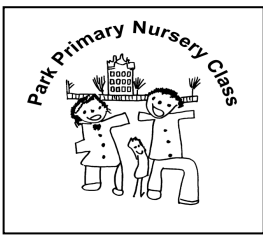




School Handbook
2020- 2021





Contents

Head of Service Foreword	Page 3
Park Primary and Nursery Contact Details	Page 4
Senior Team	Page 5
Park Family Team	Page 6
Pupil Voice	Page 7
School Roll and Nursery Provision	Page 8
School Vision and Ethos	Page 8-10
Uniform	Page 10
Nursery Day	Page 10
School Day	Page 11
Attendance	Page 12
The Curriculum	Page 12
Enrolment and Transition	Page 15
Support for Pupils	Page 16
School Improvement	Page 18
School Policies	Page 19
Complaints Procedure	Page 20
Term Date Session 20/21	Page 22

Further Information Provided by Clackmannanshire Council

Inclusion	Page 23
Support Services	Page 25
School Health Service	Page 25
School Clothing and Free School Meal Grants	Page 27
Food in Schools	Page 28
School Transport	Page 30
Attendance	Page 33
Insurance Cover	Page 34

Education Service - 6 Big Goals



 Clackmannanshire Council
www.clacksweb.org.uk

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

I took up the post of Chief Education Officer in June 2016 and my Senior Management Team arrived over the last few months. With the full support of our Headteachers, Elected Members, Chief Executive and our corporate colleagues, we are committed to achieving Excellence and Equity - raising attainment, tackling inequity and ensuring that high aspirations and positive outcomes are the expected norm for every child in Clackmannanshire.

Alongside the strategic leadership, a wider improvement plan, related to the National Priorities and the National Improvement Framework key drivers (<http://bit.ly/2jPvacw>) is being put in place. Shared ownership and awareness of the education “big goals” is key.

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

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

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

Anne M Pearson MBE

Chief Education Officer

Clackmannanshire Council, January 2019



Park Primary and Nursery Contact Details



School Address:

Park Primary School
East Castle Street
Alloa
FK10 1AN

Nursery Address

Park Nursery Class
Scott Crescent
Alloa
FK10 1BD

Telephone Number:

01259 724064
Please select option 2 for Nursery

Website:

www.park.clacks.sch.uk

Email address:

park@edu.clacks.gov.uk

Twitter:

@ParkPSanNursery
@ParkFamilyTeam1

Face Book

Park Primary and Nursery School

Senior Team

Headteacher

Mrs Kay Strang

Depute Headteachers

Mrs Yvonne Green
Miss Ashley Abercrombie

Principal Teachers

Mrs Mhairi Scullion
Miss Kate Wyman
Miss Shannon Stalker
Mrs Judith Boyd
Mrs Jackie McKay
Mr Graeme Wright

Senior Early Years Educators

Mrs Dawn Bongartz
Mrs Nicola Allan

A warm welcome from Park Primary and Nursery Parent Council; The Park Family Team

The Park Family Team (PFT) is the name of our parent council and includes parents and staff from our school. Our objectives are:

1. To work in partnership with the school to create a welcoming school which is inclusive for all pupils, parents and families.
2. To promote partnership between the school, its pupils, all its parents and families, providers of nursery education and the wider local community.
3. To develop, engage in and report on activities which support the education and welfare of the pupils.
4. To identify and represent the views of the parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
5. To engage in fundraising activities for the benefit of the school and its pupils.

Partnership with parents/carers is invaluable to us. Working together is one way of helping us achieve our vision. We welcome parents as active partners in our school. If you can support the Park Family Team please contact us.

