



ST SERF'S PRIMARY SCHOOL and ELC

SCHOOL HANDBOOK

2023 / 2024



**Clackmannanshire
Council**

www.clacks.gov.uk

Comhairle Siorrachd
Chlach Mhanann



ST. SERF'S PRIMARY
SCHOOL

Clackmannanshire Council

Chief Education Officer's Foreword - 2023/24 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 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 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. 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 "big goals" is key.

Education Service - 6 Big Goals



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

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

Colin Bruce
Chief Education Officer
Clackmannanshire Council

Welcome from the Headteacher

A very warm welcome to you and your child from everyone at St Serf's Primary School.

At St Serf's Primary School, we pride ourselves on being a welcoming, vibrant and nurturing school where pupils, staff and parents work in partnership and together everyone is encouraged to 'Always Be the Best That You Can Be.' The school has an extremely positive and inclusive ethos, based around our 5 core values. A strong emphasis is put on celebrating success, raising the pupils' self-esteem and on personal improvement.

Our expectations are high and our overall aim is to ensure a high-quality learning approach is offered to all of our learners. Our staff are approachable, knowledgeable, current, risk-takers and eager to take the learning where our learners want to go. They are dedicated and committed to ensuring that learning is relevant, engaging, and purposeful for a 21st century school.

We want the very best for all our families. We encourage parents to join with our school, both virtually and in person at every opportunity to share various events throughout the year.

This handbook is designed to give you an insight into our school. The information was correct at the time of review, November 2022, and may be subject to slight change. If you have any further questions or concerns, I am always available to answer any queries.

We have a number of school policies and approaches which I am happy to discuss with you. You can follow our achievements on Twitter and Class Dojo as a means of instant communication between school and parents. We also have a school website which has lots of up-to-date information for parents.

There are a number of websites that you may find of use to further your knowledge of how our school operates e.g. Education Scotland, ParentZone and Clacksweb.

We look forward to working in partnership with you and may I take this opportunity to welcome you to our school family.

Kind regards

Nicola Ferguson
(Headteacher)



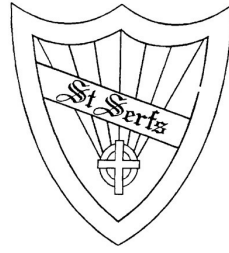
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ST SERF'S PRIMARY SCHOOL AND ELC SCHOOL INFORMATION

School address:	St. Serf's Road Tullibody FK10 2RD
Telephone number:	01259 722950
Email:	stserfs@edu.clacks.gov.uk
Website:	http://blogs.glowscotland.org.uk/cl/stserfs
Twitter:	@StSerfsPS
Headteacher:	Mrs Nicola Ferguson
Depute Headteacher:	Mrs Lisa Brown
Principal Teachers:	Mrs Jo Stevenson Mr Ian Williams
Roll of the school:	37 - ELC 183 - P1-7
Stages of school:	ELC, P1 to P7
Number of classes:	1 nursery class; 9 classes P1-7
Staffing:	1 Senior Early Years' Educator 9 FTE Early Years' Educators (some part time) 11 Class Teachers (some part time) 1 Support for Learning Teacher (part time) 1 Physical Education Teacher (full time) 6 Learning Assistants (some part time) 1 School Assistant (part time) 2 Administrators (part time) 1 Janitor
Status:	Non-denominational & Co-educational
ELC day:	8:50 am - 2.50 pm
School day:	9:00 am - 3.00pm

SCHOOL AIMS



ST SERF'S Striving For Excellence

We will:

- Provide a welcoming and friendly school for the whole community
- Ensure a safe and caring environment where everyone is valued and respected
- Create a bright place to learn with attractive work areas and a fun playground
- Provide a relevant curriculum and interesting opportunities to learn
- Involve pupils in their learning and in improving our school
- Include everyone and provide effective support and encouragement
- Allow all pupils to work hard, behave well and 'always be the best that they can be'
- Recognise and reward pupils' achievements both in and out of school
- Encourage healthy and active lifestyles
- Work closely with parents and the school community

These school aims were written by the Junior Leadership Team working with a group of staff, parents and members of the school community.

