



# **PARK PRIMARY**

School Handbook  
2025- 2026



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## Clackmannanshire Council People Directorate

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

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



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

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

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

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

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

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

**Colin Bruce**

**Chief Education Officer**

**Clackmannanshire Council**



## **Park Primary**

### **Contact Details**

<b>School Address:</b>	Park Primary School East Castle Street Alloa FK10 1AN
<b>Telephone Number:</b>	01259 452315
<b>Website:</b>	<a href="http://www.park.clacks.sch.uk">www.park.clacks.sch.uk</a>
<b>Email address:</b>	<a href="mailto:park@edu.clacks.gov.uk">park@edu.clacks.gov.uk</a>
<b>Twitter:</b>	@ParkPS
<b>Facebook</b>	Park Primary Park Primary Parent Council

### **Senior Leadership Team**

<b>Headteacher</b>	Mrs Kay Strang
<b>Depute Headteacher</b>	Mrs Yvonne Green
<b>Principal Teachers</b>	Mrs Emily Hartley Mrs Shannon Gamble Mrs Jackie McKay Ms Kate Wyman Mr Paul Hart Mrs Mhairi Scullion

## **A warm welcome from Park Primary**

Welcome to Park Primary. We are a dedicated community who have your children at the heart of everything we do. We promote a strong culture of belonging and striving to be the best version of ourselves every day.

We have high expectations, an ethos of inclusion and wellbeing, and a strong sense of identity. We are a family and are dedicated to work in partnership with you to ensure that your child is valued, respected and achieves their potential.

Our Values of Perseverance, Ambition, Respect and Kindness, underpin everything that we do and promote at Park Primary.

We look forward to getting to know you and your child as we embark on this journey together.

Welcome to the Park Family.

Kind regards

Kay Strang

Headteacher

## **Parent Council**

The Park Primary Parent Council work closely with school colleagues to enhance experiences within the school. Our objectives include but aren't limited to:

1. work in partnership with the school to create a welcoming environment which is inclusive for all pupils and their families.
2. promote partnerships between the pupils, their families, and our wider local community.
3. develop, engage in and report on activities which support the education and welfare of the pupils.
4. 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. engage in fundraising activities for the benefit of the school and its pupils.

Partnership with our park families is invaluable to us. Working together is one way of helping us achieve our vision. We welcome parents as active partners in our school, and Park Primary Parent Council wish to invite you to join them in whatever capacity you can offer. Don't want to come to the meetings but can offer help with in-school activities or fundraising? That's fine! We still want you! Not available through the day but interested in sharing views and opinions at meetings held at night? We still want you, too! If you would like to be a part of our team, there are various ways to get in touch:

Email us on: [parkprimary.parentcouncil@outlook.com](mailto:parkprimary.parentcouncil@outlook.com)

Direct mail us on Facebook at: Park Primary Parent Council

Dojo Kirsty Fraser, our Children and Families Worker

## Parental Involvement

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 School and their child's learning. Some of these include

- Nursery – P1 transition
- P7 – S1 transition
- Open Afternoons
- Parents Evenings
- Christmas Shows
- Church Services
- 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 trips and learning in class

Regular communication and consultation take place through:

- Class and School Dojo
- Newsletters; school and termly class newsletters
- School letters
- Questionnaires
- School web-site/Facebook page/Twitter page

**Please note that we use Dojo as the main way of sharing school and class information, as well as photographs and posts to share learning experiences.**

## PARENTZONE SCOTLAND

Parentzone Scotland is a one-stop shop website for information and advice on education and learning in Scotland. The website continues to be updated and improved and can be accessed [here](#). Why not check out the website for ideas on how you can support your child's learning.

Useful websites:

[www.readwritecount.scot](http://www.readwritecount.scot) (Facebook and Twitter)  
[www.parentzonescotland.com](http://www.parentzonescotland.com)



## Pupil Leadership

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

- House Captains and Vice Captains
- The Eco Committee
- Sports Ambassadors
- Reading Champions
- Junior Road Safety Officers (JRSO)
- Digital Leaders
- Buddies
- UNCRC Leaders

## About the school

Park Primary School is a non-denominational school and the associated secondary school is Alloa Academy. We have classes from P1 – 7, with a current roll of 312 pupils. The Alloa Academy cluster includes Sunnyside Primary, Redwell Primary and St Mungo's Primary. We also have strong links with Clackmannanshire Support Services and Lochies School.