Gayle Brown
Chairperson

Kay Strang
Head teacher

Everyone who is a parent, as defined in terms of the Schools (Parental Involvement) Act 2006 has rights 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>

Throughout the school year parents will have many opportunities to become involved with the life of the Nursery and School and their child's learning. Some of these include

- Nursery – P1 transition
- Open Afternoons
- Parents Evenings
- Christmas, Easter and Summer Celebrations of Achievement
- Christmas Shows
- Sports Days
- Class assemblies/community and Sharing Learning events

For parents who can volunteer their time and skills on a more regular basis we have:

- Gardening Groups
- Stay and Play
- Volunteering opportunities to support school/nursery trips and learning in class/nursery

Regular communication and consultation takes place through:

- Newsletters; school and nursery
- School/Nursery letters

- Questionnaires
- School web-site/Facebook page/Twitter page
- Class and School Dojo

Useful websites:

www.readwritecount.scot (Facebook and Twitter)

www.parentzonescotland.com

Pupil Voice

There are a number of ways in which children's voice is promoted and included in the work of the school. This includes:

- The Pupil Council
- The Eco Committee
- Sports Ambassadors
- Growth Mindset Ambassadors



School Roll and Nursery Provision

Park Primary and Nursery Class provide education for children from age 2 through to P7.

Our current school roll, P1-P7 is 285 pupils. In Nursery we have 104 spaces for 3 – 5 year olds and 10 spaces for 2 – 3 year olds. Our nursery will provide 6 hour sessions every day during term time. The timings of these sessions is still to be confirmed.

Our Vision

In our community we will be happy, healthy and safe.

**We will all work together with Trust, Respect and
Compassion**

**We will all be the best we can be;
Aim High!**

Who is our Community?

Our Community includes everyone involved with Park Primary and Nursery whilst in school and nursery and whilst at home:

Children
Parents
Families
Nursery and School Staff
Staff from other agencies eg. Health Visitors

Why Happy, Healthy and Safe?

Our Happiness, our Health and our Safety influences how able we are to learn; as children and as adults.

We want to provide the very best possible environment for our children and families and all those working in Park Primary and Nursery.

Why Working Together?

In our Community team work is very important; school and nursery need and value the support given by families.

We want to be able to provide the right kind of support to families and children too. We all need Trust, Respect and Compassion in order to be the best team we can be!

Why Aim High?

The sky is the limit!

Ambition helps us to set Goals, to be successful and to try our very best without giving up.

We want everyone within 'our community' to be the best they can be and we will support each other to achieve this.

Our Vision was created by children, staff and parents working together in 2014. We continue to work towards this and last reviewed it with parents in February 2016.

Our Values

Perseverance

Ambition

Respect

Kindness

Our school values underpin our weekly school assemblies, our Star Pupil Awards, as well as being the shared language that children and adults use throughout the school. Next session we will relate our school values to the Rights of the Child (UN Convention).

"We talk about our clause so that we understand them and we get our own perspective to know what we have to do individually and as a team to follow them" - P6 pupil

Pupil Conduct - Rules and Expectations

In Nursery we have 4 simple rules:

- We look after our friends
- We look after our toys
- We walk in Nursery
- We use quiet voices

At the start of each new school year children work with their class teacher to create a Class Charter. It is everyone's responsibility to ensure our actions do not affect the rights of others. Adults and children must work together in a respectful manner. Rights + Responsibilities = Respect.

Positive Partnerships between school and parents/carers is highly valued. Children are expected to wear school uniform and set themselves high standards of behaviour.

We aim to have an atmosphere of friendly co-operation, encourage respect and consideration of others and property.

Our Behaviour and Positive Relationships Policy provides further information. Copies of this can be obtained from the school office or via our web-site.

Uniform

School ties, sweatshirts and polo-shirts with school and nursery logos are available to order. Uniform information is shared at enrolment and can be requested at any time by contacting the school/nursery office. We strongly encourage the wearing of uniform. This gives us our identity as part of the Park Primary and Nursery family; something we are very proud of. Staff are very happy to help families with Clothing Grant forms. Please contact the school if you have any issues in providing your child with a school uniform. We are more than happy to help!

Our Nursery Day

We provide 1140 hours of early education and childcare in our Nursery Class during term time.

Our nursery will provide 6 hour sessions every day during term time. The timings of these sessions is still to be confirmed.

Children are offered a small healthy snack each day and are encouraged to be as independent as possible; pouring their own milk/water, collecting and tidying away any dishes they use. Children who stay for full days have lunch in Nursery.

