

 **Menstrie Primary School**

**Handbook**

**2020/2021**

***ALWAYS LEARNING IN ALL WAYS***

***@MenstriePrimary***

**www.menstrie.clacks.sch.uk**

**Contents**

* Foreword from the Chief Education Officer – page 1
* A welcome from the Head teacher – page 2
* Pupil Equity Fund – page 2
* A message from the chair of the parent council – page 3
* Contact details – page 4
* School staff – page 5
* Vision, values and aims – page 7
* School rules/behavior management – page 9
* School information – page 11
	+ School Improvement
	+ School enrolment
	+ Nursery
	+ School starting times
	+ Entrance to the playground
	+ Reporting absence
	+ Water at school
* Page 12
	+ Unexpected closures
	+ Wet weather
	+ School uniform
	+ Physical education clothing and footwear
* Page 13
	+ Medicine
	+ Secondary School
	+ Transitions
	+ Curriculum, learning and teaching
* Page 17
	+ Pupil Council
	+ Information Technology
	+ Personal and Social Development
	+ Masterclasses
	+ Intervals
	+ School dinners
* Page 18
	+ Mobile phones
	+ Equalities and inclusion
* Page 20
	+ Support for Learning
* Page 21
	+ Development of spiritual, social and cultural values
	+ Other support services
* Page 23
	+ School health service
	+ Dental inspection
	+ Childsmile
* Page 24
	+ Clinics
	+ Infectious diseases
* Page 24
	+ Head lice
	+ Flu vaccine
* Page 25
	+ Homework
	+ Assessment and reporting
	+ Extra-curricular activities
	+ Permission
* Page 26
	+ Comments and complaints
	+ Attendance
* Page 28
	+ Parental involvement
	+ Parental contact with the school
* Page 29
	+ Parent Council
* Page 30
	+ Care of books and materials
	+ Car parking
	+ School clothing grants
	+ Free school meals
* Page 31
	+ School Meals
	+ Breakfast
* Page 32
	+ Morning break
	+ Lunchtime
* Page 34
	+ Dietary requirements
	+ School transport
* Page 36
	+ Child protection
	+ School security
	+ Knives in Schools
* Appendix 1
	+ Insurance cover for school children/public liability
* Appendix 2
	+ School term dates 2019/2020

**Chief Education Officer’s Foreword**

**Clackmannanshire Council Education Service**

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

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

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

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



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

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

Read with your child every day! Ask them what they have learned that day and get them to show you! Look out for opportunities to learn together as a family!

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

**Lorraine Sanda**

**Acting Chief Education Officer**

**Clackmannanshire Council**

**WELCOME TO MENSTRIE PRIMARY SCHOOL**

I hope your time with us as parents, or children, proves to be successful, fruitful, and educational and, above all, enjoyable.

You may recall your own feelings and experiences as a primary child; then again you may have blocked these from your memory! However, much has changed since those days in terms of how things are done; yet the fundamental principle remains the same.

Our aim is to foster positive relationships and attitudes through which the children will develop the knowledge, skills and understanding to enable them to make sense of the world and those who live within it. In so doing we hope that they will have the confidence and abilities to tackle the later stages of their educational careers and to take their place in society.

The care and education of children is a responsible task and one in which we will give of our best. However, you may from time to time be concerned, confused, upset or happy, please do not hesitate to share your feelings with us.

Drop by – our door is always open.

All good wishes.

Mandi Murray

Acting Headteacher

**PUPIL EQUITY FUND**

In 2018/19, £120m of Pupil Equity Funding was allocated directly to schools and targeted at closing the poverty related attainment gap.

Every council area is benefitting from Pupil Equity Funding and 95% of schools in Scotland have been allocated funding for pupils in P1-S3 known to be eligible for free school meals. This funding is to be spent at the discretion of Headteachers working in partnership with each other and their local authority.

Pupil Equity Funding is being provided as part of the £750m Attainment Scotland Fund which will be invested over the current Parliamentary term to tackle the poverty related attainment gap.

Menstrie Primary School was allocated £39,600. We have set out how we intend to use this fund. You can find our Pupil Equity Fund plan on the school website.

**A message from the Chair of the Parent Council**

 Dear Parents

Welcome to Menstrie Primary School.  I would like to introduce you to the school’s Parent Council.

At Menstrie Primary School all parents with a child or children at the school are automatically members of the Parent Forum.  The Parent Forums were set up in 2006 to give parents a voice during their child’s time at school because parents are important and make a real difference to children’s learning – when parents are involved children and young people do better and achieve more.  The way in which we do this at Menstrie Primary School is through the Parent Council.  The Parent Council is made up from a mixture of parents and teachers and members of the community who are either elected on or co-opted on.

The Parent Council is essentially a forum for all parents who would like to volunteer to get involved in helping the school to provide the best possible learning environment and learning experience for all of our children, in order to give them the best possible start to their education.

This purpose of the parent council is to:

   Support the school in its work with pupils and parents

   Represent the views of parents

   Promote contact and communications between the school, parents, pupils, the community, nursery and other providers.