The school day is:

Breakfast Club	Open from 8.30am
School doors open	8.55am
School starts	9.00am
Playtime	10.30-10.45am
Lunchtime	12.15pm-1.00pm
School ends	3.00pm

## 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. We relate our school values to the United Nations Convention of the Rights of the Child (UNCRC). A pupil leadership group, following a consultation with children, have identified four Core Rights that are integral to our nurturing and aspirational culture and ethos at Park Primary.

These are:

Article 12: I have the right to be listened to and taken seriously.

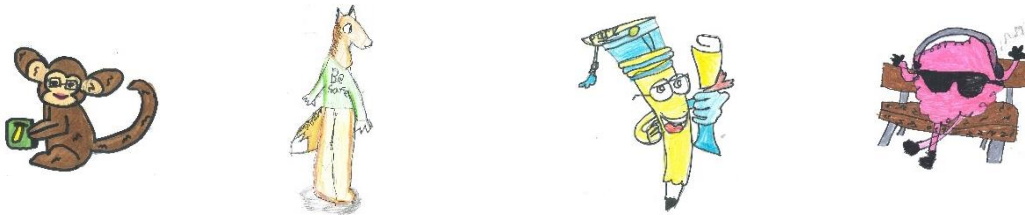
Article 19: I have the right to be protected from hurt and badly treated.

Article 28: I have the right to an education.

Article 31: I have the right to relax and play.

"We talk about our values 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

"We held a competition to design a mascot for each of our Rights. These are the winning designs that are now part of Star Pupil template, that we redesigned" – House Captains



### **Getting It Right For Every Child (GIRFEC)**

Taking care of our children's well-being and making sure they are alright - even before they are born - helps us ensure the most positive outcomes for them later in life. It gives them the potential to grow up ready to succeed and play their part in society.

Getting it Right for Every Children (GIRFEC) is the Scottish Government's approach to improve children's services. The wellbeing of all children and young people is at the heart of GIRFEC. Services must work together with children, young people and their families to provide quick and effective support when it is needed

The Children and Young People Act (Scotland) 2014 will mean key parts of GIRFEC become law.

### **Wellbeing**

The Getting it Right approach looks at eight areas of 'well-being'. These are recognised as areas in which children and young people need to progress in order to do well now and in the future. They allow those responsible for the care and support of children - including members of their own families - to look at a situation in a structured way that will help them identify any needs and concerns and plan with the child and family any action they need to take. The eight well-being indicators are:

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Responsible
- Respected
- Included

The approach gives them a common language and a way to gather information about a child's world, making sure the child is growing and developing, and has everything they need from the



people who look after them both at home and in the wider community. It also encourages practitioners to think about who else might need to be involved (for example a teacher might need to contact other professionals to make sure that an education improvement plan with the child and family was meeting all the child's needs).

Children, young people and their parents may require additional support at different times in their life e.g. following a bereavement, illness, transition, when experiencing anxiety, behaviour issues, during or after changes in family circumstances.

Support should be tailored to meet the individual needs of children & families, when they need it and as locally as possible.

Individual or group work can be delivered in school, home or in the community.

A request for support can be made through a member of school staff (named person) who will be able to talk with you, gather information & your family's views. This helps identify the most appropriate service.

Family Support services work in partnership with families, schools and other agencies to support young people's wellbeing.

### **Pupil Conduct - Rules and Expectations**

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, taking into consideration the UNCRC Rights of the Child.

Positive Partnerships between school and parents/carers is highly valued. We aim to have an atmosphere of friendly co-operation, encourage respect and consideration of others and property. Wellbeing is at the core of our ethos and we work collaboratively with parents/carers and partners to support children and families. This is embedded as part of our universal offer at Park Primary. Children are expected to wear school uniform, demonstrating a sense of belonging and pride. Together we set high standards of behaviour.

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

### **Restorative Approach to Bullying Behaviour**

Whilst many believe that children who display bullying behaviour should be punished, it is widely accepted that this type of response can at times be ineffective, and make the situation worse.