Please send children to Nursery in clothes suitable for playing inside and outside. Learning and having fun can be a messy business. We do offer and encourage children to wear aprons but we won't insist if it stops them from trying an activity.

Sometimes during the course of a session some children may need to have a change of clothing. A small supply of spare clothes is kept in nursery for this purpose. Please wash and return any borrowed clothes as soon as possible. Any clothing you would like to donate to nursery would be welcomed.

Children must be collected by an adult (aged 16 years or over) who is known to nursery and has parental permission to do so. If an adult unknown to Nursery is to collect your child you must let staff know in advance or your child will not be allowed to leave. This is to ensure your child's safety.

Our School Day

Breakfast Club	Open from 8.30am
School doors open	8.55am
School starts	9.00am
Playtime	10.30-10.45am
P1 and P4-7 lunchtime	12.15pm-1.00pm
P2-3 lunchtime	12.30pm-1.15pm
School ends	3.00pm

Breakfast Club

Breakfast Club is available for all children in Park Primary. Breakfast costs £1.20 per day (payable through ParentPay or cash daily) but is free to families who receive free school meals. Breakfast is served in our dinner hall and supervised by a member of staff.

Milk

Milk is available for children during morning snack. It costs 17p per day. Milk is ordered and paid termly through ParentPay or cash. We will send you letters with this information to allow you to order. Milk is free for families receiving free school meals.

Fruit Snack

Children are provided with a fresh fruit snack every day. The cost of this is subsidised by PEF (Pupil equity funding). We ask that families contribute 50p per week towards this cost with a £1 maximum payment per week per family.

Children eat snack within the classroom; no food is taken into the playground.

Lunch

All P1-3 children are entitled to a free school meal. A menu is distributed to all families and accessible via:

www.clacksweb.gov.uk

Lunch costs £2.00 per day per child (P4-7).

We do not allow children to leave the school grounds during lunch to access shops and/or fast food. This is for reasons of safety.

Free school meals and Clothing Grants

Free school meal and clothing grant application forms are available from school and from Council offices at Kilncraigs. We are very happy to support families with these application forms.

Further information is provided by Clackmannanshire Council from page 27.

Arranging to visit Nursery or School

Parents who are seeking or have been offered a place for their child in our school or nursery can arrange to meet the Headteacher and tour the school/nursery by phoning the school office to make an appointment. We welcome and encourage families to come and meet us.

Attendance

Children's attendance and good time-keeping are vital in both Nursery and School. We realise that children can become ill and have to stay at home at times but we would ask you to support your child to have excellent attendance and be on time. If your child is absent for any reason, we ask parents to do the following:

- Please phone the school by 9am on the first day of absence. You can also contact us by e-mail or in person. If we do not hear from you a member of staff will call you.
- Please tell us if your child is going to be absent for any length of time due to illness. You may wish him/her to have some work home. Please contact the Headteacher to make appropriate arrangements.

If attendance falls below 90% you will receive a letter informing you of this. Our Attendance & Welfare Officer will then visit you and offer support as required.

If your child is regularly late for school you will receive a letter and/or our Attendance and Welfare Officer may visit to discuss how the situation can be resolved. We are able to help in lots of ways should you need our support in this.

The Curriculum

In line with Curriculum for Excellence (CfE) children are entitled to a Broad General Education (BGE). This means that in Park Primary and Nursery children have opportunities to experience all 8 curricular areas across 3 Levels of attainment from Nursery to P7:

Curricular Areas:

Health and Wellbeing, Literacy and languages, Numeracy and maths, Science, Social Subjects, Technologies, Expressive Arts, Religious and Moral Education

Levels of Attainment:

Early Level: Nursery – P1

First Level: P2-P4

Second Level: P5-P7

These levels are based on the National Expectations for Children's attainment. Therefore not all children will be ready to move on to the next level as described; some may need more time to consolidate their learning whilst others may need to move on more quickly.

Literacy, Numeracy and Health and Wellbeing are particularly important and promoted at all times and in all contexts.