CURRICULUM

At St Serf's Primary School, we aim to provide pupils with a curriculum that is relevant, challenging and enjoyable. We aim to enable pupils to become successful learners, confident individuals, responsible citizens and effective contributors. Our curriculum has a clear focus on helping our children develop skills for learning, life and work. We are continually improving and enhancing our curriculum in line with Curriculum for Excellence.

Our curriculum includes:

Languages and Literacy

We have a comprehensive language pathway which encompasses reading, writing, listening and talking. Phonics, spelling and reading are taught using the Active Literacy approach, including a range of resources. Our school libraries provide an ever-growing selection of books to read for enjoyment or information. Pupils are taught to write for a variety of purposes and the expression of ideas and thoughts is encouraged.

First Minister's Reading Challenge

The First Minister's Reading Challenge and Reading Schools programmes provides a range of options and support on how to build a love of reading and/or develop a reading culture in your setting. These programmes are brought to you by Scottish Book Trust. Both programmes are flexible to your setting and open to every stage of your reading journey. They have been proven to improve attainment in children and provide professional development opportunities. Whatever stage you are on your reading journey these programmes can support you to get to the next level.

Modern Languages

Modern Languages are taught from ELC to P7. We teach French and Spanish is delivered in P5-P7.

Mathematics and Numeracy

Mathematics covers number, money and measurement, shape, position and movement and information handling. Within these areas, we aim to provide pupils with maths knowledge and skills which they can then apply to solve problems in real life learning and work.



Read, Write, Count

The Read, Write, Count programme aims to support parental engagement in literacy and numeracy. Gift bags are distributed annually to all P2 and P3 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.

Every year, The Bookbug Picture Book Prize celebrates the best new Scottish picture books, and the winner of the prize is chosen by children across Scotland. All Primary 1 pupils receive the three shortlisted books in the Bookbug P1 Family Bag, given out in November during Book Week Scotland, and can vote for their favourite in school or at home with their families.

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

Health and Wellbeing, including PE



The school offers pupils a progressive pathway which focuses on ensuring every child is safe, healthy, achieving, nurtured, active, respected, responsible and included. Healthy eating, road safety, substance misuse and sexual health education are amongst the topics covered (at appropriate stages). A range of professionals support our programme, including the Community PC and Nurse.

We have a clear focus on ensuring that children develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future. We provide opportunities for pupils to develop their self-awareness and self-esteem and to develop personal and interpersonal skills through, for example, our Buddy Club, House system, ECO group, Kindness ambassadors, PE leaders, Sports Ambassadors and other school responsibilities.

P1-7 pupils at St. Serf's receive 2 hours taught PE per week. Children participate in activities such as gymnastics, football, rugby, tennis, badminton and athletics. Pupils regularly take part in a wide range of competitions and festivals which are both virtual and in person.

Social Studies and Sciences

These areas bring together the main ways in which pupils learn about the world. These are taught through a context based interdisciplinary approach.

As well as gaining knowledge, we want pupils to develop the skills and attitudes that are necessary for them to become active, independent learners. Social studies and science activities include research, experimenting and designing. We make regular use of the outdoors and our local environment and we are supported by visits from outside agencies.

Expressive Arts

This area of the curriculum includes art and design, dance, drama and music. A wide variety of activities are provided such as preparing and presenting displays and sharing learning at our assemblies.



Religious and Moral Education

In line with national guidance, our programme is based upon Christianity and world religions.

Our programme also helps pupils explore personal and moral issues by addressing questions about beliefs and values. We hold weekly assemblies to which parents, carers and friends are sometimes invited.

Technologies

At St. Serf's, we want pupils to be informed about current and future uses of technologies and to be skilled and effective in applying them. We are well resourced and have laptops, tablets, black and white and colour printers and a digital projector. Pupils in P5, P6 and P7 all have their own chromebook. Each class has a networked PC and also a digital camera. All classes have interactive whiteboards, iPads and class projectors as well as digital cameras to allow learning to be shared across the school.



Pupils work on skills in graphics, data handling, desktop publishing, and email and Internet access. They then use these developing skills in a range of activities across learning.

Developing Young Workforce

Developing Young Workforce in education relates specifically to education for work and careers education and also has clear links with citizenship. We provide opportunities for all children to take part in a range of enterprise activities such as organising whole school charity days, and running social enterprises. Learners also have opportunities to apply for positions within the school including, for example, Junior Leadership Team, Travel Team, Sports Ambassadors, House/Vice Captains, PE leaders, and Newsreader anchors. Through our World of Work we aim to raise pupil aspirations and develop life long skills.

