



SCHOOL HANDBOOK 2024 – 2025



**Fishcross Primary School
Ochilvale Terrace
Fishcross
Clackmannanshire
FK10 3HT**

Tel: 01259 452336

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**[https://blogs.glowscotland.org.uk/cl/fishcrossprimaryschoolwebsite/
@fishcrossps](https://blogs.glowscotland.org.uk/cl/fishcrossprimaryschoolwebsite/@fishcrossps)**

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Chief Education Officer's Foreword

Clackmannanshire Council People Directorate

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

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

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

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

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

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

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

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

Colin Bruce
Chief Education Officer
Clackmannanshire Council

WELCOME TO FISHCROSS PRIMARY SCHOOL

Our aim at Fishcross is to provide a positive learning environment for all children in order for them to “Learn, Grow, Succeed”.

We greatly value the support of parents/carers in all aspects of school life and operate an open door policy. Should you have any questions or concerns during your child’s years at Fishcross, please do not hesitate to contact the school.

Fishcross Primary School is a small school in Fishcross village. Our school roll is made up of a mixture of catchment children and placing requests. We work in partnership with Sports Development to provide Active Schools Clubs. We are developing partnership working with Sauchie NS, Craigbank PS and Deerpark PS. We have good partnerships with CSSS Primary, Youth Services and Lornshill Academy.

School Address:	Ochilvale Terrace Fishcross FK10 3HT
Telephone Number:	01259 452336
Email:	fishcross@edu.clacks.gov.uk
Roll of the School:	77
Number of Teaching Staff:	6
Denominational Status:	Non-Denominational
Stages of School:	P1 – P7
The School Day:	P1/2: 9.00am to 3.00pm (lunch 12.15pm to 1.00pm) P2/3: 9.00am to 3.00pm (lunch 12.30pm to 1.15pm) P4/5: 9.00am to 3.00pm (lunch 12.30pm to 1.15pm) P6/7: 9.00am to 3.00pm (lunch 12.30pm to 1.15pm)

On the last day of the Christmas Term and the Summer Term only, the school will close at 1.00pm.

There is no Early Learning and Childcare provision at this school. The nearest ELC is in Sauchie (approximately 1 mile).

FISHCROSS PRIMARY SCHOOL STAFF

Interim Headteacher: Mrs Siobhan Haldane

Interim Depute HT: Mrs Jennifer Byrne

Class Teachers: Mrs Jennifer Pearcy
Mrs Lorna Baxter
Miss Emma Duncan
Mrs Linsey MacMillan
Mrs Aileen Norval
Mrs Joanna Orr

P.E: Mrs Hailey Morton
Support for Learning: Mrs Hazel Bernard

School Administrator: Mrs Claire Scobie

School Assistant: Mrs Christina A'Hara

Learning Assistants: Mrs Linda Johnstone
Miss Zoe Castle
Miss Pauline Lindsay
Miss Elyse Gray

Early Years Worker: Mrs Vicky Mosettig

Active Schools: Megan Fraser
School nurse: Linda Rickard
Cleaning: Lek Gardner
Catering: Janet Banks

Visiting Staff

Staff from the following agencies may be involved from time to time, to work with individual children to meet their needs.

Inclusion Support Service
Primary Schools Support Service
Psychological Services
Speech and Language Therapy
Occupational Therapy
Youth Services

FISHCROSS PRIMARY SCHOOL VALUES AND AIMS

LEARN, GROW, SUCCEED

Our vision is to provide a safe, healthy, happy, caring and stimulating environment that places the child at the centre. We will provide a curriculum that is accessible to all children, one that develops knowledge, skills and attributes that will help children to contribute to life, learning and work.

CURRICULUM

- To provide a broad and balanced curriculum which ensures coherence and progression for all pupils.

ATTAINMENT

- To ensure that all pupils develop the knowledge skills and attributes to become successful learners, confident individuals, responsible citizens and effective contributors.

LEARNING AND TEACHING

- To provide high quality learning and teaching, which provides appropriate pace and challenge for all pupils.

SUPPORT FOR PUPILS

- To provide a school environment where children can be safe, appropriately supported and happy.

ETHOS

- To promote high expectations, positive self-esteem and behaviour.
- To promote inclusion and equality for all.
- To promote positive partnerships with the wider school community.

RESOURCES

- To provide resources which support learning and teaching.
- To provide opportunities for ongoing staff training.

MANAGEMENT, LEADERSHIP AND QUALITY ASSURANCE

- To ensure accurate financial management of the school.
- To provide good leadership.
- To provide continuous improvement through self-evaluation.