The adoption of restorative approaches is a more effective response than traditional punishments. Pupils are given the opportunity to accept responsibility for their actions, recognise the harm done and are supported to find restorative responses to the harm they have caused.

There are times sanctions are appropriate; exclusion is seen as a last resort and carried out when incidents fall within the legislation criteria.

Clackmannanshire Council has a responsibility to provide an education for all pupils and to challenge and address bullying behaviour. Whilst appropriate action will be taken by the school, it is also important that all parents involved, work with the school to resolve any issues in the best interests of their child or young person.

## Uniform

School ties, sweatshirts and polo-shirts with school logos are available to order. Uniform information is shared at enrolment and can be requested at any time by contacting the school office. We strongly encourage the wearing of uniform. This gives us our identity as part of the Park Primary 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!

## Breakfast Club

Breakfast Club is available for all children in Park Primary. Breakfast costs £1.30 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. Children in P1 and P2 will be escorted from the breakfast club to their classroom at 8.55am. All other children will be dismissed from breakfast club at 8.55am to walk round to their class entrance.

## Milk

Milk is available for children during morning snack. It costs 15p 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.

## Lunch

All P1-5 children are entitled to a free school meal. A menu is distributed to all families and accessible via:

[www.clacksweb.gov.uk](http://www.clacksweb.gov.uk)

Lunch costs £2.45 per day per child (P6-7).

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. Children eat packed lunches in the dining hall with their class.

## Free school meals and Clothing Grants

Some families may be eligible to apply to Clackmannanshire Council for free school meals and / or a payment towards the cost of footwear and clothing. For more information on clothing grants, please refer to the Clackmannanshire Council website -

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

**Application Forms for Clothing Grant and Free School Meals** including eligibility criteria are available from Clackmannanshire Hubs or can be downloaded from the Clackmannanshire Council website – <https://www.clacks.gov.uk/learning/schoolclothinggrants/> and <https://www.clacks.gov.uk/learning/freeschoolmeals/>.

The forms have to be completed by the parent and evidence of income received may have to be provided. Please note that an application has to be made for each school year. More information or help with completion of the form can be obtained from Education Service on 01259 450000.

We are very happy to support families with these application forms.

## Arranging to visit School

Parents who are seeking or have been offered a place for their child in our school can arrange to meet the Headteacher and tour the school 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 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 Class Dojo or in person. If we do not hear from you a member of staff will contact through Groupcall and/or Dojo. Follow up phone call may also take place.
- 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 their class teacher to make appropriate arrangements.

Our Children's and Families Worker, will then contact you and offer support if your child's attendance is causing a concern. We are keen to work in partnership with you, to achieve the best outcomes for your child.

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.

## Travel to and from School

We encourage all children, where possible to walk or cycle to school, as part of our health and wellbeing curriculum. Where this is not possible, park and stride is encouraged, to avoid congestion near the school grounds.

Parents/carers are requested, when dropping off/collecting children from school, that they do not park in any location which causes an obstruction or in the disabled parking spaces without a registered blue badge. Parents/Carers should only park in car parking spaces, and not on kerbs or behind the dining room. This is to ensure that all children are safe when leaving the school building.

**FORTH VALLEY AND WEST LOTHIAN RIC ATTENDANCE CAMPAIGN**  
Launching on 7th August 2023 for 6 weeks  
#BeInspired #BeInvolved #BeInSchool

**WHAT'S HAPPENING?**

- 1 Radio Adverts**  
Tune into Forth One Radio's drive-time shows, and their sister stations, to hear from pupils from across Forth Valley and West Lothian on why attending school is so important.
- 2 Social Media Articles**  
We are using articles on Facebook to share how schools across our RIC are promoting positive attendance. Have a read at what's been going on in schools across your authority.
- 3 Bus Adverts**  
Keep an eye out for our back-of-bus adverts on routes across Forth Valley and West Lothian, featuring our campaign tagline - *Be Inspired, Be Involved, Be In School!*

**WHY ARE WE RUNNING THIS CAMPAIGN?**

- 1 School attendance is a national concern**  
Attendance figures for schools across FV&WL have dropped post-covid. Our campaign targets pupils, families, schools and communities to raise awareness of the importance of attending school.
- 2 Attendance and attainment are linked**  
We know that absence affects attainment. A recent study shows that a 1% drop in attendance can result in a 3% drop in SCOF attainment points. Every day counts.
- 3 Many wider benefits of attending school**  
It's not all about academic achievement; when children miss school, they are missing opportunities to learn life skills, interact with peers and develop positive habits for their future.

