



ST SERF'S PRIMARY SCHOOL and ELC

SCHOOL HANDBOOK

2026 / 2027



**Clackmannanshire
Council**

www.clacks.gov.uk

Comhairle Siorrachd
Chlach Mhanann



Chief Education Officer's Foreword 2025/26

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.

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. We are committed to UNCRC which has recently been incorporated into Scot's law. 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, 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 Social media, 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



Footnote: If you want a printed copy of this handbook, please ask the school.

It may be possible to offer some assistance in helping to translate all or part of this handbook to parents whose first language is not English. Enquiries should be directed to the school in the first instance.

Disclaimer

The information in this school handbook is considered to be correct at the time of publication (Dec 2025), however, it is possible that there may be some inaccuracy by the start of the school term in August 2026.

Curriculum for Excellence

Learning Entitlements

In addition to the entitlements of Curriculum for Excellence our education provision will reflect local needs and circumstances. Therefore, at different stages of their education, our learners will have opportunities to:

- ☐ Link aspects of their learning to the local environment and its heritage
- ☐ Participate on a residential experience where possible
- ☐ Participate in arts, sports and cultural events
- ☐ Participate in environmental projects
- ☐ Participate in a community project
- ☐ Participate in outdoor learning experiences
- ☐ Access appropriate technology
- ☐ Be consulted on and contribute to the decision-making process in school
- ☐ Experience work-based learning
- ☐ Develop collaborative, social, leadership and other life skills
- ☐ Access academic and vocational learning experiences
- ☐ Access learning experiences designed and / or delivered by relevant partners
- ☐ Reflect upon and be pro active in planning and making choices about their own learning
- ☐ Engage with learners in other countries and demonstrate knowledge of their culture.

How can you help?

By law, you must make sure your child receives education.

As a parent, you can help your child by:

- ☐ making sure your child goes to school regularly;
- ☐ encouraging and supporting your child with any homework given;
- ☐ showing that you are interested in how your child is getting on at school;
- ☐ encouraging your child to respect the school and the whole school community; and
- ☐ being involved in the school.

Throughout this handbook the term 'parent' has the meaning attributed in the Standards in Scotland's Schools Act 2000 and the Scottish Schools (Parental Involvement) Act 2006. This includes grandparents, carer or anyone else who has parental responsibility for the child.

Welcome from the Head Teacher

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

This handbook has been compiled to offer you a detailed insight into our school life, our ethos, and the high-quality education we provide.

Our Commitment and Ethos

At St. Serf's, we pride ourselves on being a welcoming, nurturing, and dynamic learning environment where pupils, staff, and parents collaborate in genuine partnership. Our overarching aspiration for every member of our community is encapsulated in our motto: **'Always Be the Best That You Can Be.'**

The school maintains a positive and inclusive ethos, founded upon our five core values. We place a strong emphasis on celebrating individual success, fostering self-esteem, and driving continuous personal improvement.

High-Quality Learning

Our expectations for achievement and engagement are high. Our fundamental aim is to ensure that a challenging and high-quality learning approach is offered to every one of our young learners. Our dedicated staff are approachable, knowledgeable, and committed to professional development, ensuring that learning is relevant, engaging, and purposeful for the demands of a 21st-century education. We are eager to facilitate learning that is responsive to the interests and aspirations of our pupils.

Partnership and Communication

We firmly believe that education is a successful partnership, and we want the very best for all our families. We strongly encourage parents and carers to join us at every opportunity to share in the various learning and celebratory events throughout the year.

We utilise a variety of effective communication channels to keep you informed. **ClassDojo** serves as our primary means of communication between school and home, but we are also available by phone, email or in person.

This handbook details many of our key policies and approaches, all of which I am happy to discuss with you personally.

For parents who wish to further their knowledge of the Scottish education system, you may find the websites for Education Scotland, ParentZone, and Clacksweb useful resources.

I look forward immensely to working in partnership with you over the coming year, and I take this opportunity once again to welcome you warmly into our school family.

Kind regards,

Matthew Ramsey

Acting Headteacher
St. Serf's Primary School

Practical Information about the School

Name of Head Teacher (Acting) : Mr Matthew Ramsey

Name of School: St.Serf's Primary School and E.L.C.

Address: St. Serf's Road, Tullibody, Clackmannanshire.