OUR VALUES

At Fishcross Primary we expect everyone to be:

- **Safe**
- **Respectful**
- **Ready**

CURRICULUM, LEARNING AND TEACHING

The Curriculum being the “totality of what we provide in school” is being delivered within the framework of Curriculum for Excellence. At Fishcross Primary School we aim to prepare and deliver teaching and learning activities that will prepare the pupils for future life and work. Opportunities for learning are carefully planned to allow a range of activities and learning experiences that enable our pupils to become the very best they can be. We are working hard to raise standards so that all our children will develop knowledge, skills and attributes necessary to continue to be successful when leaving school to enter the world of higher education, training or work.

Literacy and English

This includes the development of reading, writing, talking and listening. Opportunities to develop literacy skills are also planned in all areas of the curriculum.

Bookbug

Bookbug is Scotland’s universal early years book gifting programme and aims to inspire a love of stories, songs and rhymes from birth. Bookbug gives every child in Scotland four free bags of books as babies, toddlers, three and five year olds. The bags contain books and other resources for sharing songs and rhymes that are suited to their age. Gaelic Bookbug Bags are also available.

The Bookbug Explorer Bag is gifted to all 3 year olds at their childcare setting. It includes three lovely books, an activity book, pencils, and postcards to encourage mark making.

The Bookbug Primary 1 Family Bag encourages families to share books and activities to inspire a lifelong love of reading, writing and counting. These are gifted during Book Week Scotland in November every year.

Check out the website for booklists, book sharing videos, activity ideas and much more.

<https://www.scottishbooktrust.com/bookbug>

Read, Write Count

Read, Write, Count with the First Minister is a programme that aims to support parental engagement in literacy and numeracy. Gift bags are distributed annually to all Primary 2 and Primary 3 pupils in Scotland by Scottish Book Trust. The gift bags contain literacy and numeracy materials to support children’s learning, as well as advice and support to parents.

Studies show a direct link between a strong family learning environment and progress in reading, writing and counting. In addition to the activity booklet included in the bag Scottish Book Trust offers a range of hints, tips and advice to help parents engage in their child’s learning on the website <https://www.parentclub.scot/>

Numeracy and Maths

Developing knowledge and understanding of number, money and measure as well as shapes and information handling. These concepts can also be taught through activities in other areas of the curriculum.

Health and Wellbeing

Developing knowledge and understanding skills and attributes which allow children to understand the benefits of positive mental, emotional, social and physical well-being now and in the future.

Sciences

Investigations and learning activities which develop knowledge, skills and understanding of science.

Social Studies

Developing an understanding about people and their values in different times, places and circumstances.

Expressive Arts

This includes art and design, drama, dance and music.

Creative Therapeutic Interventions for Children

Clackmannanshire Education Service is working in partnership with Inscape Therapies and Reachout With Arts in Mind to provide support to children and young people who are experiencing mental health and wellbeing issues.

Creative Therapeutic Interventions for Children (CTIfC) is a targeted service available to 5-9 year old children across Clackmannanshire's primary schools. It offers developmentally appropriate resources which include;

Music Therapy – Inscape Therapies

Music therapists are fully qualified and registered. They deliver a longer term one to one service in school or remotely to children who are experiencing issues such as trauma, bereavement, loss and anxiety.

Referrals are made through the Girfec forum.

Therapeutic Art – Reachout With Arts in Mind

The qualified artists from Reachout offer a 6 session group work programme to children in an identified school. The group focuses on building resilience, self-esteem and confidence through art and is delivered in school supported by school staff.

The school is offered this service and refers children through the Counselling in Schools Co-ordinator.

Technologies

Practical work in craft, design, engineering, graphics, food, textiles and ICT developing creativity and enterprising attitudes.

Inter-disciplinary Learning

Curriculum for Excellence also provides opportunities for learning beyond subject boundaries, so pupils can make connections between different areas of learning. Through cross-curricular activities, learners can develop their creativity, teamwork and the ability to apply their learning in new and challenging contexts.

If you would like more information visit: <https://www.gov.scot/policies/schools/school-curriculum/>

School Improvement Plan, Standards and Quality Report and PEF funding plans

Our School Improvement Plan, Standards and Quality Report and PEF plans can be found on our website: <https://blogs.glowscotland.org.uk/cl/fishcrossprimaryschoolwebsite/>

Active Learning

Learning experiences and activities will encourage children to work collaboratively, challenge and motivate learners and encourage learners to take more responsibility for their own learning.

Use of ICT

Technology is a big part of the lives of our children and in school we provide opportunities for children to engage with technology successfully to help develop skills for life, learning and work.