As part of the Health and Wellbeing programme, children receive 2x45 minute PE sessions from a specialist teacher, with an additional 30 minutes delivered by the class teacher. This is in line with Government recommendations of 2 hours PE a week.

Children in P7 participate in Skiing as part of their PE curriculum.

The whole school and nursery also follow the Clackmannanshire Relationships, Sexual Health and Parenthood Education Guidance. Parents are notified two weeks in advance of the teaching of this programme and have the opportunities to contact the school to view materials or ask any questions. A similar process is followed for Substance Misuse Education. This programme is available on our school website.

All learning activities in Park Primary and Nursery are based on the 7 principles of curriculum design and support development of the 4 CfE capacities.

Our **School Improvement Planning** and our **Standards and Quality Report** documents can be found on our web-site or be requested from our school office.

Further information can be found on Education Scotland Web-site:

www.educationscotland.gov.uk

Alongside developing children's knowledge and understanding we also want to develop their skills for learning, work and life. This is done through a variety of approaches including:

- Learning for Sustainability
- Global Citizenship
- Enterprise
- P7 residential trip
- Outdoor learning
- Children's Leadership Opportunities
- Developing the Young Workforce

Raising Attainment

Scottish Government are providing schools across Scotland with Pupil Equity Funding (PEF) in order to achieve Excellence and close the attainment gap between those who are most and least advantaged. Park Primary school will have access of up to £222,000 each year from session 2017/18 for 4 years. This money must be used to increase health and wellbeing and attainment in literacy and numeracy. You will be consulted on an annual basis on use of these funds.

After School and Lunchtime Clubs

In partnership with Clackmannanshire Council's Sports Development Team we offer a number of after school and lunchtime clubs through our Active Schools Coordinator. Leaflets with booking information are made available to all children and the first session is

paid for by school and free to all children who attend. There is a small charge for subsequent weeks.

RME: Pupils' Spiritual, Social and Cultural Values

Our school follows local authority and national guidelines for Religious Education and observance. Our Religious and Moral Education curriculum is, like all the other curricular areas, based on Curriculum for Excellence. We attend St Mungo's Parish Church at Christmas, Easter and the end of the session in June.

Citizenship, Moral Education and Personal & Social Development are important parts of our curriculum. Being able to differentiate between right and wrong is central to Christian belief and the other world religions.

Our regular school and end of term assemblies address a range of spiritual, social and cultural values, as well as our School Values.

Should you wish to exercise your right to withdraw your child from Religious Observance please contact the Headteacher to arrange this.

Assessment and Reporting

Assessment

Assessment is a vital and integral part of learning. It helps teachers to plan appropriate learning activities and helps children to identify their strengths and next steps.

Both children and staff carry out assessment activities. Children learn how to peer assess and self-assess their work as part of everyday learning.

Staff and children set learning intentions and success criteria enabling them to reflect and review learning against clearly explained and shared expectations.

Educators in Nursery and School use a wide range of assessment approaches and tools. These include formal assessments such as standardised tests and more informal/on-going formative assessments which are planned as part of lessons.

Standardised Tests include:

Single Word Spelling Test

British Picture Vocabulary Scale

Scottish National Standardised Assessment (SNSA) – P1, P4, P7

National Group Reading Test (NGRT) – P2 - 7

Staff meet with either the Headteacher or Depute Headteacher to focus on the progress of learning within each class and across the year group. Children's attainment and progress is tracked throughout the year to ensure additional supports and /or interventions are used to meet children's needs as required.

Reporting

In line with Clackmannanshire Council Policy all children receive a written end of session report in June each year.

In Park there are two Formal Parents Evening opportunities each year.

School and Nursery staff will contact parents immediately if they have concerns about a child's progress.

For further information in relation to Assessment and Reporting you may wish to access the following web-sites:

www.educationscotland.gov.uk

www.educationscotland.gov.uk/parentzone

Enrolment and Transitions

We are committed to supporting all children and their families at times of transition whether this be home to Nursery, Nursery to P1, P7 to S1 and at every change of class across the school.

When you enrol your child in school you are asked to supply some very important information.