Telephone Number: 01259 452214

Website: <http://blogs.glowscotland.org.uk/cl/stserfs>

E-mail Address: stserfs@edu.clacks.gov.uk

About the school

Stages of Education provided for: E.L.C. P1-P7

Present Roll: E.L.C. – 40 Primary School - 160

Denominational Status of the School (if any): Non-denominational

Organisation of the School Day

Start Time - 9.00am

Morning Break - 10.30am

Lunch Time - 12noon -12.45am 12.15 -1.00pm

Finish Time - 3pm



School Term Dates 2026/27

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 (Staff only - staff development days):	Monday & Tuesday 10 & 11 August 2026
Autumn term begins (Pupils):	Wednesday 12 August 2026
Autumn term ends:	Friday 9 October 2026
October holiday begins:	Monday 12 October 2026
October holiday ends:	Friday 23 October 2026
Winter term begins:	Monday 26 October 2026
Staff development day (pupils off)	Friday 27 November 2026
Winter term ends	Tuesday 22 December 2026
Christmas holiday begins:	Wednesday 23 December 2026
Christmas holiday ends:	Monday 4 January 2027
Spring term begins:	Tuesday 5 January 2027
Staff development days (pupils off)	Monday & Tuesday 8 & 9 February 2027

Event	Date
Spring half-term holiday begins:	Wednesday 10 February 2027
Spring half-term holiday ends:	Friday 12 February 2027
Public holiday - Good Friday	Friday 26 March 2027
Public holiday - Easter Monday	Monday 29 March 2027
Spring term ends:	Friday 2 April 2027
Spring holidays begin:	Monday 5 April 2027
Spring holidays end:	Friday 16 April 2027
Summer term begins:	Monday 19 April 2027
May public holiday:	Monday 3 May 2027
Summer term ends:	Friday 25 June 2027
Summer holidays begin:	Monday 28 June 2027
Summer holidays end (provisional):	Friday 6 August 2027

Staff Development Days

- Monday 10 August 2026
- Tuesday 11 August 2026
- Friday 27 November 2026
- Monday 8 February 2027
- Tuesday 9 February 2027

Registration and enrolment

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

Attendance and absence

It is the responsibility of parents of a child of school age to make sure that their child is educated. Most do this by sending their child to school regularly.

For more information on attendance and punctuality at school, please refer to the Clackmannanshire Council website - <https://www.clacks.gov.uk/learning/attendanceandpunctuality/>

School Uniform

Parents are asked to co-operate with the school in encouraging their child to follow the school's dress code.

For P1–7 our uniform consists of a black sweatshirt and gold polo shirt 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 polo shirts 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 polo shirts 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.

If you have any queries regarding the school's dress code, please contact the school office and administration team.

School Meals

All pupils in P1 to P5 receive a free school meal as well as those families on qualifying benefits.

Where a pupil is in P1 to P5 and parents meet the eligibility criteria, the parent should apply for free school meals in order to receive free breakfast club, holiday food payments and the Family Bridging Payments. Those that are eligible will also receive a clothing grant payment.

Children in Clackmannanshire can access food during the school day:

- At breakfast
- At morning break
- At lunchtime

Full details of lunches served in our primary schools can be found in the Council's website <https://www.clacks.gov.uk/learning/freeschoolmeals/>

The current price of a school meal is £2.45

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 school.

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 £1.50 (2025/2026). The breakfast comprises of; 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 (2025/2026) 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.

Medically Prescribed Diets

Parents with a child/ren on a medically prescribed diet should contact the Headteacher. We will then engage with Class Cuisine.

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.

Travel to and from School

Children should be reminded by parents that, wherever possible, they should only cross the road where there is a crossing patrol and should exercise care on walking to and from school.

Parents are requested, when dropping off/collecting children from school, that they do not park near the pedestrian exit or in any location which causes an obstruction and they take care not to restrict the view of the school crossing patrol. Our Park and Stride carpark is at the top of St. Serf's Road by the church.

General Supervision

Before school begins there is no supervision in the school playground, therefore pupils should not arrive at school until as near to the school start time as possible.

Accessibility Strategy

All Local Authorities must have an Education Accessibility Strategy, with a three year plan of what they are going to do to make schools and Early Learning Centres accessible for children and young people with disabilities and their families. The link to the strategy can be found here <https://www.clacks.gov.uk/site/documents/education/accessibilitystrategy/> During intervals school helpers supervise the children. In addition, the Headteacher and senior leadership team are on call to cope with any difficulties which may arise. There is always access to the building and the children are made aware of this.