Outdoor Learning

As far as possible, regular opportunities to learn outdoors are planned for. These opportunities will help further develop the four capacities of Curriculum for Excellence.

Development of pupils' Spiritual, Social and Cultural Values

Religious and moral education is a process where children and young people engage in a search for meaning, value and purpose of life. This involves both the exploration of beliefs and values and the study of how belief and values are expressed" (Building the Curriculum 1)

Education is about the development of the whole person. At Fishcross we aim to develop the whole child by providing a curriculum that offers opportunities for pupils to explore spiritual, social and cultural values. These opportunities may be through class lessons, personal study or religious and moral education lessons.

We sometimes visit local churches and places of worship as part of the religious and moral education curriculum.

Homework

We ask that all children read every night and reading books will be sent home to allow children to read at the appropriate level for their ability. Children will also select books of their choice to take home and are encouraged to read these (with support if necessary) for enjoyment.

If children require additional support following a block of work in class, they will be set home tasks to help consolidate that learning.

Occasionally children will be set home challenges to enjoy as family learning activities.

Assessment, Achievement and Reporting

Assessment is an integral part of learning and teaching and is an ongoing process. It helps to track and monitor progress and to identify next steps in learning, including any support the child may need. A variety of different approaches are used to assess what children understand and can do - class work, teachers' professional judgement and children's assessment of their own learning.

At P1, P4 and P7 all children are given a computerised assessment that identifies children's strengths in maths, reading and writing. It also assesses children's attitudes to learning. Teachers also use this information to plan next steps in learning. These assessments are called SNSA – Scottish National Standards Assessments.

Teachers report on children's progress at parents' meetings twice a year, in November and March. This is an opportunity to discuss your child's achievements throughout the curriculum and how parents may support their child's learning.

It is recognised that learning takes place at school and out of school. Through activities out with school, children are developing vital skills for learning, life and work.

If at any time, throughout the year, you have any concerns about your child's learning, please do not hesitate to contact the school to discuss this further.

Extra-Curricular Activities

We participate in sporting activities, competitions and excursions relating to class learning throughout the year.

After School Sports Clubs run throughout the year. Leaflets are distributed giving details as and when they are available. The clubs are organised by our active schools sports co-ordinator, Megan Fraser (01259 452341).

Educational Psychology Service

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

Educational establishments can make referrals to the Educational Psychology Service as part of the Staged Intervention process, once they have obtained the agreement of parents/carers and, where appropriate, the pupil.

Parents/carers can also contact the service directly through the Telephone Consultation Line 456000 which operates Monday – Friday 9.30am – 12pm in term time.

Additional Support Needs

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

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

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

Support for Pupils

Pupils' additional support needs will be identified and addressed through the Getting It Right for Every Child processes. This involves close co-operating between the parent or carer, the child and the staff in school – they are the core part of the Team Around the Child. Others involved in your child's education and well-being will also be part of the Team, and will help to complete a rounded picture of assessment where appropriate. The Team will also draw up and review plans to meet the needs identified. If you believe your child may have unrecognised additional support needs, your first point of contact should be the child's class teacher.

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

- Each teacher differentiates the curriculum within their class to provide educational targets and objectives suited to their age and stage of development
- The school has an experienced Support for Learning Teacher to co-ordinate and organise support for children
- The school can call on the time of a Support for Learning Assistant for exceptional cases

Disputes and Resolution in Additional Support Needs

Schools and Early Years facilities do their best to support pupils, and are responsive to the needs of parents, carers and pupils. Nevertheless, problems may arise, and it is important to deal with these as soon as possible.

In the first instance it is most appropriate to contact the school or ELC directly, and if the matter cannot be satisfactorily resolved, you may wish to discuss with the Quality Improvement Officer ASN or the Senior Manager Inclusion and Partnerships. If this cannot be resolved at the level, Children's Services also commission independent mediation through Children in Scotland. Their services, called Resolve, may be arranged by the Additional Support for Learning Adviser, or accessed directly by parents on 07955 788967.

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

- Enquire – the Scottish advice and information service for additional support for learning: www.enquire.org.uk, 0345 123 2303
- Scottish Independent Advocacy Alliance: www.siaa.org.uk, 0131 510 9410
- Take Note: National Advocacy Service for Additional Support Needs (Barnados in association with the Scottish Child Law Centre) www.scllc.org.uk, 0131 3301 421
- Let's Talk ASN, c/o Govan Law Centre, letstalkasn@edlaw-org.uk, 0141 440 2503

Counselling in Schools Service

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

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

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

Support for Learning

From time to time a pupil may experience a temporary, or more long-term difficulty in learning which requires an additional teaching input, this input is provided by the Support for Learning Teacher (SFLT) after consultation with the class teacher. The SFLT will also work with more able pupils, ensuring, again with the class teacher, that they receive work appropriate to their needs.