**HOW CAN YOU GET INVOLVED?**

**SCHOOLS**  
Whole-school focus on attendance

- Click [here](#) for a list of suggested activities on how to get involved >>>
- Get your whole-school community on board by sharing this infographic with pupils, families and staff

**PUPILS**  
Learn about the benefits of attending school

- Tune into Forth One radio to listen to our adverts and keep an eye out for our bus adverts
- Can you think of any other fun or creative ways to promote attendance in school? Let your teacher know

**FAMILIES**  
Encourage your child to go to school

- Discuss the benefits of attending school with your child
- Watch our [Attendance Video for Parents and Carers](#) >>>
- Find out what local supports are available to help parents support attendance >>>

## The Curriculum

### Curriculum for Excellence

#### Bringing **learning to life** and **life to learning**

Curriculum for Excellence is a framework for learning and teaching used across Scotland for all 3-18 year olds – wherever they learn. It aims to **raise standards**, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world. Curriculum for excellence was fully implemented in 2016.

Glow, Scotland's unique, world leading, online network supports learners and teachers and plans are already in place for parents across the country to have access to Glow. Parents should ask the school how to arrange access to Glow and a user name and password will be issued.

Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring each transition is smooth. They'll ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of **knowledge** and **skills**.

Every child is entitled to a **broad and deep** general education, whatever their level and ability. Every single teacher and practitioner is responsible for the development of **literacy and numeracy and health and wellbeing** from Early Level through to Senior Phase.

It develops **skills** for learning, life and work, bringing real life into the classroom, making learning relevant and helping young people apply lessons to their life beyond the classroom. It links **knowledge** in one subject area to another helping make connections in their learning. It develops skills which can enable children to think for themselves, make sound judgements, challenge, enquire and find solutions.

**Assessing progress** is carried out in a range of ways to meet children's needs, ensuring children achieve their potential.

There is an entitlement to personal **support** to help young people fulfil their potential and make the most of their opportunities with **additional support** wherever that's needed. There is emphasis on looking after our children's **health and wellbeing**; ensuring that school is a place where children feel safe and secure.

Ultimately, Curriculum for Excellence aims to improve our children's life chances, to nurture **successful** learners, **confident** individuals, **effective** contributors, and **responsible** citizens, building on Scotland's reputation for great education.

In line with Curriculum for Excellence (CfE) children are entitled to a Broad General Education (BGE). This means that in Park Primary children have opportunities to experience all 8 curricular areas across 3 Levels of attainment from P1 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: 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.

## Planning Children's and Young People's Learning

Teachers in nursery, primary and secondary schools share their learning intentions with pupils, parents and carers. This takes place on a day-to-day basis, by agreeing the aims of an individual piece of work.

Longer-term planning also takes place in a variety of forms. Pupils in primary schools negotiate with their teachers their aims for the next block of learning. At the end of the block progress against these aims is assessed by the teacher and pupil, and new targets are set for the following block of learning.

## READ, WRITE, COUNT

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

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

## BOOKBUG

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

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

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

Check out the [website](#) for booklists, book sharing videos, activity ideas and much more.

## Active Learning

Curriculum for Excellence emphasises the value of an active learning approach. Active learning is engagement of the brain whilst in the early years, children will have a range of learning experiences that include planned and purposeful play and stimulating learning which engages

and challenges children's thinking using real life and imaginary situations. As children progress through school they continue to be involved in active learning experiences which give them ownership of their own learning, encourage co-operative working and utilise skills required for learning, life and work.

### **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 for this session and next session. 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 are easily accessed through Class dojo.

### **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 all beliefs.

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

### **Withdrawal from Religious Instruction and Religious Observance/Time for Reflection**

Parents who wish to exercise their right to withdraw their child from religious instruction and/or observance are encouraged to initially discuss their intention with the Headteacher prior to making their decision known to the school in writing.