School security

Clackmannanshire Council has introduced procedures to ensure the safety and security of pupils and staff when attending or working in a school. We use a number of security measures including a visitors' book, badges and escorts, while visitors are within the school building. Normally, anyone calling at a school for any reason, will be asked to report to the school office. The school staff then can make the necessary arrangements for the visit.

Wet Weather Arrangements

In wet weather pupils are allowed into school during breaks and at lunchtime. However, as supervision during these periods is limited, it is especially important that they exercise good behaviour. Children having school lunches may remain in school during wet weather but, again, supervision is limited.

Pupil Progress Meetings

All of our schools offer opportunities for parents/carers to discuss their child's progress with teachers through arranged meetings. Arrangements vary from school to school but all parents will be advised of when these meetings will take place. In addition to these set dates, parents are able to contact the school at any time to ask for information or for a meeting.

Communication with Home

From time to time your child will bring home important and routine communications from the school. Parents are encouraged to check their child's schoolbag for these communications. Enquiries of any kind should be addressed to the Head Teacher in the first instance. We will also use School/Classroom Dojo messaging system regarding routine communication which is environmentally friendly, paper free.

Unexpected Closures

Most closures will be notified to you in advance, but there are occasions when the children may be dismissed early without warning, e.g. as a result of power cuts or severe weather. In the event of an early school closure please ensure that your child knows where to go if you are not usually at home during the day. To help us keep you informed it is important that you make sure we have the most up to date emergency contact information for your family. We will keep in touch using text messaging, via the Clackmannanshire Council website, social media or via information broadcast on Central FM.

Mobile devices

Education establishments develop their own mobile device policies in consultation with pupils, parents and staff. For more information on this topic, please contact your child's school.

Equality

The council is required to work towards advancing equality of opportunity for all people and to foster good relations between people. The council is committed to eliminating discrimination on the grounds of race, sex, disability, sexual orientation, religion/belief, age, marriage or civil partnership, transgender status, pregnancy/maternity or poverty.

Compliments, Enquiries and Complaints Procedure

Clackmannanshire Council Education Service would like you to be completely satisfied with your child's education. We encourage feedback on our services from parents, pupils and members of the public. We are interested in feedback of all kinds, whether it be compliments, enquiries or complaints.

Sometimes, customers may feel that the services provided are not what they wished for and they may wish to complain. If you, or your child has a complaint about the service provided by the school, please let us know.

How do I complain?

Complaints can be made to schools in writing, by email, on the telephone, in person or by using the Clackmannanshire Council online complaints form on the website ([Comments and Complaints Form](#))

Who do I complain to?

Parents must first consult the school regarding their complaint – unless there are exceptional circumstances. Clackmannanshire Council is implementing a Child Friendly Complaints process. If parents are complaining on behalf of their child, if the child can understand the issue and express their views, the child will be asked their opinion and/or asked to give informed consent if they want their parent to proceed with the complaint on their behalf.

What else do I need to know?

Please note that schools can only respond to complaints about a service that they or Clackmannanshire Council provides or a service we have contracted from a third party.

The Council's complaints handling procedure sets a time limit for making a complaint of six months from when the customer first knew of the problem

You can find out more about the Council's Complaint Procedure from the Clackmannanshire Council website - <https://www.clacks.gov.uk/council/commentsandcomplaints/>

School Health Service

The School Nursing Service within NHS Forth Valley consists of School Nurses, Trainee School Nurses and School Nursing Family Support Workers who work across three localities: Falkirk, Stirling and Clackmannanshire.

School Nurses are experienced registered nurses who have completed an additional Post Graduate Qualification in Public Health.

School Nursing is a transforming role which focuses on prevention, early intervention and support for school aged Children and Young People aged 5-19.

School Nurses concentrate primarily on ten priority areas under the overall headings of vulnerable children and families, mental health and wellbeing, and risk-taking behaviour.

- Emotional Health and Wellbeing
- Substance Misuse
- Child Protection
- Domestic Abuse
- Looked after children
- Homelessness
- Youth Justice
- Young Carers
- Sexual Health
- Transitions

Children and Young People and their parents/carers seeking support can complete the request for contact form on the website.

Operating hours are Monday to Friday, 8:30 am to 4:30 pm, including school holidays but excluding public holidays.

As part of the child health programme there is a routine health review offered to all primary 1 children.