   Report back to the Parent Forum

We discuss a variety of topics from issues affecting the children, the school, the facilities, materials, and the playground to name but a few.  We also discuss fundraising events for the school and the children, and we have fundraising groups who specifically co-ordinate and organize specific events throughout the year.

We aim to have a presence at key school events throughout the year. Further information is available on the parent council section of the school website and via our Facebook page.

We are always looking for new members and all parents are welcome to attend our meetings.  The more people that participate then the more varied the discussions, therefore more parents and ultimately children’s views are considered. We are always looking to get varied and constructive feedback from all parents in order to ensure we focus on the issues that matter most.

If you cannot attend meetings then you can still raise any ideas or issues at these meetings by speaking to a member of the parent council who will raise it on your behalf, or you can contact me directly at menstrieparentcouncil@gmail.com

Chair of Parent Council

**CONTACT DETAILS**

School Address: Menstrie Primary School

 Elmbank

Menstrie

FK10

Telephone Number: 01259 760690

Email: Menstrie@edu.clacks.gov.uk

Headteacher: Mrs Mandi Murray (Acting Headteacher

Roll of the School: 321

Number of Teachers: 21

Denominational Status: Non-Denominational

Stages of School: P1-P7

The School Day: Morning Session 9.00am – 1200 P5 – P7

 1215 P3 and P4

 1230 P1 and P2

 Morning break is at 1015 until 1030

 Lunch Interval

 P5 – P7 1200 – 1245

 P3 and P4 1215 – 1300

 P1 and P2 1230 - 1315

 Afternoon Session

 P5 – P7 1245 – 1500

 P3 and P4 1300 – 1500

 P1 and P2 1315 - 1500

On the last day of the Christmas Term and the Summer Term only, the school will close at 1300.

# MENSTRIE PRIMARY SCHOOL STAFF

Session 2018/2019

Headteacher Mrs. Mandi Murray (Acting)

Depute Headteacher Mrs. Lisa Campbell (Acting)

Principal Teachers Mr. Pennie

 Mr Furzer

School Administrator Mrs. Lafferty

School Assistants Mrs Ford

 Mrs Harrower

 Mrs McQueenie

Class Teachers

 P1D Miss. Dryburgh

 P1/2 Miss Aitken

 P2W Mrs. Wilkin

 P3S Mrs. Simpson

 P3T Miss. Tulloch/Mrs. Wright

 P4AE Miss. A Evans

 P4KE Miss. K Evans

 P5G Miss. Garner

 P5P Mr. Pennie

 P6B Miss. Bryden

 P6S Mr. Scotland

 P7C Miss. Campbell/Mrs. Campbell

 P7F Mr Furzer

Support for

Learning Teacher Mrs. Hamilton

Art teacher Mr. Gough

PE teacher Miss. Johnston

Support Staff Mrs. Nelson

 Mrs. Harrower

 Mrs. Boyle

 Mrs. Gill

Janitor Mr. Harrower

School nurse TBC

Catering staff Miss. Stalker, Ms Quinn, Ms McIntrye

Visiting Staff

School Psychologist Phone Consultation Line- available: Monday pm

 Wednesday am

 Friday pm

ASD Inclusion Support Elaine McFarlane

Complex Care Inclusion Support Donna Wheater

Speech and Language Jen Cooper

Therapist

MENSTRIE PRIMARY SCHOOL VISION, VALUES AND AIMS

*Always Learning in all Ways*



***VISION***

Our learning community is firmly grounded in a vision that has children at the centre, embracing the core capacities of Curriculum for Excellence and the key values that promote success and achievement. Our vision is to provide a stimulating, engaging and supportive learning environment. The individual needs of every learner will be recognised where they will achieve their potential through an environment which is healthy, happy, caring and inclusive. This will allow learners to develop the transferable skills and ambition to contribute in an ever changing society. By working together with parents and the wider community we will encourage all learners to develop a love of learning.

Our school community has a core set of values;

* Honesty
* Resilience
* Respect
* Friendship
* Building Confidence
* Happiness
* Achievement

We are committed to the philosophy of continuous improvement of every aspect of the school's work and life.

MENSTRIE PRIMARY SCHOOL AIMS

School Aims:

## CURRICULUM

## To provide a curriculum which reflects the 7 principles of curriculum design.

## ATTAINMENT

## To promote the belief that all of our pupils can achieve success through becoming successful learners, confident individuals, responsible citizens and effective contributors.

## LEARNING AND TEACHING

## To provide high quality teaching, which meets learners needs to motivate and maximise their progress. To keep parents informed of learners progress and to foster a positive attitude towards life long learning.

## SUPPORT FOR PUPILS

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

## ETHOS

## To promote high expectations which are based within the vision and values of the school.

## RESOURCES

## To provide a well resourced, organised and welcoming school; to support staff to be motivated and engaged in continuing professional development in order to deliver sector leading practice; to ensure sound and transparent financial management of the school.