We have a part time Support for Learning Teacher who works in a variety of ways, depending on the needs of pupils in the school at any given time. The Support for Learning Teacher might;

- work with a group of pupils, or an individual, in the classroom
- release the teacher to work with a group or an individual
- work with a group, or an individual outwith the classroom
- consult with outside agencies (eg psychological service, social work, medical) in an attempt to provide the appropriate course of study.

Where there is a need for either a protracted period of support, or a short “boost”, we will contact you with a view to discussing our plans for your child’s future learning.

Parental encouragement and involvement at this stage in a child’s learning is essential and an active, two way communication with you will be part of the strategy employed by the school in supporting the needs of the child.

GENERAL INFORMATION

Reporting Absences

If your child is unable to attend school for any reason, please telephone the school absence line 01259 452336 before 9am to explain their absence. All unexplained absences will be followed through to ensure our records are accurate and up to date.

Enrolment

There is only one admission date for children starting school for the first time, which is August. Enrolment takes place towards the end of January. Parents are required to bring the child's birth certificate and 2 items of proof of your address e.g. Council Tax Bill, Bank Statement when enrolling your child at school.

Parents wishing their child to attend another school outwith the catchment area should complete a Placing Request form which is available from school or online on Clacksweb and return it to Kilncraigs. Parents wishing to enrol their child at school at any time throughout the year should contact the school office on 01259 452336 to arrange an appointment.

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 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 and that will promote learning while the child is out of school.

If your child is absent from school for any reason please contact the school office on 01259 452336.

School Uniform

The wearing of school uniform has many advantages:

- it promotes and encourages a corporate school spirit
- it fosters equality of dressing among pupils

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

Grey / Black Trousers / Skirt
White Poloshirt*
Grey Sweatshirt / Cardigan*

Primary 7 pupils have the opportunity to wear a different coloured sweatshirt / cardigan which is Royal Blue.

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

* These items with school logo are available from Scotcrest, West Stirling Street, Alva – 01259 761827.

Physical Education Clothing and Footwear

On PE days, all pupils should come to school wearing the appropriate clothing for PE. Pupils should wear:

- A t-shirt
- Jumper
- Shorts/tracksuit trousers/leggings
- Trainers

Many PE lessons take place outdoors, therefore appropriate clothing for the weather conditions is always needed e.g. waterproof jacket and warm layers.

Children should not wear jewellery or earrings during PE lessons since they constitute an additional safety hazard. If pupils must wear stud earrings then they must be covered by an elastoplast or similar.

Child Protection

As part of its concern for pupils safety and well-being the school follows the child protection guidelines provided by Clackmannanshire Education Services.

Clackmannanshire Council is committed to the protection of children and it has a clear procedure which Headteachers must follow when there is cause to believe that a child has been abused or is at risk of abuse. The safety of children is everyone's responsibility. If staff have any concerns for a child or young person's wellbeing, they have a duty to pass on information that will help keep that child safe. All School staff will receive child protection training at the beginning of a new academic year. Each school has a named coordinator responsible for all issues relating to child protection. In our school this person is the Headteacher.

Ethos and Life of the School

At Fishcross, we aim to foster positive relationships with children and the wider school community, encouraging them to contribute to the life and work of the school. We have an active Parent Group who works closely with the school.

P6/7 children in school take on extra responsibility – P6's are buddies to younger children while P7's carry out prefect duties.

Positive Relationships

At Fishcross we believe that if individuals are valued and encouraged they will take advantage of the educational opportunities and achieve well. High standards of behaviour based on mutual respect are expected of pupils and adults alike. Within the school community we aim to develop responsibility and independence, a feeling of pride and a sense of belonging. We operate a positive relationships policy. We use a restorative

approach and work together with pupils, staff and parents/carers to resolve any issues that may arise.

Citizenship Groups

At Fishcross Primary School, we believe that it is important for pupils to gain a sense of responsibility and belonging. We want to encourage them to contribute to the life and work of the school. At the start of the academic year pupils may be voted onto various committees / groups. These groups meet on a regular basis and are made up of pupils from across the school as well as adults. Children in each group are encouraged to voice their opinions and represent the opinions of their classmates. They also make suggestions that could lead to improvement within the school.