Flu Vaccine

All primary and secondary school pupils are eligible for the flu vaccine, which is given in schools as a painless nasal spray. Consent packs containing a letter, leaflet and consent form will be sent home to parents and carers of school children on return to school in August. Secondary pupils can self-consent, though they are encouraged to speak to a parent or carer first.

Primary and secondary school pupils are vaccinated by NHS Forth Valley's Immunisation staff in their school. The school flu vaccination programme runs from September – December.

Oral Health Improvement

Oral Health Improvement in Forth Valley is delivered collaboratively by the Health Improvement Service, Public Dental Service, Oral Health Improvement (OHI) team and Public Health Nutrition (AHP Dietetics).

Childsmile is a national programme which aims to improve the dental health of children in Scotland.

For more information on the main elements of the programme, visit the Childsmile website, or contact the Childsmile Team at fv.childsmileforthvalley@nhs.scot.

Infectious Diseases

Colds, flu and gastroenteritis are the most common infections affecting children of school age. It is important that you keep your child off school in the early stages of flu and while they still have diarrhoea.

It is also important that your child understands how to prevent picking up and spreading such infections. You will be able to get further advice about good health from staff in your Health Centre or GP Practice.

For advice about early detection and treatment for other infectious diseases e.g. chickenpox and mumps, please consult your GP or Nurse.

Head Lice

Head lice are spread through head-to-head contact at home, while playing or in school.

Regular wet 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 is two applications of the treatment lotion, seven days apart. If this is not followed then re-infection is likely.

Advise family members and close friends that your child has head lice and that they should check their own hair. Only treat if live lice are found. Don't be shy about advising others of this possible problem because you would likely tell family and friends about other infections which might affect them.

Regular wet combing of your child's hair with the head lice detector comb is the best protection as it allows you to detect the condition and treat it speedily.

Further advice can be accessed online
[Head lice and nits - NHS \(www.nhs.uk\)](http://www.nhs.uk)

Clinics

From time to time some children are asked to attend clinics (eye clinics, dentist, doctor, etc). Please inform the school of these visits and arrange for your child to be collected if he/she must leave school to attend the clinic.

No child will be allowed away from school during school hours unless accompanied by a responsible adult or unless written permission to do so has been given by the parent.

Medicine administration

The administration of medicines prescribed by a doctor is undertaken at the discretion of the Headteacher but schools are generally happy to co-operate with parents in doing so. In order to safeguard the health and safety of children, procedures are drawn up by Clackmannanshire Council Education Services.

When a child is prescribed medication by a doctor or a dentist and parents require the school to administer this, the relevant request Form should be completed. Prescribed medication should be clearly marked with your child's name, the date prescribed, how often it has to be taken and for how long.

Clackmannanshire Council liability insurance does not provide indemnity to employees for administering non-prescribed medicines.

For medical appointments during school hours, please notify the school by letter and collect your child from the school.

Insurance Cover for School Children

Public Liability

Personal Injury

Clackmannanshire Council has in force a Public Liability policy which operates in respect of claims for injury to any school child whilst in the control of the Council or employees, but the onus is on the claimant to prove that the Council have been negligent.

Pupil's Property

Each session, unfortunately but inevitably, pupil's property is lost, damaged or stolen from school. Parents are therefore discouraged from allowing their children to carry expensive items of personal belongings to the school and are reminded that a standard household policy can be extended to provide a degree of cover for personal items taken away from the home.

Any claim made for loss or damage to the property left in the care of the school will have to be submitted, in the first instance to Education Service, and the claim will only be settled if it is shown that the Council can be held legally liable for the loss.

Personal Accident Cover/Travel Insurance

The Council has in force Personal Accident Cover and Travel Insurance for all school trips within the UK and Abroad which has been organised by the school. The Insurance Section, Kilncraigs, Alloa should be advised of all school trips by the school detailing number of pupils, number of teachers, number of nights, itinerary and trip destination.

Parents Welcome

All Clackmannanshire Council schools welcome parental involvement and engagement. Research has shown that when parents are involved children do better in school.

At St. Serf's Primary School, we value parents and carers as part of our school community. We seek to create a genuine partnership with parents as we believe this will improve children's learning and enhance the ethos of the school. Everyone who is a parent, as defined in terms of the School's (Parental Involvement) Act 2006 has rights under the right to receive advice and information about their child's education, general information about the school, to be told about meetings involving their child.

Parents are encouraged to be involved in their children's learning through pupil information days and events where families can learn together. We have termly Family learning where families are invited into the classroom to learn alongside children, allowing for this support to be transferred to home. Parents are invited to a wide range of school events and feedback is always extremely positive.