## MANAGEMENT, LEADERSHIP AND QUALITY ASSURANCE

## To promote continuous improvement of service through self-evaluation; to provide good leadership, management and quality assurance; to provide clear and practical school aims and policies.

8. HEALTH AND WELLBEING

To promote active and healthy lifestyles.

*SCHOOL RULES/BEHAVIOUR MANAGEMENT*

Our school aims to provide a happy, safe and secure environment for all who work or visit it. It is important that we all;

* Respect every member of our school community
* Acknowledge that every member of the learning community has a part to play and talents to be valued
* Foster caring attitudes towards each other and to the environment
* Listen to each other and to respect each other’s opinions
* Offer the support necessary to nurture the self-esteem of all
* Appreciate the need for consistency of approach with regard to managing behaviour
* Recognise that we each have a responsibility to each other in regard to;
	+ Punctuality
	+ Completing the task on time to the best of our ability
	+ Taking responsibility for our school and its resources
	+ Co-operating with each other
	+ Maintaining the self-respect of every member of the community

The emphasis should fully be on positive behaviour.

**Code of Conduct**

* Arrive at school on time
* Wear our school uniform
* Show respect to everyone in school
* Be truthful, well-mannered and kind
* Take pride in our school building
* Look after our books
* Walk sensibly and quietly in the corridors
* Keep our school litter-free
* Set a good example to others
* Exercise self-control
* Line up quickly and quietly when the bell rings
* Be a good friend to everyone

**Rights Respecting Class Charters**

Each class has committed to drawing up a class charter. This is the result of discussion between children and the class teacher. It outlines the rights of the child but also the corresponding responsibilities. These charters are displayed in every class and are revisited as required.

**Encouraging Good Behaviour**

We must all be aware of the importance of encouraging appropriate behaviour in school and the best ways it can be achieved. The ethos of the school is central to establishing and maintaining good standards of behaviour. At Menstrie Primary School we strive to maintain an ethos that is clearly based in our aim to be a caring learning community. We also believe strongly that the best way to encourage children to develop good behaviour is to develop self-esteem and to encourage children to talk about their feelings. To help us develop this further we have adopted a variety of approaches including emotional check-ins, and role play. These approaches are based on giving every child and adult the time and space to explore and discuss their feeling in an atmosphere of trust and respect. Two ways to encourage positive behaviour are through the use of appropriate praise and a system of rewards.

**A Restorative Approach**

A greater emphasis is put on repairing harm done to relationships and people over and above the need for assigning blame and imposing sanctions. As a school we aim to create an ethos of respect, inclusion and accountability. To this end;

Children listen to each other with no interruptions.

Each child has a turn to say:

1. What the other(s) have done to upset them

2. How they feel about it

3. How they would like them to behave in the future

No one is allowed to argue or interrupt.

They go on taking turns until everyone has finished. The adult is there as a mediator, not as part of the discussion. S/he makes sure that turns are taken that the children stick to the three steps, that they listen to each other and they maintain eye contact where appropriate. If the children cannot resolve the conflict in a reasonable time, then the adult can decide to make a judgement and take appropriate action.

A copy of our full Behaviour Policy is available on the school website and upon request.

***SCHOOL INFORMATION***

*SCHOOL IMPROVEMENT PLAN AND STANDARDS AND QUALITY REPORT*

Each year these documents are published and placed on the school website along with school successes and our achievements over the past twelve months. Hard copies of these are also available through the school office.

### *SCHOOL ENROLMENT*

There is only one admission date for the children starting school for the first time, which is in August after the summer holidays. Enrolment takes place towards the end of January. To ensure accuracy in our records, parents are required to bring the child’s birth certificate and proof of address to the school when the child is being enrolled. Should you wish to arrange a visit to the school please contact the head teacher.

*NURSERY*

The nursery has recently moved to a stand-alone nursery where there is a separate Senior Management Team.

*SCHOOL STARTING TIMES*

The primary school day begins at 9am. Children should arrive at school in time to enter classes punctually. Parents are advised against sending or bringing their children to school any earlier than necessary. There is no adult supervision in the playground before the start of the day and, while care is take to ensure the playground is as safe as is reasonably practical, the school does not bear responsibility for children’s safety during this period.

*ENTRANCE TO THE PLAYGROUND*

Entrance to the playground is by the gates in Elmbank and East mains. For safety reasons children should not enter the playground by the vehicle entrance. Parents should not use the school car park. It is not large enough to allow parents to park and pick up or drop off children safely. We also ask parents to respect our neighbours when parking to pick up or drop off.

*REPORTING AN ABSENCE/SICKNESS*

If your child is going to be absent from school due to illness we ask that you call the school and leave a message on the absence line before 9.30am. Parents/carers should indicate why their child is absent from school. If pupils are going to be absent from school due to appointments or other circumstances we ask that parents write a note to the class teacher.

### *WATER AT SCHOOL*

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

*UNEXPECTED CLOSURES*

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

Emergency contacts are kept on file and should be up-dated when necessary by informing the school.

*WET/INCLEMENT WEATHER ARRANGEMENTS*

During very wet or inclement weather (eg snow and frost), children may remain in school at morning interval or after school lunch. Supervision is, however, limited.