### **Facilities for Physical Education and Outdoor Activities**

The gym hall has a variety of apparatus for physical education within the school. As part of the school's physical education programme, pupils may also use the facilities of the local sports complex, swimming pool or ski slope.

### **Active Schools**

The fundamental aim of Active Schools is to give school-aged children the tools, motivation and the opportunities to be more active throughout their school years and into adulthood. These opportunities are available before, during and after school, as well as in the wider community. For further information contact the Active Schools Team on 01259 450000 or visit our website <https://www.clacks.gov.uk/learning/activeschools/>

## **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 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

York Assessment of Reading for Comprehension (YARC)

British Picture Vocabulary Scale

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

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.

At Park Primary Park there are two Formal Parents Evening opportunities each year.

School 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](http://www.educationscotland.gov.uk)

[www.educationscotland.gov.uk/parentzone](http://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 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 P1**

P1 enrolment takes place in January each year. This session, enrolments will be completed electronically. Dates and times are advertised in the local, social media, through our School Dojo 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.

For further information on Primary School Admissions and Enrolment, please refer to the Clackmannanshire Council website at <https://www.clacks.gov.uk/learning/schoolenrolment/>

### **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 McGuckin (HT) visits our P7 pupils

### **Contact Information for Alloa Academy:**

**Headteacher:** Mr Steven McGuickin  
**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.

### **Additional Support Needs**

As with all local authority schools in Scotland, this school operates under the terms of the Education (Additional Support for Learning) Scotland Act (2004) as amended 2009 and its accompanying Additional Support for Learning: Statutory Guidance 2017. Further details of the policies and procedures can be found on the Clackmannanshire Council website: <https://www.clacks.gov.uk/learning/asl/> These procedures have been strengthened through the Children and Young People (Scotland) Act (2014).



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

## **Support for Pupils**

Pupils' additional support needs will be identified and addressed through the Getting It Right For Every Child (GIRFEC) processes. This involves close collaboration between the child/young person, the parent or carer, and the staff in school – they are the core part of the Team Around the Child (TAC). Others involved in your child's education and well-being will also be part of the TAC, and will help to complete a holistic assessment where appropriate. The TAC will also identify targets for an education plan and review as appropriate. If you believe your child may have an unidentified additional support need, your first point of contact should be the child's class teacher or Pupil Support Teacher. Mrs Yvonne Green, Depute Headteacher and Mrs Kay Strang, Headteacher are the Pupil Support Coordinators, who has an overview of all children requiring additional support. They will work closely with the staff team 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.

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

- each teacher differentiates the curriculum within their class to provide educational targets and objectives suited to their age and stage of development
- the school has an experienced Support for Learning Teacher to co-ordinate and organise support for children
- the school can call on the time of a Support for Learning Assistant for exceptional cases
- The school can also make referrals to other services to request support for children and young people.

## **Disputes and Resolution in Additional Support Needs**

Schools and Early Years facilities do their best to support and be responsive to the needs of children and young people and their families. Nevertheless, problems may arise, and it is important to deal with these as soon as possible.

In the first instant it is most appropriate to contact the school or ELC directly, and if the matter cannot be satisfactorily resolved, you may wish to discuss with the Quality Improvement Officer Additional Support for Learning (ASL) or the Senior Manager Inclusion and Communities. If this cannot be resolved at this level, Children's Services also commission independent mediation through Children in Scotland. Their services, called Resolve, may be arranged by the Additional Support for Learning Support Officer, or accessed directly by parents on 0131 222 2456 or <https://resolvemediation.org.uk/>

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

- Enquire – the Scottish advice and information Service for additional support for learning: [www.enquire.org.uk](http://www.enquire.org.uk), 0345 123 2303
- Take Note: National Advocacy Service for Additional Support Needs (Barnados in association with the Scottish Child Law Centre) [www.sclc.org.uk](http://www.sclc.org.uk), 0131 667 6633.

- Let's Talk ASN, c/o Govan Law Centre, [letstalkasn@edlaw-org.uk](mailto:letstalkasn@edlaw-org.uk), 0141-445-1955

## **Educational Psychology Service**

A new Directory of Support for Mental Health and Wellbeing is now available.

### **Who we are?**

We are a small team of Educational Psychologists, managed by a Principal Educational Psychologist. We provide an educational psychology service to all schools and Early Learning and Childcare Centres (ELCs) within Clackmannanshire.