Communications between school and home include the school handbook, Class Dojo, termly Class overviews and our school digital newsletter. Our school website is also available and includes copies of the School Improvement Plan and details of the school's achievements. News and information is also shared through X (formerly known as Twitter).

Parental Involvement and Engagement

We also consult with parents using questionnaires, surveys and evaluation forms. This can be throughout the year but also during Pupil Progress meetings where a larger number of parents will attend.

Parent Councils

Parents are welcomed to be:

- involved with their child's education and learning;
- be active participants in the life of the school; and
- express their views on school education generally and work in partnership with the school.

All parents / carers are automatically members of the Parent Forum at this school.

As a member of the Parent Forum all parents can expect to –

- receive information about the school and its activities;
- hear about what partnership with parents means in our school;
- be invited to be involved in ways and times that suit you;
- identify issues you want the Parent Council to work on with the school;
- be asked your opinion by the Parent Council on issues relating to the school and the education it provides;
- work in partnership with staff; and
- enjoy taking part in the life of the school in whatever way possible.

Parent Councils are the formal representative body for parents / carers with children attending school. Parent Councils are different in each school to enable them to meet the needs of parents / carers locally.

The Parent Forum decides how their representatives on the Parent Council are chosen and how the Parent Council operates. Parents / carers are encouraged to volunteer or put themselves forward to be chosen as representatives of the Parent Council if they wish.

The main aims of the Parent Council are:

- To support the school in its work with pupils
- To represent the views of parents
- To promote contact between the school, parents, pupils, providers of nursery education and the community
- To report to the Parent Forum
- To be involved in the appointment of senior promoted staff.
- To raise funds for the school for the benefit of pupils (in some schools the PTA/PA fulfils this role).

We have a very active Parent Council called Friends of St Serf's (F.O.S.S.) which supports the life and work of the school. F.O.S.S. members are consulted on School Improvement Priorities and developments within school. The group works hard to provide a wide range of events for our pupils and their families to enjoy, such as Discos, Bake Sales, Bring & Buy and Sponsored Fun Runs. If you are interested in becoming involved in this, please contact the Chairperson via the school. F.O.S.S. has a Facebook page located at Friends of St. Serf's – parent and carer info group.

For more information on parental involvement or to find out about parents as partners in their children's learning, please contact the school or visit the Parentzone website at www.parentzonescotland.gov.uk.

Connect is the national organisation for PTAs and PAs in Scotland, Parent Councils are members too, and it runs an independent helpline service for all parents. They can be contacted by phone on 0131 474 6199, or email on info@connect.scot or write to Connect, Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh, EH3 6BB.

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.

Children's Rights - United Nations Convention on the Rights of the Child (UNCRC)

The UNCRC (Incorporation) (Scotland) Act 2024 was made law on the 16th of July 2024. This means that all services provided by Councils, including schools and ELCs, must take account of children's rights in any decisions, plans or complaints. A child is anyone under the age of 18.

All children have a right to -

- Have their voice heard and their opinion considered in any matter that affects them
- Freedom from violence, abuse and neglect
- Privacy and confidentiality
- Access to primary and secondary education
- All adults must act in the child's best interests - this is a top priority

Most schools and ELCs in Clackmannanshire are working towards their Rights Respecting Schools (RRS) award which puts children's rights at the heart of everything they do. Children and adults learn about children's rights which enables children to reach their full potential. If you want to know more about RRS, please ask any staff member.

More information about our Children's Rights work will follow during the session as the UNCRC Act is implemented. You can find out more about UNCRC in this leaflet for parents - [Parent Club UNCRC - Your guide to children's rights.pdf](#)

Junior Leadership Team

Our Junior Leadership Team is made up of representatives of pupils from P4-7 who work alongside the Senior Leadership Team on initiatives which are going to benefit all stakeholders of our school. Children are voted in by their class members and some members take responsibility for sharing information and gathering the views of our younger classes and ELC.

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 supported by local businesses who help with our grounds and garden areas. We are currently working towards a Silver Rights Respecting School Award in both ELC and school.

Development of Pupils' Spiritual, Moral, Cultural and Social Values

The school is committed to supporting the development of its pupils as whole people and as a result, wishes to encourage their development in spiritual, moral, social and cultural terms.