### *SCHOOL UNIFORM*

The wearing of school uniform has many advantages:

* it promotes and encourages a corporate school spirit
* it fosters equality of dressing among children
* it is aesthetically pleasing

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

# Boys Girls

Grey/Black Trousers Grey/Black Skirt/Trousers

\* White Poloshirt \*White Poloshirt

\* Royal Blue Sweatshirt \* Royal Blue Sweatshirt/cardigan

These items are available to order from the school. Current prices are:

Polo Shirts £7.50

Sweatshirts £10.00

All articles of clothing should be clearly marked with the child’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.

### *PHYSICAL EDUCATION CLOTHING AND FOOTWEAR*

All Children should come to school with the appropriate clothing for gym. Children should have

* A t-shirt
* Shorts
* Gym shoes

Some gym lessons will require additional items of clothing. The Children will be advised of this via their class teacher or gym teacher.

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

There are forms of dress that are unacceptable in school, such as items of clothing which;

* potentially, encourage friction (such as football colours)
* could cause offence (such as anti-religious symbolism or political slogans)
* could cause health and safety difficulties, such as loose fitting clothing, shell suit type clothing, dangling earrings, etc
* could cause damage to flooring
* carry advertising, particularly for alcohol or tobacco, and
* could be used to inflict damage on other children or be used by other to do so.

### *MEDICINE*

School staff are not permitted to give any commercial medicine, eg asprin 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 must only come to school in a suitable container, which should be clearly labelled with the following information;

![MP900422286[1]]()

* 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

### SECONDARY SCHOOL

At the end of P7 children normally transfer to:

Alva Academy

Academy Avenue

Alva

Clackmannanshire

FK12 5FE

01259 760342

What are transitions?

Transitions are the moves children and young people make from home to an early learning and childcare (ELC) setting, from there to primary, from stage to stage, from primary to secondary, between schools and from secondary to further education and beyond.

Transitions and changes are part of everyone's life. The vast majority of children and young people look forward to moving on. However transitions can be challenging and support from parents and staff can help transitions go more smoothly.

## What can I do as a parent?

It helps children and young people at all transitions if parents:

* talk with them about what is going to happen
* encourage them to ask questions
* encourage them to talk about any concerns they may have
* listen carefully to their concerns and consider sharing them with other relevant people
* help them to become familiar with the new school or setting and what will be expected of them.

What happens at school?

At Menstrie Primary School we have arrangements in place to support children’s transition from nursery to primary one and from primary seven to high school. At each stage we involve and inform parents. You will be invited to attend a series of workshops and information sessions during the school year to inform you of the arrangements and what you can do to support your child. Where children have additional support needs we work closely with families and professionals to support the transition.

*CURRICULUM, LEARNING AND TEACHING*

The Curriculum being the “totality of what we provide in school” is currently being developed within the framework of Curriculum for Excellence. At Menstrie Primary School we aim to prepare and deliver teaching and learning activities that will prepare the children for future life and work. Opportunities for choice are carefully considered to allow a range of activities and learning experiences to enable our children to become the very best they can be. Subjects are now grouped as follows:

Languages: Reading, Writing, Talking and Listening. Competence and confidence in literacy, including competence in grammar, spelling and the spoken word, are essential for progress in all areas of the curriculum. Teachers find opportunities in all curricular areas to encourage young people to explain their thinking, debate their ideas and read and write at a level, which will help them to develop their language skills further.



Mathematics: including specific aspects of numeracy, which will be developed both in

mathematics, and through activities in other areas of the curriculum.



Health and Wellbeing: Developing the understanding of health, physical education and activity and nutrition. The health and wellbeing experiences and outcomes include guidance (Health and wellbeing for all) that develops these skills across the curriculum

Sciences: Experiences, investigations, knowledge an understanding within the three sciences

Social Studies: Developing an understanding about people and their values in different times, places and circumstances

Religious and Moral education: Learning about Christianity and other major religions, the development of beliefs and values

Expressive Arts: Experience and outcomes in art and design, drama, dance and music.

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

The curriculum includes space for learning beyond subject boundaries, so children can make connections between different areas of learning. Through cross-curricular activities, learners can develop their organisational skills, creativity, teamwork and the ability to apply their learning in new and challenging contexts.

If you would like more information visit:

 www.acurriculumforexcellencescotland.gov.uk

The implementation of a Curriculum for Excellence is evident in a number of ways in the classroom:

**Active Learning**

Starting in the early stages, children will engage in a more active approach to learning. The emphasis now will be on delivering existing programmes in a more active way to take account of different learning styles. Learning experiences and activities will encourage children to make links across different areas of the curriculum and use their skills in new situations. This will help to foster self-confidence and independence.

**Co-operative Learning**

![MC900174351[1]]()Children throughout the school will have more opportunities to engage in activities which promote group work, with every member of the group having a designated role to play.

Collaborative learning develops and highlights group members’ individual abilities and contributions.