Our Citizenship Groups are:

- Pupil Council
- Empathy Champions
- House Captain Team
- Sports Committee

Equalities

Clackmannanshire Council has developed Council-wide policies for diversity, race, disability and gender equality, which aim to ensure that all Council employees are aware of their responsibilities to ensure that no child or young person will discriminate against ethnicity, disability or sexual orientation.

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.

Equal Opportunities and Social Inclusion

Fishcross Primary is firmly committed to equal opportunities and social inclusion. Every member of the school community is valued as an individual who has a contribution to make to the life of the school. The school encourages all staff and pupils to work together to create an atmosphere of tolerance and mutual respect for each other. Equal opportunities are reinforced throughout the school curriculum and we aim to ensure that no materials or books are used which reflects prejudice of any sort. We include materials and books which handle issues such as disability in a positive manner, in an attempt to allow each child to appreciate that every human being has similar needs and emotions. Through this approach we aim to help pupils develop an understanding of, and respect for, all fellow human beings.

A priority for our school is to develop positive links between home and school and our school and other agencies. The Head Teacher has the responsibility of developing such links. Should any parent require further information please contact the Head Teacher at the school.

School Communication

Each class uses Class Dojo and parents can access this online or using the app. Class Teachers send home a newsletter each term outlining core learning in literacy, numeracy and health & wellbeing. School information is also communicated in a monthly school newsletter or with letters to parents as the need arises throughout the session. These can be sent via email or parents may request a paper copy. Seemis texting (Group call) is used to inform parents of unforeseen events and reminders. The school has a X (formerly known as Twitter) account for sharing information and events with the wider community (@fishcrossps). There is a Parents Information Board on the school wall near the main pupil entrance, any upcoming events or information are displayed there.

Parental Contact with School

We are committed to ensuring an active and worthwhile partnership between parents/carers and staff in the work of the school. To this end links are fostered in the following ways;

- New P1 parents/carers visit the school for an induction meeting in June. The Headteacher will outline aspects of the early years curriculum and discuss any matters raised by parents.
- An information evening is held during the first term. This is an opportunity to meet your child's teacher. On occasions, other agencies and bodies may also take the opportunity to explain the service they provide for the school.
- Individual progress is discussed at Progress Conversations in November and March when parents/carers have individual appointments with their child's teacher.
- Information is regularly shared with families through Class Dojo and monthly Newsletters and through the school website.
- Teachers issue a class newsletter each term outlining the core learning for their class.
- There are other less formal evenings and also sporting events when parents and staff meet.
- Throughout the year it is always possible for parents/carers to make appointments to consult with the class teachers.
- The Headteacher is always keen to meet with parents/carers and they should feel free to consult with her. Appointments should be made through the school office.
- Parents/carers are invited to our school for celebrations of work and school performances.
- We welcome the services of parental help in school and on educational excursions. Any volunteer who works with children on an unsupervised basis will be required to be a member of PVG Scheme (Protecting Vulnerable Group Scheme).

Everyone who is a parent, as defined in terms of the Schools (Parental Involvement) Act 2006 has rights under the right to receive advice and information about their child's education, general information about the school, to be told about meetings involving their child.

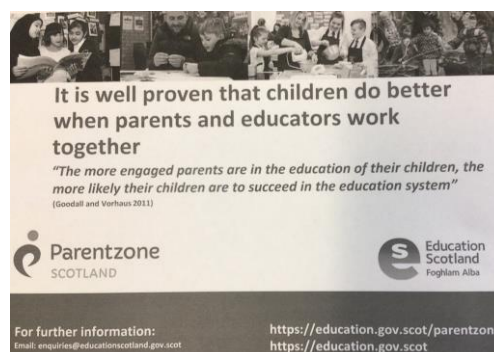
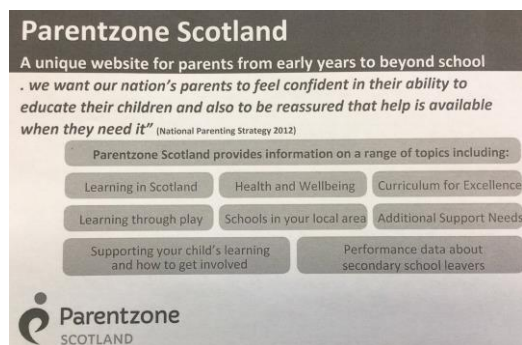
Parent Council

We are keen to work with you to help us give your child the best education we can provide. We value and welcome parent's involvement in the school. As a parent of a child in attendance at the school, you are automatically part of what is called the Parent Forum for the school. As a member of the Forum:

- You can ask the school for advice and information on your child's education and how you can support this.
- You will have the opportunity to come along to meetings and to feed in your ideas in other ways.
- You can, at the AGM, also help choose the Parent Council for your child's school – this is a group of parents who represent the views of all parents in the school.