LEARNING AND TEACHING

At St. Serf's Primary School, we seek to provide all learners with rich and varied learning experiences within an exciting curriculum framework. Our aim is to support all children in achieving their potential.

We strive to create a stimulating environment which sets the climate for learning. We aim to provide a positive atmosphere where pupils feel safe and happy and enjoy learning. To cater for a variety of learning styles, opportunities are provided for children to learn in different ways. We encourage pupils to learn co-operatively, independently and to take responsibility for their own learning, for example, by being involved in planning, setting targets and self-assessment.



ASSESSMENT, RECORDING AND REPORTING

We continually assess pupils to ensure all learners are progressing in their education. As well as standardised assessments at P1, P4 and P7, through the Scottish National Standardised Assessments, we also use other assessments to support progress. We provide feedback to pupils to identify next steps in learning as well as learners being involved the process via self or peer assessment.

In our ELC, each child has an online journal to record progress and successes and parents have regular access to these. Class teachers share learning for each class through our Classroom Dojo and Twitter feed as well as in our sharing the learning assemblies. Termly targets are agreed and shared though Learner Conversations. In addition, Pupil Information Evenings are held twice each year for ELC - P7 pupils, with a final written report to parents in June.

In line with Curriculum for Excellence, progression is described as follows:

Level	Stage
Early	the pre-school years and P1 and later for some
First	to the end of P4, but earlier or later for some
Second	to the end of P7, but earlier or later for some
Third and Fourth	S1 to S3, but earlier for some
Senior phase	S4 - S6 and college or other means of study

ATTAINMENT

Attainment at St. Serf's Primary School is good. Majority of pupils at each stage achieve appropriate levels of attainment in reading, writing and mathematics and some pupils exceed these. Pupils who do not achieve these levels make very good progress towards appropriate individual targets.

We now assess children's progress in reading, writing, listening & talking and maths using Curriculum for Excellent (CfE) levels. We also carry out Standardised National Assessments in P1, P4 and P7, as required by the Scottish Government.

Information about pupil numbers, attendance, Achievement of Curriculum for Excellence (CfE) levels at St Serf's Primary School can be found on the School Information Dashboard.

Local and national information can also be found on this website.

<https://public.tableau.com/profile/sg.eas.learninganalysis#!/vizhome/SchoolInformationDashboard-Primary/Introduction>

SCHOOL IMPROVEMENT

Each year the school produces a school improvement plan detailing the priorities for the session ahead including plans for the allocation of Pupil Equity Funding. An evaluation of the current session is produced in the form of a Standards and Quality Report. Both documents can be found on the school website.

<https://blogs.glowscotland.org.uk/cl/stserfs/important-school-documents/standards-and-quality-report/>

<https://blogs.glowscotland.org.uk/cl/stserfs/important-school-documents/pef-overview/>

INCLUSION

The Education (Additional Support for Learning) (Scotland) Act 2004 was amended in 2009 and then again in 2017. The 2017 Act strengthens the duties placed on Clackmannanshire Education Service to identify and meet the additional support needs of children and young people. We continue to do this through the Staged Intervention process.

The 2017 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 Care Experienced 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 <https://www.clacks.gov.uk/learning/asl/>. Leaflets include: Additional Support for Learning - A Guide for Parents and Additional Support for Learning - Resolving Differences

More information on The Education (Additional Support for Learning) (Scotland) Act 2017 is provided by Enquire - the Scottish advice service for additional support for learning. Enquire offers independent, confidential advice and information on additional support for learning through:

- Telephone helpline - 0345 123 2303
- Email enquiry service - info@enquire.org.uk
- Two websites - www.enquire.org.uk (for parents/carers and practitioners) and www.enquire.org.uk/yp (for children and young people)

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

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

INCLUSION (CONT.)

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

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

SUPPORT FOR PUPILS

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

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.

EDUCATIONAL PSYCHOLOGY SERVICE

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

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

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

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

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 SERVICE

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:

CREATIVE THERAPEUTIC INTERVENTIONS FOR CHILDREN (CONT.)

