coordinator responsible for all issues relating to child protection. In our school this person is Lynn McCulloch. 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 PSE and through specific curriculum programmes such as Keeping Myself Safe (Primary 2) and Feel, Think, Do (Primary 6).

ATTENDANCE

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

All children are likely to be absent from school at some time in their school career. However, persistent poor attendance is disruptive to the individual and to the work of the class and may be an early warning of other difficulties.

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

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

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

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

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

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.

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.

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.

SCHOOL TRANSPORT

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

The Travel and Transport Team, Services to People, 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 the completion of P1 enrollment on the last Friday in January, each primary school submits a list of P1 pupils to the Travel and Transport Team. The Team 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 enroll 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 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 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 Travel and Transport Team for details.

Behaviour on school transport

The majority of pupils who use school transport are well behaved. However, there is a minority who misbehave to such an extent that they endanger others as well as themselves. Any misbehaviour that is likely to put the safety of any person at risk or repeated low grade misbehaviour may lead to transport provision being withdrawn from the offender(s)

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 rehoused. Children with physical or learning disabilities may need home to school transport for the whole of their school career.

The Travel and Transport Team 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.

SCHOOL UNIFORM

We encourage the wearing of school uniform throughout primary school in order to create a feeling of identity for the school in the pupils.

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

- | | |
|---|-----------------|
| 1. Sweatshirt | £7.50 - £9.55 |
| 2. School polo shirt (white with logo) | £6.50 - £8.00 |
| 3. Grey trousers/skirt | £6.50 approx. |
| 4. White shirt/blouse | £3.95 approx. |
| 5. Navy zipped fleece (with school badge) | £17.00 - £25.00 |
| 6. Reversible Fleece (with school badge) | £17.00 - £25.00 |
| 7. Waterproof Jacket (with school logo) | £24.00 |

Items 1,2,5,6 and 7 are available from the school.

The school keeps a small stock of nearly new sweatshirts which we are happy to sell at a reduced price of £2.50 - £3.00 depending on size.

The wearing of any football tops or sweaters in school is not allowed.

It is essential that all items of clothing for school are named; including gym shoes and wellington boots.

SCHOOL CLOTHING GRANTS: SESSION 2017/2018

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> or by telephoning 01259 452499. Application forms for the 2017/2018 academic session are issued in June 2017 and the closing date for all applications is 31st December 2017.

PHYSICAL EDUCATION CLOTHING AND FOOTWEAR

For P.E. it is important that pupils wear T-shirt, shorts and gym shoes. These items of clothing help provide a safe environment for P.E. lessons. At a minimum, all pupils should bring these items on gym days. However, pupils are provided with a named bag for their P.E. kit and these are kept on their pegs. Pupils are encouraged to keep their P.E. kit in school.

No jewellery should be worn during P.E. as it is a danger to the wearer and to others. Pupils will be asked to remove such items during P.E. lessons. Earrings may be taped for the first six weeks following piercing, after which earrings must be removed.

ART AND CRAFT CLOTHING

As all children participate in art and craft activities, it is essential that some form of protective cover is provided.

CARE OF BOOKS AND MATERIALS

Since books and materials are expensive and the school's budget is limited, parents are asked to see that care is taken in handling them. Payment must be made for lost or destroyed books.

THE SCHOOL DAY

Morning Session	9.00 a.m. - 12.15 p.m.
Interval	10.30 a.m. - 10.45 a.m.
Afternoon Session	1.00 p.m. - 3.00 p.m.

GENERAL SUPERVISION

Pupils are expected to play outside during playtimes and lunchtimes unless the weather is bad. Adult supervision and help is always available at these times.

When the weather is wet or cold, pupils may stay in their classrooms at playtime, provided they follow classroom codes of behaviour.

Lunchtime and morning interval supervision is carried out by two School Assistants and the Janitor. There is always a member of the Management Team available at breaktimes should problems arise.

This supervision will take various forms according to circumstances and weather. Playground staff are equipped with two-way radios and can seek further assistance if necessary. The field is available for pupil use whenever possible, depending upon ground conditions.

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.

Children at Deerpark can access food during the school day:

- At breakfast
- At morning break
- At lunchtime

Breakfasts

A breakfast service is provided. The service is available free of charge to children entitled to free school meals. All other children can have a breakfast for 82p (2017/18 academic session). Payment should be made on Monday morning for the week. If this is not possible, a daily payment may be made.

Breakfast Club runs from 8.30 a.m. to 9.00 a.m. but food service stops at 8.50 a.m. to allow pupils to be in their class for the start of lessons.

The primary school breakfast comprises:

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

Morning break

All primary schools in Clackmannanshire operate a Milk Scheme. Under the Scheme, all children who are entitled to free school meals can have a 200ml carton of chilled, semi-skimmed milk, free of charge at morning break, unless the parent opts out of the Scheme. Other children and their parents can choose to opt-in to the Scheme and pay a termly fee. This allows the school to place its order, payment must be made on a term time basis as advised by the school. The current cost of milk is 22p per day.