There are lots of different ways of getting involved in education and in your child's learning. Just enjoying being in the school is important. What you do matters, and can make a real difference to your child's education and achievement.

Parentzone Scotland



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

Transition from P7 – Secondary School & Nursery – P1

At the end of P7 pupils transfer to:

Lornshill Academy
Tullibody Road
Alloa
FK10 2ES
01259 214331

During P7, the DHT and Principal Teachers from Lornshill Academy, visit the school on several occasions to engage with children.

There is an activity day for P7 pupils in May, where children have the choice of participating in a variety of different activities along with pupils within the cluster. Information evenings for parents/carers of P7 pupils are offered by Lornshill Academy during the year and pupils are invited to tour the school and carry out activities in class during planned visits.

Nursery to P1 - A planned and comprehensive approach to transition between Nursery and P1 will take place. Each new P1 child will be allocated a 'big buddy' who will have the opportunity to meet with them and work with them during visits in the summer term.

Complaints

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

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

What can't I complain about?: Here are some things we can't deal with through our complaints procedure:

- A routine first time request for a service or action – e.g. informing the school that your child told you she is being bullied and asking them to resolve this.
- Requests for compensation from the Council.

- Things that are covered by a right of appeal, e.g. Exclusion from school which has its own statutory process. In these cases we will give you information and advice to help you.

We have a 2 stage complaints procedure.

Stage One – Frontline resolution

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

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

Stage Two – Investigation

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

To move to Stage Two, you should contact the Head of Education and ask for a formal investigation under Stage Two. You can do this by email (education@clacks.gov.uk), phone (01259 450000), letter (Kilncraigs, Greenside Street, Alloa, FK10 1EB) or in person. Or you can ask the Headteacher of the school or nursery to move the complaint to Stage Two on your behalf.

When using Stage Two:

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

Medicines in School

School staff are not permitted to give any commercial medicine, eg aspirin or calpol. We are however permitted to administer prescribed medicine by a doctor. If your child requires prescribed medicine during the school day, please contact the office, as you must first

complete a form as a written agreement, which will give details of the medicine and dosage. Medicines should come to school in a suitable container, clearly labelled with the following information;

- name of child
- name of the drug
- dosage
- frequency of administration

Staff will also require information about any side effects that may have a bearing on the child's performance at school.

Children who suffer from certain medical conditions that need regular medication, or children who suffer from intermittent attacks that need specific prescribed medication, are required to complete a Medical Care Plan at the start of each new session to allow prescribed medicines to be administered.

School Health Service

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

During P1 parents will be asked to complete a health questionnaire and will be given the opportunity to ask to meet the named nurse for the school. Vision Screening is carried out at pre-school by a specialist service. Hearing is no longer screened in school but any concerns about your child's hearing should be discussed with the school doctor who can arrange a fast track referral to the audiology department. During their time at school, children are offered various immunisations and parents are asked for written consent for these.

Parents and school staff, with parental consent, can request a consultation with the school doctor at any time. The school health team, with parental consent, can refer a child to other specialists such as a speech and language therapy, chiropody, occupational therapy, physiotherapy etc.

School Dental Inspections: The NHS in Scotland runs a program of dental inspections of children in Primary 1 and Primary 7.

The aims of the National Dental Inspection Program (NDIP) are:

- To inform individual parents/carers of the dental health/oral health status of their children.
- To provide Scottish Government and NHS Boards with information on trends in dental diseases in children in order to monitor oral health and plan dental services.
- To support dental attendance in those children who are found to have need of dental care.

For more information on NDIP please visit the website:

www.ndip.scottishdental.org/about/

Childsmile: Fishcross Primary participates in the Childsmile Program. Childsmile is a national program designed to improve the oral health of children in Scotland, and reduce inequalities, both in dental health and access to dental services.

For further information on Childsmile visit the website:

www.child-smile.org

Flu Immunisation: All primary school pupils can receive an annual flu vaccination.

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

Infectious Diseases: Colds, flu and gastro-enteritis are the most common infections affecting children of school age. We advise you to 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: Linda Rickard
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 the 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. Regular combing of your child's hair with the head lice detector combs is the best protection as it allows you to detect and the treat speedily.

Schools in Clackmannanshire follow the Forth Valley Health Board guidelines. If we see a child has head lice, parents/carers will be notified, but we cannot send out alert letters to the whole class. Head lice treatment and prevention is the parents' responsibility and so we can only ask that you be vigilant.