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 or ELC directly, and if the matter cannot be satisfactorily resolved, you may wish to discuss with the Quality Improvement Officer ASN or the Senior Manager Inclusion and Partnerships. If this cannot be resolved at 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, 0345 123 2303 · Scottish Independent Advocacy Alliance; 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, 01316676633. · Let's Talk ASN, c/o Govan Law Centre, letstalkasn@edlaw-org.uk, 0141-445-1955

PUPIL ACTIVITIES

A wide range of activities are provided for pupils. These include:

Sporting Events

Our pupils take part in many events such as rugby festivals, football tournaments and athletics championships. Coaching is provided before the events. We achieve many successes in sporting activities.

Musical Opportunities

Pupils can apply for a place on the council's instrumental tuition scheme. Lessons are provided by visiting tutors. Some pupils sit and pass national exams.

Charity Events

Pupils are encouraged to give to others in many ways. Compassion for one another and others is a key value in our school. Our pupils are actively involved in organising and co-ordinating yearly events including Children in Need and Comic Relief.

Visits and Visitors

Pupils' learning is extended through participation in educational excursions within the local community and wider environment. In addition, a range of visitors support school activities.



SCHOOL ETHOS

At St. Serf's Primary School our ethos is based on strong values where all pupils are nurtured and included. We encourage our pupils to be the best that they can be and to have high aspirations. We celebrate pupils' achievements in and out of school and pupils share out of school achievements at assembly.

The school has links with St. Serf's Church and pupils attend there for end of term services and other events. The local minister attends and leads some school assemblies.

Our school works closely with the other schools in our community and also has links with local charities and organisations. We are proud to be an ECO School, a Health Promoting School and to have received a national Gold Sports Award for the high-quality sports opportunities we provide and access for our pupils.

VISION STATEMENT

To nurture and inspire every pupil at St Serf's Nursery and Primary school to be happy, healthy and achieving now and in the future. We will work in harmony with pupils, families, outside agencies and the wider community to ensure that we will always be the best that we can be.

VALUES

Our school values place our pupils at the centre. Our values are:

- Respect
- Honesty
- Resilience
- Ambition
- Compassion

POSITIVE RELATIONSHIPS POLICY

At St Serf's PS, we understand that strong, effective relationships are essential for maintaining a positive ethos and establishing the best environment for excellent learning and teaching. We recognise that children and adults have the right to work in a safe, nurturing and respectful setting. Relationships lie at the heart of the learning process and are fundamental to improving outcomes for all our young people. The rationale behind this approach is that positive behaviour should be rewarded and negative behaviours should be discouraged and changed for the better through the fair and consistent approach that we all adopt in our school.

UNIFORM

At St. Serf's Primary School, we encourage the wearing of school uniform. For P1-7 our uniform consists of a black sweatshirt and gold poloshirt both bearing the school badge, and black or grey trousers, skirt or pinafore. Our tie is black and gold striped. In the ELC our uniform consists of gold poloshirts to give a sense of unity with the pupils in P1-7 and sweatshirts in red, purple, green and navy. You can buy sweatshirts and poloshirts direct from Scotcrest, Alva. Fleece jackets are also available. Nursery uniform can also be ordered through the nursery office.

Your child will also need shorts and gym shoes for indoor PE and clothing suitable for outdoor PE. Every child is issued with 2 gym t-shirts in their house colour which can be worn to school when it is a PE day for your child. Jewellery must be removed before any PE activity. Please ensure that all of your child's belongings are marked with their name or initials.

SCHOOL CLOTHING GRANT

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: Income Support; Income-based Job Seekers Allowance; Income-based Employment and Support Allowance; Child Tax Credit where NO Working Tax Credit is payable and income is less than £16,105 (as assessed by Inland Revenue); Maximum Working Tax Credit and Child Tax Credit with an income below £6,420; An asylum seeker in receipt of support under Part VI of the Immigration and Asylum Act 1999. You must also be in receipt of child benefit.

Application forms can be obtained from schools, CAP Offices and the Council Offices, Kilncraigs; also, by accessing <https://www.clacks.gov.uk/learning/schoolclothinggrants/>

Applications for school clothing grants can be made until 31 December and are only awarded once per school year.