**Formative Assessment**

Assessment for Learning focuses on the gap between where a learner is in their learning, and where they need to be - the desired goal. This can be achieved through processes such as sharing criteria with learners, effective questioning and quality feedback. This development has been ongoing within the school for a number of years and is evident in all our classrooms.

**Health & Wellbeing & Enterprising Skills**

We aim to prepare our Children for many things in their lives and work so that they are able to meet those challenges with the abilities to be flexible and adaptable. Young people must be resilient; willing to try; make judgements; solve problems and make decisions. Therefore at all stages and at all levels they need to be motivated and to take responsibility. Both educators and learners must be enterprising to meet these challenges. Teachers record and evaluate enterprising activities each term. Our Children are involved in making decisions in many ways.

*Pupil Council*

At Menstrie Primary School, we believe that it is important for children to gain a sense of responsibility and belonging. At the start of the academic year children can decide if they would like to put themselves forward to be a member of the pupil council. The pupil council meet regularly to discuss issues that are important to the children.

*Information Technology*

We have two sets of laptops which are networked with internet access. Class computers are also linked to this network allowing file sharing between classes. All classes have internet access. Every classroom has an Interactive Whiteboard to enrich children’s learning experiences. The school has clear policy and guidelines on Internet use to ensure children only access appropriate websites. We also teach the importance of internet safety. Many children now also have access to tablets and iPads to support and enhance the learning experience.

*Personal and Social Development*

At all stages we encourage children to develop positive attitudes towards themselves and others. We believe it is important for the well-being of the child to have positive self-esteem and we build-in opportunities to develop this in every child. Our ethos is built on mutual respect, good manners, tolerance and caring. Our child council offers children the chance to have their opinions and views listened to and taken seriously. We expect children to take responsibility for their behavior.

The school organises a variety of different types of activities to ensure that every child experiences success and enjoyment. In addition to our formal curriculum we hold regular assemblies where we celebrate success and personal achievements.

Masterclasses

On many Friday afternoons from 2.15pm we offer a range of Masterclasses. These are multi-age groupings where children select a class to attend. The classes are led by school staff and parent volunteers and offer children the opportunity to take part in an activity to develop their skills for learning, life and work. Masterclasses have included: Rugby, Chess, Jewellery making, school newspaper, football, cooking, art and craft and photography. Every term children can make a new selection.

### *INTERVALS*

Children must go outside for intervals but remain within the school grounds. Children will only be allowed into the school for toilets and during very bad weather. If for any reason your child is unable to go outside during intervals please contact the head teacher to discuss this matter.

#### *CHILDREN TAKING SCHOOL DINNERS OR PACKED LUNCHES*

Children taking school dinners or packed lunches must remain within the school grounds during the lunch period.

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

![MC900060286[1]]()Children should have school bags for personal items and schoolbooks. Packed lunches and plastic bottles should be kept in a separate container.

*MOBILE PHONES*

Mobile phones are not allowed in school. If these are required for after school activities, the phones should be handed into the class teacher for safe keeping until 3pm. This also includes activities which take place in school but beyond the school day.

### *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 receive a less effective service on grounds of ethnicity, disability, or sexual orientation.

The council is a signatory to the Multi-Agency Hate Response Strategy (MAHRS) Racial Attacks and Harassment Multi-Agency Strategy with Central Scotland Police. Forth Valley NHS, the Central Scotland Racial Equality Council and Stirling and Falkirk Councils. Schools and other council services use this strategy to respond to any allegations of racial incidents or abuse. Allegations of other forms of harassment or discrimination are followed up through the regular complaints procedure.

Schools are well placed to actively promote equality through the curriculum and through other aspects of their life and work. The quality of this work is also monitored through Standards and Quality procedures.

### *EQUAL OPPORTUNITIES AND SOCIAL INCLUSION*

Menstrie 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 children to work together to create an atmosphere of tolerance and 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 try to 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 children 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.

*INCLUSION*

The Education (Additional Support for Learning) (Scotland) Act 2004 was amended in 2009. The 2009 Act strengthens the duties placed on Clackmannanshire Education Service to identify and meet the additional support needs of children and young people. We continue to do this through the Staged Intervention process.

The 2009 Act clarifies the definition of additional support needs and increases the rights of parents and young people in respect of requesting assessments, making placing requests as well as access to the Additional Support Needs Tribunal for Scotland (ASNTS). The Act also places a duty on Clackmannanshire Council to provide access to mediation and dispute resolution services free of charge to parents who have made a successful placing request from another Authority.

The Act now deems all Looked After children to have additional support needs unless the education authority determines otherwise. Clackmannanshire Council has procedures in place to assess these needs through the Staged Intervention process, as with all children and young people who may require additional support.

Information and leaflets for parents, carers and young people can be found on the Council’s website <http://www.clacksweb.org.uk/learning/asl/>

Leaflets include

* Additional Support for Learning – a Guide for Parents
* Additional Support for Learning – Resolving Differences

More information on The Education (Additional Support for Learning) (Scotland) Act 2009 is provided by Enquire – the Scottish advice service for additional support for learning.