- Details of your child's medication
- Details of any special dietary requirements or allergies your child has
- Parent/carer contact details
- Emergency contact details
- Proof of address
- Child's birth certificate

It is important that you inform the school of any changes or additions to this information, so that we can keep our records up to date.

Enrolment Nursery

Nursery Enrolment takes place in February each year. Parents are invited to bring their children to an open afternoon to visit the Nursery, meet with staff and become familiar with our inside and outside spaces prior to starting with us.

After four weeks of children attending nursery, parents are invited to attend a settling in meeting.

Enrolment P1

P1 enrolment takes place in January each year. Dates and times are advertised in the local newspaper, social media, through our newsletter and Nursery. We are committed to making the move from nursery to our school as easy and enjoyable as possible. Each year we plan a full programme of events involving children, parents and staff. This programme begins with enrolment and continues through to the first term of P1.

P7-S1

Our P7 pupils who live in our catchment transfer to Alloa Academy to begin their secondary school education. We have excellent links with the Academy throughout the year and across the school. At P7 an effective programme of transition has been developed and includes:

- Coding sessions in Alloa Academy
- Maths and English taught by secondary staff at Alloa Academy
- Film Project
- A science session
- A Health and Wellbeing visit day
- 2 fully timetabled visit days
- Mr Bruce (HT) visits our P7 pupils

Contact Information for Alloa Academy:

Headteacher: Mr Colin Bruce
Telephone: 01259 214979
Address: Alloa Academy, Bowhouse Road, Alloa

Children living out with our catchment are required to complete and submit a placing request AND enrol in their catchment secondary school.

Support for Pupils

Many children require, at some time, a bit of extra support to ensure they are making appropriate progress. This may be emotional support and/or support for their learning. It could be short term support or it may involve longer term support. Please contact your child's teacher or Key Worker if you have any concerns in relation to your child's learning.

Mrs Yvonne Green, Depute Headteacher is the Pupil Support Coordinator, who has an overview of all children requiring additional support. She will work closely with the Support for Learning teacher and other staff to coordinate appropriate interventions and support. Parents and children will be involved in the planning and reviews of these support through the Staged Intervention process.

Children have the right to be valued, to be treated with respect and to have their additional needs met. Education, therefore, must be inclusive and children are entitled to be educated with their peers in their own communities unless, in very exceptional circumstances, that is not in their best interests.

Staged Intervention

Our staged intervention process provides a coherent framework for meeting children's needs and is integrated into the Getting It Right for Every Child (GIRFEC) Integrated Assessment Framework (IAF). This includes Health, Education, Children's Services and Police across Forth Valley. Parents are fully involved at all stages of intervention.

There are 4 stages within the Staged Intervention Process:

Stage 1

Children's learning is being monitored and different low level interventions are being tried in class by the class teacher/early years educator.

Stage 2

Children require more than low level interventions to progress their learning. For example they may need to be supported by the school support for learning teacher or require very specific resources/strategies. A plan of support will be put into place and this will be reviewed with parents.

Stage 3

Children require a higher level of support/resources which is individual to them. A plan outlines their individualised learning. All other agencies supporting the child contribute to this plan e.g. physiotherapists, speech and language therapists. This plan is reviewed with parents.

Stage 4

At times children may need support from an off-site provision and may not attend their mainstream class fulltime. A plan as described at Stage 3 would also be required.

Children who have more complex needs and require a Coordinated Support Plan (CSP) would be supported at Stage 4.

Working in Partnership

The school works in partnership with other agencies to support the needs of our children and families, these agencies include:

- School Nurse and Health Visiting Teams
- Speech and Language Therapy
- Occupational Therapy
- Physiotherapy
- Inclusion Support Services
- Active Schools
- Primary School Support Service
- Psychological Services
- Attendance and Welfare Officer
- Children's Services
- Home Start
- Young Carers

In Park we are able to offer a range of supports, in addition to the work of the class teachers, to meet the different additional needs of our pupils, these include:

- Dragonfly Room – nursery Nurture Group
- Sunshine Class – school Nurture Class
- Support for Learning Staff
- Learning Assistants support a range of needs within the school including Speech and Language Therapy follow up sessions
- Individual, group and family support from our Children and Families Workers
- Individual, group and family support from our Early Intervention Worker

School Improvement

In Park Primary and Nursery we constantly strive to improve. As part of this process every year we take time to reflect on our achievements, successes and areas for improvement. It is important that this is done in partnership with parents, pupils and staff and to do this we use a variety of consultation approaches which include:

- Questionnaires
- Pupil Groups
- Parent Groups
- Focus Groups

Our **Standards and Quality Report**, produced each year, details this information and can be found on our web-site. A paper copy can also be requested from our office.