FOOD IN SCHOOL

There is a great deal of interest in the dietary habits of children and how the food that children eat influences health, wellbeing and attainment at school. Schools are recognised as having a key role to play in influencing the dietary habits of children, both through the curriculum and through the food that is provided for children during the school day.

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

In St. Serf's Primary School children can access food during the school day at breakfast, at morning break and at lunchtime. If your child has a food allergy or requires a special diet it is important that you discuss this with the Headteacher.

Breakfast Club

A breakfast service is provided between 8.30 - 9.00am each day. The service is available free of charge to children entitled to free school meals. All other children can have a breakfast for £1.30 (2022/2023). The 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 3 cereals; toast or a crusty roll with spread and a choice of jam or cheese.

Morning Break

Children can bring a small snack to eat at morning break. It is recommended that this snack is a 'healthy snack' trying to avoid sugary snacks and drinks.

All primary schools in Clackmannanshire operate a Milk Scheme. Under the scheme, children who are entitled to free school meals can have a 200ml carton of milk, free of charge at morning break. Other children and their parents can choose to opt-in to the scheme and pay 15p per day (2022/2023) collected in advance on a termly basis.

Lunchtime

Pupils can go home for lunch, have a school lunch or bring a packed lunch. For issues of safety and security, when a pupil has a school lunch or packed lunch, they must remain on school premises throughout the lunch break.

The Schools (Health Promotion and Nutrition) (Scotland) Act 2007 has had a significant effect on school lunches. Clackmannanshire Council has implemented the nutritional requirements for food and drink in schools. In primary schools a two-course lunch is available where the children can freely choose from the bread basket and salad bowl and also have the option of milk, and water with their meal. In the 2022/2023 academic session, a pupil lunch cost £2.10. Each lunch is guaranteed to contain a healthy balance of nutrients and is low in fat and salt.

A three weekly menu cycle is in operation in Clackmannanshire primary schools. The menu cycle is detailed on the Schools' Menu Selector web page on <https://www.clacks.gov.uk/learning/schoolmenus/>. All pupils in Primary 1 to Primary 5 are entitled to a free school meal.

FREE SCHOOL MEALS

In addition to pupils in Primary 1 to Primary 5, 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: 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. You must also be in receipt of child benefit.

If you think you qualify, please contact the Facilities, Schools and Welfare Team on 01259 452499 for further information.

Pupils registered for free school meals are also eligible for free milk and 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 and also by accessing:

<https://www.clacks.gov.uk/learning/schoolclothinggrants/>. Application may be made at any time during the session.

WATER IN SCHOOL

If your child wishes to bring drinking water to school, please ensure that it is in a wide necked water bottle. Please ensure that all water bottles are clearly labelled with your child's name. Water bottles should be cleaned and filled at home. Fizzy juice and energy drinks are discouraged at all times in school.

ADMINISTRATION OF MEDICATION

Clackmannanshire Council has a policy and procedure for the administration of medication in school. If your child requires prescribed medication to be administered in school, please contact the school office.

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 or when a child has Additional Support Needs. Free transport may be provided by, service bus, using season tickets, contract hire vehicle or parental transport contract.

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.

If you enrol 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.

Children who attend a 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 on a vehicle providing transport for eligible children, then a non-eligible child may be awarded a seat on the vehicle on a concessionary basis. Please contact the Education Services for details.

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 are accompanied by an escort.

SCHOOL SECURITY

Clackmannanshire Council aims to provide a safe and healthy environment for all pupils, staff and other school users. At St Serf's we have:

- A front door entry system during normal school hours which has electronic doors locking mechanisms
- Alarms on our fire doors
- Signs directing visitors to the front door entry point
- An entry procedure for visitors including the issue of visitor passes

Your co-operation and assistance in complying with school access arrangements is greatly appreciated as the safety of pupils and staff is at the heart of our procedure. We ask that all parents and visitors enter the school via the controlled front door only. A member of staff will be available to assist.

PLAYGROUND SUPERVISION

During interval and lunchtime, playground supervision is provided. Support staff are always on duty and the Headteacher, Depute Headteacher or Principal Teachers are on call. Qualified First Aiders are available if necessary.



WET WEATHER ARRANGEMENTS

During wet intervals and lunchtimes, pupils remain inside the school. Supervision is provided by The Senior Management Team, Support Staff and P7 monitors.