School Clothing Grants / Free School Meals 2024 – 2025 Session

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, and an 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
- Any income related element of Employment and Support Allowance
- Child Tax Credit, but NOT Working Tax Credit, with an income of less than £18,725
- Both Child Tax Credit and Working Tax Credit with an income of up to £8,717
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal credit with a monthly earned income of not more than £726

School Clothing Grant application forms for the 2024/2025 academic session are issued in June 2024 and the closing date for all applications is 31 December 2024. Applications should be completed online using the link below.

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

Free School Meals application forms for the 2024/2025 academic session should be completed online by using the link below. Applications can be made at any time during the session.

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

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

If you have any queries regarding School Clothing Grant or Free School Meals please contact the Facilities, Schools and Welfare Team on 01259 452499 for further information.

Food in School

There is a great deal of interest in the dietary habits of children and how the food that children eat influences health, wellbeing and attainment at school.

Schools are recognised as having a key role to play in influencing the dietary habits of children, both through the curriculum and through the food that is provided for children during the school day.

Schools in Clackmannanshire are taking a whole school approach to food, through “Health Promoting Schools” and in implementing the recommendations of The Schools (Health Promotion and Nutrition) (Scotland) Act 2007.

If your child has a food allergy or needs a special diet, please discuss this with your Headteacher.

Children in Clackmannanshire can access food during the school day:

- At breakfast
- At morning break
- At lunchtime

Breakfast

A breakfast service is provided in your child’s school.

The service is available free of charge to children entitled to free school meals. All other children can have a breakfast for £1.40 (2023/24 academic session). In this school, service starts at 8.30am, the last breakfast is served at 8.45am.

The primary school breakfast comprises;

- Fresh semi-skimmed milk or water.
- A piece of fresh fruit
- Cereal with milk. There is a choice of three cereals.
- Toast with spread and/or jam

Morning Break

All primary schools in Clackmannanshire Council operate a Milk Scheme. Under the scheme, all children who are entitled to free school meals will be given a 250ml 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 15p per day (2023/24 academic session).

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 and water with their meal.

These choices are included with all meals for £2.20.

A Government Funded Scheme allows all children in P1-5 to a free school lunch every day.

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

Clackmannanshire Council use the online payment system 'ParentPay' and all money for breakfast, milk and school lunches should be paid using this system.*

School Menu Selector

A three-weekly menu cycle is in operation in Clackmannanshire Primary Schools. The menu cycle is detailed on the Schools' Menu Selector web page.

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

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.

All pupils in P1-5 are entitled to a school lunch free of charge.

Packed lunches from home may be brought and children will eat these in the dining room. After having lunch the pupils will be able to play in the school playground. If the weather is very bad the pupils will remain in classes with supervision from learning assistants.

Parents who wish their children to leave the school grounds should inform the Headteacher by letter.

Dietary Requirements

If your child requires a special diet, or has food allergies/intolerances, a Special Diet form needs to be completed.

This can be found at <https://www.clacks.gov.uk/learning/allergyintdiets/>

Childcare Costs

If you are a working parent, you may be eligible for support to pay for childcare costs. If you claim Universal Credit, you can claim up to 85% of your childcare costs back.

<https://www.gov.uk/guidance/universal-credit-childcare-costs>

If you do not claim any benefits, you may still be eligible for 20% off your childcare by using Tax Free Childcare. <https://www.gov.uk/apply-for-tax-free-childcare?step-by-step-nav=d78aeaf6-1747-4d72-9619-f16efb4dd89d>

School Transport

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

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

Free home to school transport is provided generally either;

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

Free transport may be provided by;

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

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

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

If you 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, which is available from the school, and returning it to the address on the form. An assessment will be carried out and, if your child is eligible for free home to school transport, you will be notified of arrangements as quickly as possible.

Secondary pupils: For secondary pupils, entitlement is as follows:

- a) Alloa Academy: any pupil resident in the catchment areas of the school's associated primary schools and whose residence is over two miles from the school by the shortest suitable walking route.
- b) Alva Academy: any pupil resident in the catchment areas of Menstrie PS, Tillicoultry PS, Strathdevon PS, Muckhart PS and Coalsnaughton PS.
- c) Lornshill Academy: any pupil resident in the catchment area of Clackmannan PS, Craigbank PS, Fishcross PS or Deerpark PS; or who is resident in the catchment areas of Abercromby PS, Banchory PS or St. Serf's PS and his/her residence is over two miles from the school, or from the nearest designated transport pick-up point, by the shortest suitable walking route.