Our **School Improvement Plan** sets out the things we want to develop each year. It can be found on our web-site. A paper copy is available from our office.

Our **Pupil Equity Fund Spending Plan** provides the detail on how the school is planning to spend the fund. Parents are consulted every year and your views are reflected in the plan. It can be found on our web-site. A paper copy is available from our office.

HMIe completed a School and Nursery Inspection in November 2011. This report was published in January 2012 and can be found at:

www.educationscotland.gov.uk

The Care Inspectorate last visited our Nursery in June 2016. This report can be found at:

www.scswis.com

School Policies

In Park Primary and Nursery we have a range of school and nursery policy and procedure documents. These policies are reviewed, up-dated and/or replaced as appropriate. Some broad categories include:

- Additional Support Needs
- Anti-Bullying
- Attendance and Welfare
- Child Protection
- Curriculum

- Equality
- Excursions
- Health and Safety

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.

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.

The Headteacher is the Child Protection Coordinator.

Medication

All medication brought into school must have the child's name and dose on a printed label from the chemist. A Medical Consent form **must** be completed by a parent/carer before any medication can be administered. Parents are responsible for ensuring school has in date medication available for their child.

For further information or to request a specific policy please contact our school office.

Raising a Concern

Should you have a concern about your child it is important to let us know as soon as possible. This can be through your child's educator in nursery or class teacher in school; it may be necessary to arrange a mutually suitable appointment. Alternatively you can notify school or nursery via the office.

Complaints Procedure

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 e-mail (lengd@stirling.gov.uk), phone (01786 233182), letter (Teith House, Kerse Road, Stirling, FK7 7QA) or in person. Or you can ask the headteacher of the school or nursery to move the complaint to Stage Two on your behalf.

When using Stage Two:

- We will acknowledge your complaint within 3 working days.
- You will be contacted by the Investigating Officer for your complaint, who will usually meet you to confirm: the detail of your complaint, what you want to

achieve, and if your expectations are achievable. In some cases, e.g. your complaint has been made in writing and is clear, there may be no need to meet. It is helpful if you present any evidence that you can offer in support of your complaint, e.g. contact details for witnesses, reports from other professionals etc. if appropriate.

- We will write to you confirming the details of your complaint, what you want to achieve, and what the investigation can cover.
- We will give you a full, written response to the complaint as soon as possible and within 20 working days. If our investigation takes longer than 20 working days we will agree revised time limits with you and keep you updated on progress.

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

The SPSO cannot normally look at:

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

Term Dates 2020/21

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

Event	Date
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

Further information provided by Clackmannanshire Council

Inclusion

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

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

The Act now deems all 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 (for parents/carers and practitioners)

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

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

Clackmannanshire and Stirling 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

Other Support Services

“Several support services are readily available to the school. Clackmannanshire and Stirling 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 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 nurse or your GP. During their time at school, children are offered various immunisations and parents are asked for written consent for these.

Parents and school staff, with parental consent, can request a consultation with the school nurse at any time.

School Dental Inspections

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

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

- To inform individual parents / carers of the dental health / oral health status of their children.*

- To provide Scottish Government and NHS Boards with information on trends in dental disease in children in order to monitor oral health and plan dental services.
- To support dental attendance in those children who are found to have need of dental care.