### **What we do?**

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

We want to make sure that our children and young people are safe, healthy, achieving, nurtured, responsible, respected and included in line with GIRFEC wellbeing indicators.

### **How to involve an Educational Psychologist**

In most cases, referrals to the Educational Psychology Service (EPS) come through the Staged Intervention process in schools/ELCs. Your child's school/ELC will seek your permission to consult with us about your child. A lot of the time we can provide advice and support through a one-off consultation but, where appropriate, we may become part of Team Around the Child (TAC) meetings if we need more information.

When we attend a meeting in school or ELC we can use the information gathered at this meeting/consultation to help us to assess what kind of support may help your child or young person meet their potential at school/ELC.

Sometimes we need to gather more information because all of our questions were not able to be answered during the TAC meeting or phone consultation.

In these cases, following a TAC or phone consultation, we may come into school or ELC

- to observe your child or young person
- hand out questionnaires to those who know them well
- talk to your child's teacher
- ask other services who are working with your child for information
- to meet with your child to do more assessment

These steps are agreed together with you and the team around your child.

The school then arranges another TAC so that we can all work together to create the best plan of support in line with the information gathered.

Once we have finished an assessment, we will usually discharge your child or young person from our service. However, we can be invited back in for consultation or further assessment at any time.

We work within the Staged Intervention process to ensure that your child/ young person is getting the right sort of help at the right time.

### **Education initiatives**

As well as providing a service to children and families, we also work with the local authority on, for example, policies and whole authority initiatives such as Readiness for Learning.

More information

- Refer to our information leaflets
- Flip Clacks contains more detailed information about ways you can support your child at home
- Directory of Support for Mental Health and Wellbeing in Clackmannanshire

## Contact us

You can contact us in writing, by telephone, email or online form. Details are available below.

Please note if someone wishes to consult about a child or young person, they must have consent from the person who has parental rights and responsibilities.

Important: If you are emailing **psychological@clacks.gov.uk** then please don't send us detailed, personal or sensitive information. This is to protect your confidentiality. We will contact you if we need more details.

Our Privacy Notice is available to refer to.

## Related Pages

- Getting it Right for Every Child (GIRFEC)
- Reporting Child Protection Concerns
- The Scottish Attainment Challenge
- Working with Children & Families

## Related Publications & Documents

- Leaflets produced by the Educational Psychology Service on specific topics

## External Links

- Children in Scotland
- Directory of Support for Mental Health and Wellbeing in Clackmannanshire
- Education Scotland
- Enquire
- Kooth
- ParentZone

For Further Information Contact

Educational Psychology Service

Kilncraigs, Greenside Street, Alloa, FK10 1EB

Tel: 01259 226000 / 450000

Email: [psychological@clacks.gov.uk](mailto:psychological@clacks.gov.uk)

## **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. Children can move between the Stages of Intervention, according to their increased need and/or progress.

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

### **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

A child will be placed on Stage 4, if there is an 80% adaptation to their curriculum 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.

“As with all local authority schools in Scotland, this school operates under the terms of the Additional Support for Learning Act (2009) and its accompanying Code of Practice. These procedures have been strengthened through the Children and Young People Act (2014).”

### 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:

- 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

### COUNSELLING IN SCHOOLS SERVICE

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

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

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

### **Creative Therapeutic Interventions for Children**

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

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

#### **Music Therapy – Inscape Therapies**

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

Referrals are made through the GIRFEC forum.

#### **Therapeutic Art – Reachout with Arts in Mind**

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

The school is offered this service and refers children through the Counselling in Schools Coordinator.

### **Disputes and Resolution in Additional Support Needs**

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

In the first instant it is most appropriate to contact the school directly, and if the matter cannot be satisfactorily resolved, you may wish to discuss with the Quality Improvement Officer ASN or the Senior Manager Inclusion and Partnerships. If this cannot be resolved at this level, Children's Services also commission independent mediation through Children in Scotland. Their services, called Resolve, may be arranged by the Additional Support for Learning Adviser, or accessed directly by parents on 0131 222 2456.