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

* A telephone helpline – 0845 1232303
* An email enquiry service – info@enquire.org.uk
* Two websites -

 [www.enquire.org.uk](http://www.enquire.org.uk) (for parents/carers and practitioners)

 [www.enquire.org.uk/yp](http://www.enquire.org.uk/yp) (for children and young people)

Enquire also provide a range of clear and easy to read guides and factsheets explaining everything from ‘additional support in the early years’ to ‘what planning should take place for moving on from school’.

The Scottish Government have a duty to provide an advocacy service to parents and young people following a reference being made to the Additional Support Needs Tribunal for Scotland (ASNTS). Ministers have also agreed that the advocacy service should also provide support for parents and young people from the time they have grounds to make a reference to the ASNTS. It will be a national service and available to parents and young people on request and free of charge.

This service will be provided through a partnership between Kindred Advocacy Service and the Scottish Child Law Centre, known as “Let’s Talk”. The two organisations will work together to deliver lay and legal advocacy for parents and young people. The service will focus on non legal representation, but where appropriate in complex cases, legal representation will be available. For further information on this National Advocacy service please contact the Scottish Child Law Centre:

* Telephone: 0131 6676333
* Email: enquiries@sclc.org.uk
* Web: [www.sclc.org.uk](http://www.sclc.org.uk)

Some literature still refers to the previous partnership between the Scottish Child Law Centre and Barnado’s and this will be updated shortly.

Clackmannanshire Council Education Service is committed to working in partnership with all parents and carers of children and young people with additional support needs and seeking their views on all aspects of the support provided in educational establishments. We encourage parents to contact the school/establishment in the first instance if there are any queries or concerns, and we will always try to resolve any difficulties as soon as possible.

Further information on how support for learning is organised in Clackmannanshire is available by contacting either the school, or the ASN team at Kilncraigs: telephone 01259 452441 or e-mail asn@clacks.gov.uk

*SUPPORT FOR LEARNING*

Children have the right to be valued; to be treated with respect and to have their additional support 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 communities, unless, in very exceptional circumstances, this is not in their best interests.

The staged intervention process provides a coherent framework for meeting child needs. Information on how the authority supports children and young people with additional support needs within this framework is available in leaflet form from all schools within the authority and on [www.clacksweb.org.uk](http://www.clacksweb.org.uk). For advice and/or further information please contact Yvonne Wright, Service Manager Support for Learning, Kilcraigs, Alloa, FK19 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, confidential advice and information on additional support for learning through:

* a telephone helpline 0845 123 2303
* an email enquiry service – info@enquire.org.uk
* an online enquiry service
* two websites – [www.enquire.org.uk](http://www.enquire.org.uk) (for parents/carers and practitioners) and [www.enquire.org.uk/yp](http://www.enquire.org.uk/yp) (for children and young people)

Enquire also provide a range of clear and easy- to-read guides and factsheets explaining everything from ‘additional support in the early years’ to ‘what planning should take place for moving on from school’.

Take Note is a service available to parent and young people (ages 16 & 17) providing access to:

* 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](http://www.barnardos.org.uk/takenote).

*DEVELOPMENT OF CHILDREN’ 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 Menstrie we aim to develop the whole child by providing a curriculum that offers opportunities for children to explore spiritual, social and cultural values. These opportunities may be through class lessons, personal study or religious and moral education lessons. As we live in a predominantly Christian society our religious observance is predominantly Christian based.

The school visits the local church to take part in Easter services (weather permitting) and classes sometimes visit local churches for conducted tours under the theme of places of worship. The local minister is also, at times, involved in the delivery of lessons.

*OTHER SUPPORT SERVICES*

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

*School Health Service*

NHS Forth Valley 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 NHS Forth Valley.

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.

*School Dental Inspections*

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

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

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

 For more information on NDIP please visit the website:

 www.ndip.scottishdental.org/about/

*Clinics*

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

*Infectious Diseases*

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

The School Health Service can be contacted at:-

**Clackmannanshire Community Healthcare Centre**

Hallpark

Sauchie
FK10 3JQ

Community Nursing Team

Joan Gracie

Public Health Nurse

**Clackmannanshire Community Healthcare Centre**

Hallpark

Sauchie

FK10 3JQ

Tel: 01259 290195

Linda Rickard

**Clackmannanshire Community Healthcare Centre**

Hallpark

Sauchie

FK10 3JQ

Tel: 01259 290195

Theresa Cranston

**Clackmannanshire Community Healthcare Centre**

Hallpark

Sauchie

FK10 3JQ

Tel: 01259 290195

*Head Lice*

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

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

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

Flu vaccine

Each year the health service provides a flu vaccine for each child in the school. This usually takes place in November. You will be contacted directly by the NHS via the school several weeks prior to the vaccine and you have the option to opt out.

### *HOMEWORK*

Homework is given out on a weekly basis and at the start of a school year a homework guide is given out to parents. As well as encouraging self-discipline and positive work habits, homework provides the opportunity for parents to monitor and support their child/children’s educational progress.