For more information on NDIP please visit the website:

www.ndip.scottishdental.org/about/

Childsmile

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

For further information on Childsmile visit the website:

www.child-smile.org

Clinics

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

Infectious Diseases

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

The School Health Service can be contacted at:-

Clackmannanshire Community Healthcare Centre
Hallpark
Sauchie
FK10 3JQ

Head Lice

Head lice are spread through head to head contact at home, while playing or in school. Regular combing of your child's hair using a head lice detection comb is the best way to catch this possible problem at an early stage. The only way to be sure that your child has

head lice is to find a live louse. If you find live lice, get the correct lotion from your doctor, health visitor or pharmacist. Shampoos and other treatments are not effective.

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

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

School Clothing Grants 2020 – 2021 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, provided all necessary proof is shown. **You must also be in receipt of child benefit.**

- Income Support
- Income-based Job Seekers Allowance
- Income-based Employment and Support Allowance
- Child Tax Credit where NO Working Tax Credit is payable and income is less than £16,010 (as assessed by Inland Revenue)
- Maximum Working Tax Credit and Child Tax Credit with an income below £6,420
- An asylum seeker in receipt of support under Part VI of the Immigration and Asylum Act 1999

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

Application forms for the 2020/2021 academic session are issued in June 2020 and the closing date for all applications is 31 December 2020.

Free School Meals 2020 - 2021 Session

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

- Income Support
- Income-based Job Seekers Allowance
- Income-based Employment and Support Allowance
- Child Tax Credit where NO Working Tax Credit is payable and income is less than £16,010 (as assessed by Inland Revenue)
- Maximum Working Tax Credit and Child Tax Credit with an income below £6,420
- An asylum seeker in receipt of support under Part VI of the Immigration and Asylum Act 1999

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

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

Application forms can be obtained from schools, CAP offices and the Council Offices at Kilncraigs; also by accessing <http://clacksweb/dyna/clothgrant>. Application may be made at any time during the session.

Food in Schools

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

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

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

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

Children in Clackmannanshire can access food during the school day:

- At breakfast (limited schools)
- At morning break
- At lunchtime

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 82p. In this school, service starts at 8.30am.

The primary school breakfast comprises:

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

Morning break

All primary schools in Clackmannanshire operate a Milk Scheme. Under the Scheme, all children 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 21p per day. Termly letters about milk will be sent home to families containing information about how to pay.

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 £2.00.

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

School Menu Selector

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

All school lunches are produced centrally by a cook freeze system. In this production system, food is produced in batches, rapidly cooled and frozen to preserve flavour and

vitamin content, then transported to each primary school to be finished and served. Food is served from multi-portion dishes in much the same way as it has always been. Salads and fruit are still freshly prepared in every school.

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

Special menu days are held throughout the year e.g. Christmas, St Valentines Day.

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

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

We welcome comments and suggestions from parents.

In the 2020/2021 academic session, a pupil lunch costs £2.00.

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 enrollment 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 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.

For secondary pupils, entitlement is as follows:

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.

Alva Academy: any pupil resident in the catchment areas of Menstrie PS, Tillicoultry PS, Strathdevon PS, Muckhart PS and Coalsnaughton PS.

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

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 misbehaviour, 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.

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.

Insurance cover

Public Liability

There is in force a Public Liability Cover in the name of Clackmannanshire Council, which would operate in respect of any third party claim for injury or damage to property arising out of the Council's activities. This is a Liability policy 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 do not automatically provide cover for personal property left within the school or other Council premises.

b) Most Home Insurance Policies give 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 provided 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 1.	Adult	Under 18 years
a) Death (Excursion)	£20,000	£20,000
b) Permanent Total Disablement	£20,000	£20,000
c) Permanent Partial Disablement		Proportionate based on 'Continental Scale'.

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

2. Medical Expenses (outwith UK only)	unlimited	unlimited
3. Baggage and Personal Effects	£5,000	£5,000

Excursion/Trip Insurance

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

	Insurer	AIG	
4.	Money	£5,000	£5,000
5.	Cancellation	£10,000	£10,000
6.	Personal Liability	£5,000.000	£5,000.000

Territorial Limits Worldwide

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

All information contained in our Handbook is correct at the time of publication in December 2019. However it may be subject to change.

Please do not hesitate to contact us should you have any question or comment in regard to the information provided.