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 schools in primary and special schools in August 2008 and in secondary schools in August 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, fresh fruit juice and water with their meal. Children can select a main course from a choice of two. Each lunch is guaranteed to contain a healthy balance of nutrients and is low in fat and salt. These choices are included with all meals for £2.00.

A four weekly menu cycle is in operation in Clackmannanshire Primary Schools. The annual Primary School Menu was introduced from 22nd August 2011. The current menu selector will be extended until Friday 30th June. 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 Valentines 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.

In the 2016/17 academic session, a pupil lunch costs £2.00. Payment should be made on Monday morning for the week. If this is not possible, a daily payment may be made.

Pupils may bring a packed lunch and eat it within the dining area. On wet days we ask that parents of children who go home for lunch keep them there until 12.50 p.m.

Pupils who stay over lunchtime are required to remain within the school grounds.

FREE SCHOOL MEALS: SESSION 2017/2018

School age children whose parents are receiving one of the following benefits have an automatic entitlement to free schools meals, provided all necessary proof is shown. **You must also be in receipt of child benefit.**

- Income Support
- Income based Jobseekers 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)
- 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 Facilities, Schools and Welfare Team on 01259 452499 for further information.

Pupils registered for free school meals are also eligible for free milk and 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, Alloa, by accessing <http://clacksweb/dyna/clothgrant> or by telephoning 01259 452499. Application may be made at any time during the session.

UNEXPECTED CLOSURES

Any departure from the normal arrangements will be notified to you in writing, but there are occasions when children may be dismissed early without warning e.g. in the case of power cuts or heavy snowfalls. We would be grateful if you could make certain that your child knows where to go if you are not usually at home during the day. **Pupils will always be kept at school until we are certain that there is an adult able to collect or receive them.**

In the event of an unexpected closure, it is essential that the school is able to contact parents or their emergency contact by telephone. Please make sure that the school has up to date telephone contact numbers.

PARENTS COUNCIL

We actively encourage parental interest and involvement in the activities of the school. Parents are welcome to meet in our 'Parents Room' to have a chat and a cup of coffee and, if they wish, to participate in any on-going activities (e.g. P.C activities, library helpers, assisting with excursions, adult education courses on a variety of topics.)

There is a Parents Council of which each parent with a child in the school is automatically a member. The Council is administered by a committee of parents, and the Headteacher and/or Home/School Liaison Officer attend each committee meeting to maintain liaison with the staff.

The P.C. organise fundraising events for the school. Details of the current committee can be obtained from the school.

AFTER SCHOOL CLUBS

Various after-school clubs are run for the benefit of pupils. Pupils are only allowed to remain after school if we have written permission from parents. Parents are informed when a club activity is to be held, so they will know to expect their child home later than usual. The safety of a child returning home after attending a school club is of course the responsibility of parents, though the school will always endeavour to help ensure the children's safety.

The activities on offer vary from year to year

SPORTS AND OUTDOOR ACTIVITIES FACILITIES

The school has a well equipped gym and extensive grass and tarmac areas, including a football pitch, it also has a multi-use games area (MUGA). These areas are suitable for most outdoor games.

SECONDARY SCHOOL

At the end of P7 pupils normally transfer to:-

Lornshill Academy
Tullibody Road
Alloa
01259 214331

There are well established arrangements for liaison between Lornshill Academy and its associated primary schools, to help smooth the transfer of pupils and to allay the fairly natural anxieties of parents at the time of transfer. A three day visit is arranged in June of each year. Your child will be known to some of the secondary school staff before transfer takes place, and close contact is maintained on any likely areas of concern.

SCHOOL HEALTH SERVICE

NHS Forth Valley 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.

The NHS Scotland runs a programme of dental inspections of children in Primary 1 and Primary 7

The Childsmile Programme is a national programme designed to improve the oral health of children in Scotland. For further information visit the website. www.child-smile.org

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

Community Nursing Team

Joan Gracie
Public Health Nurse
Clackmannanshire Community Health Centre
Hallpark, Sauchie
FK10 3LQ
Tel 01259 290195

Linda Rickard
Clackmannanshire Community Health Centre
Hallpark, Sauchie
FK10 3LQ
Tel 01259 290195

Theresa Cranston
Clackmannanshire Community Health Centre
Hallpark, Sauchie
FK10 3LQ
Tel 01259 290195

Head Lice

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

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

Advise all family members and close friends of your child to check and treat only if live lice are found. Don't be shy about advising others of this possible problem as you would tell family and friends about other infections which might affect them. Regular combing of your child's with the head lice detector comb is the best protection as it allows you to detect and then treat speedily. Further advice can be obtained from the Health Board head lice leaflet which is available in all schools and health centres and also the Education Services leaflet "Frequently Asked Questions", which is available in schools.