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

- Enquire – the Scottish advice and information Service for additional support for learning: [www.enquire.org.uk](http://www.enquire.org.uk), 0345 123 2303
- Scottish Independent Advocacy Alliance; [www.siaa.org.uk](http://www.siaa.org.uk), 01312605380
- Take Note: National Advocacy Service for Additional Support Needs (Barnados in association with the Scottish Child Law Centre) [www.sclc.org.uk](http://www.sclc.org.uk), 01316676633.
- Let's Talk ASN, c/o Govan Law Centre, [letstalkasn@edlaw-org.uk](mailto:letstalkasn@edlaw-org.uk), 0141-445-1955

## School Improvement

In Park Primary 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](http://www.educationscotland.gov.uk)

## School Policies

In Park Primary we have a range of school policy and procedure documents that informed by the local authority and national guidance. These policies are reviewed, up-dated and/or replaced as appropriate. Some broad categories include:

- Additional Support Needs
- Anti-Bullying and Positive relationships
- 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 complaint's 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](mailto: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.

## **Websites**

You may find the following websites useful.

- <http://www.parentzonescotland.gov.uk> - parents can find out about everything from school term dates to exam results. This site also offers information for pre-5 and post school. It also lists relevant publications for parents and provides hyper-links to other useful organisations.
- Parent Club Scotland: The Scottish Government's advice and support service to parents, carers and families. Wide range of advice, hints and tips on social distancing, health information as well as learning at home. [www.parentclub.scot/](http://www.parentclub.scot/)
- Parenting Across Scotland: General parenting advice and support on a range of issues, [https:// www.parentingacrossscotland.org/](https://www.parentingacrossscotland.org/)



- [www.hmie.gov.uk](http://www.hmie.gov.uk) - parents can access school and local authority inspection reports and find out more about the work of Education Scotland.
- <http://www.scottishschoolsonline.gov.uk> - parents can find out about individual schools. They can choose a school and select what type of information they need such as Education Scotland reports, exam results, stay on rates and free school meal entitlement.
- <https://www.clacks.gov.uk/learning/> Clackmannanshire Council's website – education pages
- <http://www.childline.org.uk/Explore/Bullying/Pages/Bullyinginfo.aspx> - contains information for parents and children on varying forms of bullying and provides help for parents and children who are affected by bullying.
- <http://www.respectme.org.uk/> - Scotland's anti-bullying service. Contains information for parents and children on varying forms of bullying and provides help for parents and children who are affected by bullying
- Scotland Learns: Education Scotland has set up a new website with ideas, hints and tips for parents and carers to support learning at home - <https://education.gov.scot/improvement/scotland-learns/> - a parent newsletter will be issued every week with new ideas.
- National Parent Forum of Scotland (NPFs) Educational Resources: A list of resources updated regularly for ideas and activities for learning at home. <https://www.npfs.org.uk/2020/03/19/schoolclosures-educational-resources-for-parents-and-families/>
- [UNCRC](#) : The Convention has 54 articles that cover all aspects of a child's life and set out the civil, political, economic, social and cultural rights. <https://www.unicef.org.uk/what-we-do/un-convention-child-rights/#:~:text=The%20UN%20Convention%20on>

## Term Dates 2025/26

We operate a set pattern of school holidays.

**Autumn term:** Starts on the Monday of the second full week in August. (as the first 2 days are normally staff development days pupils will start on the Wednesday)

**October holiday:** Two weeks starting on the Monday of the second full week in October.

**Christmas holiday:** Two full weeks to include two public holidays on 1st and 2nd January.

**Easter holiday:** The first Monday in April, for two weeks, regardless of when Easter weekend falls.

Event	Date
Autumn term begins ( <b>Staff only</b> - staff development days):	Monday & Tuesday 11 & 12 August 2025
Autumn term begins ( <b>Pupils</b> ):	Wednesday 13 August 2025
Autumn term ends:	Friday 10 October 2025
October holiday begins:	Monday 13 October 2025
October holiday ends:	Friday 24 October 2025
Winter term begins:	Monday 27 October 2025
Staff development day (pupils off)	Friday 28 November 2025
Winter term ends	Friday 19 December 2025
Christmas holiday begins:	Monday 22 December 2025
Christmas holiday ends:	Friday 2 January 2026
Spring term begins:	Monday 5 January 2026
Staff development days (pupils off)	Monday & Tuesday 9 & 10 February 2026
Spring half-term holiday begins:	Wednesday 11 February 2026
Spring half-term holiday ends:	Friday 13 February 2026
Spring term ends:	Thursday 2 April 2026
Spring holidays begin:	Friday 3 April 2026 (Good Friday)
Spring holidays end:	Friday 17 April 2026
Summer term begins:	Monday 20 April 2026
May public holiday:	Monday 4 May 2026
Summer term ends:	Friday 26 June 2026
Summer holidays begin:	Monday 29 June 2026
Summer holidays end:	Friday 7 August 2026