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

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

NOTE: All entitlement to transport is subject to policy change by the Council.

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 Education Service, so that the transport entitlement can be reassessed.

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

Placing Requests: Remember, children who attend school as a result of a successful placing request are not eligible for free home to school transport. However, if there is a vacant seat available on a vehicle providing transport for eligible children, then a non-eligible child may be given a seat on a concessionary basis. Please contact the Education Service for details.

Behaviour on school transport: The majority of pupils who use school transport are well behaved. It is unacceptable if a child or young person misbehaves 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 misbehavior may lead to transport provision being withdrawn.

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 Education Service manages home to school transport for children with additional support needs. Contract hire vehicles including taxis and minibuses provide most, but not all, transport for children with additional support needs. Only drivers who have been checked through Disclosure Scotland are used. Some children who receive transport because they have additional support needs require the services of an Escort. Clackmannanshire Council maintains a bank of Relief Escorts who provide cover in the event of absence of permanent staff. If you are interested in becoming a Relief Escort, or would like to learn more, please see the Relief Escort job details on Clacksweb www.clacksweb.org.uk

Permission Slips

As part of the school curriculum, educational excursions outwith the school grounds may be undertaken. Pupils will always be under the direction of a member of staff.

Parents are asked to grant permission for these activities, and for the taking of photographs and videos, by returning the official slip to school at the beginning of each school session.

Intervals

Pupils must go outside for intervals but remain within the school grounds. Pupils will only be allowed into the school for toilets. If for any reason your child is unable to go outside during intervals please contact the school to discuss this matter further. Children should bring appropriate outdoor clothing to allow them to play outside in different weathers.

Wet/Inclement Weather Breaks

During very wet or inclement weather (e.g. snow and frost), children will remain in school at morning interval or after school lunch.

Unexpected Closures

There are occasions when the children may be dismissed early without warning, e.g. in the case of power cuts or heavy snowfalls. In the event of this happening the school will contact parents/carers to collect their child/ren from school via telephone, text or ClassDojo message.

Emergency contacts are kept on file and parents/carers are responsible for notifying the school of any changes to these.

Water at School

The children have access to a water cooler during the school day. Each child can bring a reusable plastic bottle, which can be filled at school. The bottle should go home each day to be washed.

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.

Mobile Phones

Mobile phones are not allowed in school. If these are required for after school activities, the phones should be handed into the school office or to class teacher for safe keeping until 3.00pm.

Car Parking

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

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
- An entry procedure for visitors which includes signing in

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

The information in this handbook is considered to be correct at the time of publication (December 2023) however, it is possible that there may be some inaccuracy by the start of the school term in August 2024. This handbook may be reviewed during the course of the year.

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

Summary of Policy

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

Insured Risk(s) and Benefits	Adult	Under 18 years
1a) Death (Excursion)	£20,000	£20,000
1b) Permanent Total Disablement	£20,000	£20,000
1c) 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

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

Insurer	AIG	
4. Money	£5,000	£5,000
5. Cancellation	£10,000	£10,000
6. Personal Liability	£5M	£5M

Territorial Limits Worldwide

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

Appendix 2

Clackmannanshire Schools Term Dates

Session 2024/2025

Autumn Term Begins (Staff only)	Monday 12 th August 2024 Tuesday 13 th August 2024
Autumn Term Begins (Pupils)	Wednesday 14 th August 2024
Autumn Term Ends	Friday 11 th October 2024
October Holiday Begins	Monday 14 th October 2024
October Holiday Ends	Friday 25 th October 2024
Winter Term Begins	Monday 28 th October 2024
Staff Development Day	Friday 29 th November 2024
Winter Term Ends	Friday 20 th December 2024
Christmas Holiday Begins	Monday 23 rd December 2024
Christmas Holiday Ends	Friday 3 rd January 2025
Spring Term Begins	Monday 6 th January 2025
Staff Development Days	Monday 10 th February 2025 Tuesday 11 th February 2025
Spring Half Term Holiday	Wednesday 12 th February 2025 Thursday 13 th February 2025 Friday 14 th February 2025
Spring Term Ends	Friday 4 th April 2025
Easter Holiday Begins	Monday 7 th April 2025
Easter Holiday Ends	Monday 21 st April 2025
Summer Term Begins	Tuesday 22 nd April 2025
May Holiday	Monday 5 th May 2025
Summer Term Ends	Friday 27 th June 2025
Summer Holiday Begins	Monday 30 th June 2025
Summer Holiday Ends	Friday 8 th August 2025