Distinction should be made between homework assignments and the daily class work, which, through lack of application, remains incomplete. Class teachers will make this clear to parents. Your co-operation is requested to ensure that such work is completed and signed by you.

### ASSESSMENT AND REPORTING

Assessment is an integral part of planning. A range of methods, formal tests, observations, children’s evaluation of their own performance etc, is used to make judgements about progress. We value individual achievement and identify the next steps in learning. Teachers use assessment information to evaluate learning and teaching and to make any necessary improvements.

An interim report is published in November. We hold parent meetings once a year (February) to discuss children’s progress, and an end of year report is distributed in June.

Each term your child will complete learning and it will be placed into their *Snapshot Jotter.* This is then taken home for you to view. You will be able to talk with your child about their learning and contribute comments to the jotter. This is another way in which you are able to be kept informed about your child’s progress at school

### *EXTRA-CURRICULAR ACTIVITIES*

Education outings are arranged each year for every class. Every year, the P7’s have the opportunity to experience a residential outing in the summer term.

We also participate in various sporting activities and competitions throughout the school session.

Each week a Scripture Union Club is held within the school. This takes during a lunch time. A badminton club also takes place on a Thursday evening from 1500 – 1600 and a running club on a Monday evening from 1500 – 1600 hours.

Active School Clubs run throughout the school year. Leaflets are distributed giving details as and when available. These are organised by our active schools sports co-ordinator, (01259 222350).

### *PERMISSION SLIPS*

As part of the school curriculum, educational excursions out with the school precincts are frequently undertaken. Children will always be under the direction of a member/s 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 the school session.

##### *COMMENTS AND COMPLAINTS*

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

# Who can complain?

Anyone can complain who is the parent or legal guardian of a child or a person authorised to complain on his/her behalf. For example, a child’s grandparent who is not the legal guardian needs authority from the child’s parent or guardian. This would normally mean a note to show that the person responsible for the child 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. You can do this by contacting the education service at Kilncraigs 4th floor, Alloa

When using Stage Two:

* We will acknowledge your complaint within 3 workings 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 Obudsman](http://www.spso.org.uk/) (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.

##### *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.

*PARENTAL INVOLVEMENT*

Menstrie Primary School and supporting services can benefit from developing positive and active partnerships with our parents/carers by involving them in decisions including information sharing, discussions, open events and focussed sessions on developing the core messages.

The better the information that Menstrie Primary School provides to parents/carers, the more they can support their children’s learning and the school. Information that parents share with (the school) can assist teachers in adapting their teaching to suit the learning styles of pupils and take account of any particular issues that may exist.

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.

 <http://www.scotland.gov.uk/Resource/Doc/148166/0039411.pdf>

### *PARENTAL CONTACT WITH SCHOOL*

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

* Parents 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.
* Meet the teacher evenings are held during the first term. The teachers explain how the curriculum is delivered and the part parents as partners can play.
* Interim Reports are issued in November with an update on your child’s progress.
* There are other less formal evenings and also sporting events when parents and staff meet.
* Throughout the year it is always possible for parents to make appointments to consult with the class teachers.
* The Head Teacher is always ready to meet with parents and they should feel free to consult with her. Appointments should be made through the school office.
* Parents are invited to our school for celebrations of work, school performances and class assemblies.
* 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 have a PVG check completed.
* The school calendar is published at the beginning of the school year and is on the school website. This allows parents to have all the necessary information and dates in order to plan ahead.
* Regular communication via newsletters, letters, email and group call.

*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 in September, 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.

*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.

Books should always be covered for protection. Payment must be made for books lost or destroyed.

##### *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 by the Headteacher.

*School Clothing Grants 2020 – 2021 Session*

If your child/ren attends one of our primary, special or secondary schools, you may qualify for a school clothing grant. This is currently £100 per child.

School clothing grants will not be paid to children attending nursery schools, nursery classes or other pre 5 centres.

To qualify for a school clothing grant you must be in receipt of Child Benefit and one of the following benefits:

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

*FREE SCHOOL MEALS*

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

If you are in receipt of Child Benefit **and** one of the following benefits you may be able to claim free school meals for your child:

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

If you think you qualify please contact the Business Support Team on 01259 452499 for further information.

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

Application forms can be obtained from schools, CAP offices and the Council Offices at Kilncraigs; also by accessing: www.clacks.gov.uk/learning/freeschoolmeals/

*SCHOOL MEALS*

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 you 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 (limited schools)
* At morning break
* At lunchtime

School lunches are free to all children in primary 1,2 and 3

Breakfasts

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 £1.20 (2019/2020 academic session). In this school, service starts at 0830.

#### The primary school breakfast comprises:

* Tea, fresh semi skimmed milk or water.
* A piece of fresh fruit.
* Cereal with milk. There is a choice of cereals.
* Toast or crusty bread with spread or jam.

Payment should be brought to the breakfast service.

Morning break

All primary schools in Clackmannanshire operate a Milk Scheme. Under the Scheme, all children who are entitled to free school meals will be given a 200ml carton of chilled, semi-skimmed milk, free of charge at morning break, unless 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 (2019/2020 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, fresh fruit juice and water with their meal.