UNEXPECTED CLOSURES

Any departure from the normal arrangements will be notified to you in writing, but there are occasions when the children may be dismissed early without warning e.g. in the case of power cuts or heavy snowfalls. Please note that you can access the most up-to-date information on school openings and closures on Clackmannanshire Council Website at <https://www.clacks.gov.uk/>.

RECORDING CHILDREN ON CAMERA OR VIDEO

During their time at St. Serf's Primary School, your child may be photographed or filmed for various purposes. This might include, for example:

- The local paper photographing the new intake of Primary 1 pupils or P7 leavers
- Press photographs of sports teams, school shows or other activities and events
- Video/photographs recording work in class for display, the school website, twitter, assessment or other school-based purposes

At the beginning of each new session we will seek your permission for this.

CHILD PROTECTION

As part of its concern for pupil safety and the welfare of children and young people, the school follows the child protection guidelines provided by Clackmannanshire Council.

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, to the school's child protection coordinator (Headteacher). The coordinator must pass the matter to social services and ensure that parents/carers are informed. Other members of school staff will be informed only if they have a direct role in supporting the child or young person. Social services staff will pursue the allegation. Sometimes this will be as part of a joint team with the police.

Full details of the council guidelines and procedures for child protection can be seen in the school on request. All school staff receive child protection training at the beginning of a new academic year.

The school actively supports children and young people to develop their knowledge and skills about personal safety and to be confident in expressing any anxieties about their own well-being. This is encouraged through learning and teaching in Health and Wellbeing.

EQUALITY AND FAIRNESS

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.

PARENTZONE SCOTLAND

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

Parentzone Scotland also has details about schools, including performance data for school leavers from S4-S6 and links to the national, local authority and school level data on the achievement of Curriculum for Excellence levels.

PARENTAL COMMENTS AND COMPLAINTS

The school is keen to receive comments and feedback from parents and carers regarding all aspects of the service it provides. We issue questionnaires, evaluation forms and host days/evenings where you can feedback on issues relating to the curriculum or of whole school concern. Please arrange to meet with the Headteacher if you would like to discuss any issues or have any concerns.

Clackmannanshire Council has a comments and 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.

Stage One - Frontline Resolution

In the first instance please complain to your child's ELC or school, telling as much as you can about the complaint, what has gone wrong and what you want done to resolve the matter. The Headteacher or Depute Headteacher, will be responsible for looking into complaints. However, the Headteacher may refer the Stage One complaint to Education Services centrally.

The school or ELC 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.

When using Stage Two:

- The Council 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.
- The Council will write to you confirming the details of your complaint, what you want to achieve, and what the investigation can cover.
- The Council 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 the Council has 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 after the event.

TRANSITIONS AND LINKS WITH OTHER SCHOOLS

St. Serf's has an ELC (Early Learning and Childcare) setting and most of our intake attends here for their pre-pre and pre-school year. Enrolment to P1 takes place in January and the date is advertised locally. We have a very effective transition to Primary 1 Programme in place and we run a super Buddy Club. This involves training our P7 pupils to buddy our new P1 entrants. Our aim is to give our senior pupils an opportunity to develop self-confidence and self-esteem, and to support our new pupils in their transition to primary school. Visits to the school for both the child and their family is part of this process.



At the end of P7 pupils normally transfer to Lornshill Academy. To make transition as smooth as possible, there is an ongoing system of liaison between the schools. Staff and pupils from Lornshill visit St. Serf's and P7 pupils take part in learning across various visits to Lornshill throughout the year.

For some pupils an enhanced transition is offered. This is planned for as part of a staged intervention meeting, during which relevant information is exchanged to ensure all necessary support is identified and agreed prior to transition.

Any pupil who joins our school at any other time will be offered a tour of the school prior to their start date.

PLACING REQUESTS

Children normally attend the school in the area where they reside and this is called their catchment school. However, parents have an option to request that their child be placed in a school other than their catchment area school. If you would wish to exercise this option you can do so by completing a placing request application form and returning it to Facilities Schools and Welfare Team, 4th Floor, Kilncraigs, Greenside Street, Alloa FK10 1EB Tel: 01259 452499. Copies of this form are available from the above address, Clackmannanshire school and via the Council website at:

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

SUPPORT SERVICES

Several support services are readily available to the school. Clackmannanshire 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. The support from other services is usually allocated following a meeting. If you believe your child has an additional support need please contact the school to arrange a meeting.