### Staff Development Days

- Monday 11 August 2025
- Tuesday 12 August 2025
- Friday 28 November 2025
- Monday 9 February 2026
- Tuesday 10 February 2026

## **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](mailto: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@sccl.org.uk](mailto:enquiries@sccl.org.uk)

Web: [www.scl.org.uk](http://www.scl.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](mailto: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/](http://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](http://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 2025 – 2026 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 2023/2024 academic session are issued in June 2023 and the closing date for all applications is 31 December 2023.

## **Childcare Costs**

If you are a working parent, you may be eligible for support to pay for childcare costs.

If you claim Universal Credit, you can claim up to 85% of your childcare costs back. <https://www.gov.uk/guidance/universal-credit-childcare-costs>

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

## **Education Maintenance Allowance**

This payment of £30 per week supports 16-19 year olds from lower income families to continue with their studies. Further information can be found here - <https://www.clacks.gov.uk/learning/emas/>

## **Financial Assistance**

If you are on a qualifying benefit including Universal Credit, Income Support or Employment and Support Allowance you may be eligible for additional benefits, even if you are in work:

- **Scottish Child Payment** - £100 for every child under the age of 16, paid every 4 weeks. Further information and online application can be found here - <https://www.mygov.scot/scottish-child-payment>

You may also be eligible for a number of other payments from Social Security Scotland including:

- **Best Start Grants** - One off payments towards the cost of pregnancy or looking after a child; Baby and Pregnancy, School Age and Early Learning Payment
- **Best Start Foods** - Prepaid card that can be used either in shops or online for food shopping from pregnancy until your child is aged 3
- **Child Disability Payment** - Payments to support children under the age of 18 with a mental or physical disability. You do not need to have a diagnosis to apply
- **Adult Disability Payment** - Payments to support you if you have a disability or long term health condition

Further information on these benefits can be found here -

<https://www.mygov.scot/browse/benefits>

If you require assistance to apply for any of the above grants or benefits, Clackmannanshire Citizen's Advice Bureau have a 'Help to Claim' service. You can contact them here -

<https://www.clackscab.org.uk/get-advice>

Cost of Living emergency support – links to welfare fund, food banks, energy support etc.

<https://www.clacks.gov.uk/community/colsupport/>

## School Meals

Primary and Secondary Menus offer healthy and tasty meal options whilst reflecting the Scottish Government food and drink legal requirements for School Lunches. Special diets and allergies are usually accommodated subject to consultation with the parent and the regional dietician. Meal prices are reviewed annually. Please contact the school to be advised of the current price.

All P1-P5 pupils are entitled to a free school meal. In the case of P6-P7 and secondary aged pupils, some families may be eligible to apply to Clackmannanshire Council for provision of free school meals. Where a pupil is in P1 to P5 and parents meet the eligibility criteria, you can apply for free school meals in order to receive free breakfast club and holiday food payments. Further details can be obtained from your child's school or on the Clackmannanshire Council website -

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

## Free School Meals 2025 - 2026 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 £1.20. 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 15p 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 £2.45.

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 2025/2026 academic session, a pupil lunch costs £2.45.

## **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](http://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 provide additional individual personal cover.

## Summary of Policy

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

Insured Risk(s) and Benefits		Adult	Under 18 years
1.			
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 2020. 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.

Further information on these benefits can be found here -

<https://www.mygov.scot/browse/benefits>

If you require assistance to apply for any of the above grants or benefits, Clackmannanshire Citizen's Advice Bureau have a 'Help to Claim' service. You can contact them here -

<https://www.clackscab.org.uk/get-advice>

Cost of Living emergency support – links to welfare fund, food banks, energy support etc.

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