These choices are included with all meals for **£2.**

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

**S**chool Menu Selector

A three-weekly menu cycle is in operation in Clackmannanshire Primary schools. The menu is available on the Clackmannanshire council website.

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 school lunches should be ordered via Parentpay, an online system for making payments in school. You will be given an activation code when your child begins Primary 1.

Packed lunches from home may be brought and children will be supervised in the dining hall. In better weather children can also sit outside in our lovely picnic area to eat a packed lunch.

After having school lunch the children will be able to play in the school playground. If the weather is very bad the children will remain in classes with supervision from school and classroom 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 please contact the school office (01259 760690).



*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 Children 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 an Additional Support Need

Free transport may be provided by;

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



Primary Children

For primary Children 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 Children to the Education Service. Education Services measure the distance from home to school and, if a child 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.

Moving home or changing school

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

If you move to a new home and you think your child might have become entitled to free home to school transport, please complete a School Transport Application Form, which is 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.

Placement 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.

Parents have the right to choose a school for their children to attend other than the catchments school. This is commonly known as a placing request. The council has a duty to grant such requests wherever possible. For more information about placing requests please visit the council website: www.clacks.gov.uk/learning/placementrequests/

Behaviour on school transport

The majority of Children 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 child 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 refocused. 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](http://www.clacksweb.org.uk).

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

It is council policy to only use buses which have properly fitted seatbelts

##### *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

*SCHOOL SECURITY*

Clackmannanshire Council aims to provide a safe and healthy environment for all Children, 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 when they do playground supervision

All schools have had their door entry construction work completed and all school are using the visitor pass system.

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

KNIVES IN SCHOOL

Clackmannanshire Council, following recommendations from the Scottish Government are currently in a consultation phase with headteachers and local agencies regarding their draft “Anti-weapon/Knife Use Guidance for Educational Establishments”.

If a young person is found to have a knife, it is taken very seriously and investigated taking a number of factors into consideration including;

* Age of pupil concerned
* If the incident involved one or a group of pupils
* Evidence of peer pressure
* If this is a first or subsequent offence
* The young person’s motivation
* Where does the incident appear on the scale from “possession or intent to use?”

Once investigated it may be the case that young people involved may access counselling or support. Communication is carefully considered and advice will be sought from the senior management team within the education services.

As part of our curriculum we can access the *No Knives, Better Lives* programme. This provides a comprehensive framework of learning experiences, activities and quality assured resources supporting positive choices, behaviours and risk taking.

***Appendix 1***

###### *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 automatically 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

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) Adult Under 18 year

and Benefits

 1.

 a) Death (Excursion) £20,000 £20,000

 b) Permanent £20,000 £20,000

 Total Disablement

 c) Permanent Proportionate based on

 Partial Disablement ‘Continental Scale’.

 Aggregate Limit - £15m with £25m re aircraft accidents

 2. Medical Expenses unlimited unlimited

 (outwith UK only)

 3. Baggage and £5,000 £5,000

 Effects

#### Excursion/Trip Insurance

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

 Insurer Chartis

 4. Money £5,000 £5,000

 5. Cancellation £10,000 £10,000

 6. Personal Liability £5,000.000 £5,000.000

 Territorial Limits Worldwide

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

**School Term Dates 2020/2021**

| **Event** | **Date** |
| --- | --- |
| Autumn term begins (**Staff only** - staff development days): | Monday & Tuesday 17th & 18th August 2020 |
| Autumn term begins (**Pupils**): | Wednesday 19th August 2020 |
| Autumn term ends: | Friday 9th October 2020 |
| October holiday begins: | Monday 12th October 2020 |
| October holiday ends: | Friday 16th October 2020 |
| Staff development day | Monday 19th October 2020 |
| Winter term begins: | Tuesday 20th October 2020 |
| Winter term ends: | Wednesday 23rd December 2020 |
| Christmas holiday begins: | Thursday 24th December 2020 |
| Christmas holiday ends: | Wednesday 6 January 2021 |
| Spring term begins: | Thursday, 7th January 2021 |
| Staff development days | Monday & Tuesday 15th & 16th February 2021 |
| Spring half-term holiday begins: | Wednesday 17th February 2021 |
| Spring half-term holiday ends: | Friday 19th February 2021 |
| Spring term ends: | Thursday 1st April 2021 |
| Easter holidays begin: | Friday 2nd April 2021 (Good Friday) |
| Easter holidays end: | Friday 16th April 2021 |
| Summer term begins: | Monday 19th April 2021 |
| May public holiday: | Monday 3rd May 2021 |
| Summer term ends: | Friday 25th June 2021 |

|  |
| --- |
| **Staff Development Days*** Monday 17th August 2020
* Tuesday 18th August 2020
* Monday 19th October 2020
* Monday 15th February 2021
* Tuesday 16th February 2021
 |

The information contained in the school handbook was correct at time of printing (December 2019).

It is possible that there may be some inaccuracy by the time the document reaches parents.