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 who can arrange a referral to the audiology department. During their time at school, children are offered various immunisations and parents are asked for written consent for these.

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

School Dental Inspections

The NHS in Scotland runs a programme of dental inspections of children in both 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.

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 sickness and diarrhoea. A child is not permitted to return to school until 48 hours has surpassed from the last sickness episode. For advice about early detection and treatment for other infectious diseases e.g. chickenpox and mumps, consult your GP or Health Visitor.

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. Do not 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.

The School Health Service can be contacted at:
Clackmannanshire Community Healthcare Centre
Hallpark
Sauchie
FK10 3JQ
Tel: 01259 290195

Community Nursing Team: Joan Gracie – Public Health Nurse
Linda Rickard – School Nurse

PUPIL ATTENDANCE AND ABSENCE

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.

To assist in ensuring the welfare and safety of all our children, parents/ carers are asked to:

- Notify the school office in writing in advance of any planned absence or phone re late arrival for their child because of an appointment (medical or dental etc).
- Notify the school on the first day of absence for their child. You can do this in person at the front office, telephone the school on 722950 or email stserfs@edu.clacks.gov.uk. Please do so between 9.00 - 9.30 am. If you have another child at the school, they can inform us, but this must be by letter from you. Please indicate how long the absence is expected to be.
- If your child is not in school and we have received no notification from you by 9.30 am, school staff will contact you by telephone. These calls will be logged. Where no contact can be made, we may request that the Attendance and Welfare Officer visits you.

St. Serf's Primary School has an Attendance and Welfare Officer, Carol Love.

CLACKMANNANSHIRE SCHOOL TERM DATES 2023/24

Autumn Term

Staff Only - Staff Development Days:	Monday 14th and Tuesday 15th August 2023
Autumn Term Begins for Pupils:	Wednesday 16th August 2023
Autumn Term Ends:	Friday 6th October 2023
October Holiday	Monday 9th to Friday 20th October 2023

Winter Term

Winter Term Begins:	Monday 23rd October 2023
Staff Development Day (Pupils off):	Friday 24th November 2023
Winter Term Ends:	Friday 22nd December 2023
Christmas Holiday Begins:	Monday 25th December 2023
Christmas Holiday Ends:	Friday 5th January 2024

Spring Term

Spring Term Begins:	Monday 8th January 2024
Staff Development Days (Pupils Off):	Monday 12th and Tuesday 13th February 2024
Spring Half Term Holiday:	Wednesday 14th to Friday 16th February 2024
Spring Term Ends:	Thursday 28th March 2024
Easter Holiday:	Friday 29th March to Friday 12th April 2024

Summer Term

Summer Term Begins:	Monday 15th April 2024
May Public Holiday:	Monday 6th May 2024
Summer Term Ends:	Friday 28th June 2024
Summer Holiday Begins:	Monday 1st July 2024

Please note: at the time of printing these dates were as published on the Clackmannanshire Council Website. Please check the website (<https://www.clacks.gov.uk>) for the most up-to-date information.

CLACKMANNANSHIRE COUNCIL 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 operation of the Council. This is a Liability Cover and, as a result, negligence on the part of the Local Authority or their employees resulting in loss or injury must be established.

Pupils' Property

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

a) Clackmannanshire Council's Liability policy does not automatically provide cover for personal property left within the school or other Council premises.

b) Most Home Insurance Policy gives some measure of cover for personal effects out of the home for the policy holder and his family but pupils are strongly discouraged against bringing expensive personal items to school.

c) It is suggested that you should ensure that personal possessions cover is in place to provide additional individual personal cover.

Summary of Policy Cover

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

Insured Risk(s) and Benefits

	ADULT	UNDER 18 YEARS
1a. Death (Excursion)	£20,000	£20,000
b. Permanent Total Disablement	£20,000	£20,000
c. Permanent Partial Disablement	Proportionate based on "Continental Scale"	

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

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

Excursion/Trip Insurance Policy (Schools, Services to People and other services of the council.

Insurer Chartis

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

Territorial Limits: Worldwide

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

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