Comments and Complaints

The school is keen to receive feedback from parents and carers regarding all aspects of the service it provides. We issue regular newsletters and host evenings to discuss individual pupils' progress and/or to share issues relating to the curriculum or of whole school concern. We welcome parents' and carers' support for our work and want to know of any circumstances where they may be dissatisfied. Please write to or arrange to meet the headteacher if you would like to discuss any concerns

Complaints Procedures

You can complain in person, by phone, email or by letter. We regard a complaint as any expression or dissatisfaction about our action or lack of action, or about the standard of service provided by us or on our behalf.

Who can complain?

Anyone can complain who is the parent or legal guardian of a child or a person authorised to complain on his/her behalf. For example, a child's grandparent who is not the legal guardian needs authority from the child's parent or guardian. This would normally mean a note to show that the person responsible for the child had agreed.

What can't I complain about?

Here are some things we can't deal with through our complaints procedure:

- A routine first time request for a service or action – e.g. informing the school that your child told you she is being bullied and asking them to resolve this.
- Requests for compensation from the Council.
- Things that are covered by a right of appeal, e.g. Exclusion from school which has its own statutory process. In these cases we will give you information and advice to help you.

We have a 2 stage complaints procedure.

Stage One - Frontline resolution

In the first instance please complain to your child's school or nursery, telling them as much as you can about the complaint, what has gone wrong and what you want them to do to resolve the matter. A senior member of staff, either the headteacher or depute head, will be responsible for looking into complaints. Heads are senior managers with a high level of responsibility for your child's learning and welfare and able to look into most matters. However, the headteacher may refer the Stage One complaint to Education Services centrally, e.g. if it is about the conduct of the headteacher or too complex to be dealt with at front-line service level.

The school or nursery will give you our decision at Stage One within 5 working days or fewer unless there are exceptional circumstances. If we need further time we will ask you to agree an extension of up to 5 further days. If the Stage One complaint has been referred to Education centrally your response will come from there.

Stage Two – Investigation

If you are dissatisfied with your Stage One response you can move to Stage Two. Stage Two deals with 2 types of complaints: those not resolved at Stage One and those not appropriate for Stage One, for example the conduct of a headteacher or too complex for a headteacher to deal with.

To move to Stage Two, you should contact the Head of Education and ask for a formal investigation under Stage Two. 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.

INSURANCE COVER FOR SCHOOL CHILDREN

Public Liability

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

Pupils' Property

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

- a) Clackmannanshire Council's Liability policy does not provide cover for personal property left within the school or other Council premises.
- b) Under normal circumstances a Home Insurance Policy gives some measure of cover for personal effects of the policy holder and his family but pupils are strongly discouraged against bringing expensive personal items to school.
- c) It is suggested that you may care to consider taking out additional individual personal cover.

Summary of Policy Cover

Insured Persons: Organisers, participants, members, employees and others travelling on 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 Disablement	£20,000	£20,000
	c) Permanent Partial Disablement	Proportionate based on 'Continental Scale'.	
Aggregate Limit - £15m with £25m re aircraft accidents			
	2. Medical Expenses (outwith UK only)	unlimited	unlimited
	3. Baggage and Personal Effects	£5,000	£5,000

Excursion/Trip Insurance Policy

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

Insurer	Chartis		
	4. Money	£5,000	£5,000
	5. Cancellation	£10,000	£10,000
	7. Personal Liability	£5,000,000	£5,000,000

Territorial Limits Worldwide

For full details, please consult the Council's Policy for Educational Excursions

SUGGESTIONS

This brochure is amended each year. Please let the school know of any information which you think should be included in future editions.

DISCLAIMER

Every effort has been made to ensure that the information contained in our school handbook is correct at the time of printing. However, it is possible that there may be some inaccuracy by the time this document reaches parents.

BUDGETED RUNNING COSTS

Legislation regarding Information for Parents in Scotland requires school handbooks to include a note of the total running costs of the school.

Budgeted Running Costs For Financial Year 2011/12

School Roll at September 2010	130
Total School Running Costs at April 2011 (£)	624,554
Cost per Pupil (£)	4,804

Minimising Overall Absence

	Absence recorded (2009/2010) Average number of half days absence per pupil	Absence recorded (2010/2011) Average number of half days absence per pupil
Absence	22.5	24.9

Attendance And Absence For School Year 2010/2011

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendances(Pupil Half Days)	10874	7712	4165	6705	5623	6051	6243	47,373
Percentage Authorised Absences	5.3	2.9	3.4	2.7	4.4	3.2	3.3	3.7
Percentage Unauthorised Absences	3.1	2.8	5.2	2.9	1.5	1.4	3	2.8