These key human aspects of learning are supported through the following arrangements by:-

- Creating a school ethos which, in every way possible, gives value to these aspects of development, especially by providing an overall atmosphere that is both caring and challenging and which provides opportunities for the development of personal responsibility.

- Promoting social and moral learning through the way in which disciplinary issues are handled.
- Ensuring that staff and adults within the school provide positive models for pupils.
- Arranging regular gatherings of the school as a community and using such occasions to encourage and reinforce the values on which the school is based.
- Enriching the curriculum in all appropriate areas with an emphasis on spiritual, moral, social and cultural development.
- Providing opportunities within the curriculum to advance personal and social development.
- Providing a programme of religious education in which consideration will be given to responses to basic questions relating to the meaning, value and purpose of human life.
- Providing a programme of moral education.
- Taking every appropriate opportunity to acknowledge, value and appreciate the various cultures and heritage of the pupils and to encourage them to appreciate and value the cultures and heritage of others.

Pupil Conduct

A partnership between the school and parents is necessary in order to ensure the best possible standards of pupil conduct.

Pupils are expected to set themselves high standards in appearance and behaviour. School rules are devised to encourage the maximum amount of self-discipline. The rules make clear what is expected of pupils, and how they are required to behave. The general aim is to produce an atmosphere of friendly co-operation, encouraging respect and consideration for other persons and for property.

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 when 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.

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 less desired behaviours should be discouraged and changed for the better through the fair and consistent approach that we all adopt in our school.

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.

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. Through our World of Work we aim to raise pupil aspirations and develop lifelong skills.

Our core curriculum subjects of Literacy and Numeracy are taught across the school, supported by curriculum programmes which offer our learners new and exciting ways to learn.

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.

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

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.

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 school 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 programme, 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.

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.

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 P4 - P7 all have their own chrome book. 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.

Please contact the headteacher if you would like any further information about the curriculum within our school.

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. 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 Excellence (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>

Read, Write, Count with the First Minister

Read, Write, Count with the First Minister is a programme that aims to support parental engagement in literacy and numeracy through the gifting of books and supporting materials to families. Gift bags are distributed annually to all children from birth to and P3 pupils in Scotland by Scottish Book Trust. Bookbug bags are gifted to Primary 1 children and Read, Write, Count bags are gifted to Primary 2 and 3. The bags contain literacy and numeracy materials to support children's learning, as well as advice and support to parents. Schools build excitement and enthusiasm about the books before children take them home to their families.

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 bags the Scottish Book Trust offers a range of hints, tips and advice to help parents engage in their child's learning on the [website](#).

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.

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.

Care of Chromebooks / Materials

To enable us to provide the best possible education for your child, every care should be taken to look after the school's resources and facilities. Parents are asked to remind their child(ren) that all school equipment and fitments should be used with care.

Religious Instruction and Observance

Religious Instruction

Schools have a statutory duty to provide opportunities for Religious Instruction in the timetable. This aims to promote a knowledge of the Christian and other faiths and encourage children and young people to develop enquiring minds through investigating spiritual, moral and philosophical issues.

Religious Observance/Time for Reflection

Religious Observance, which may take the form of a Time for Reflection, is held at least six times a year, in addition to traditional celebrations central to the life of the school community. Religious Observance will often (but not necessarily) take the form of an assembly.

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

As pupils progress through school, teachers use a range of assessment strategies. Pupils are also involved in assessing their own progress and developing their next steps.

We recognise that pupils do not develop and progress at the same rate and adapt teaching approaches for each child accordingly. Please contact the school as soon as possible if you have any concerns about your child's progress.

Parents have the opportunity to find out about their child's learning through a range of means –

- ☐ Pupil Progress Evenings
- ☐ Ongoing discussion with teachers and managers
- ☐ Folios of work
- ☐ Online information such as Class Dojo or Twitter

Parents are welcome to contact the school at any time to ask for information or for an appointment to consult with the Head Teacher or class teacher.

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.

Protecting Children and Young People

All children have a right to be protected from harm, abuse and neglect. The vision of the Forth Valley Child Protection Committee is that "It's everyone's job to make sure that children in the Forth Valley are safe."

Education Service has an important role in identifying children who have been abused or are at risk of being abused.

Clackmannanshire Council has clear procedures for all staff to follow. Headteachers or designated member of staff are instructed to notify Clackmannanshire Council and Social Work Services when a member of staff has a suspicion that a child might have been abused or be at risk of abuse.

Social Work Services will make a decision on whether or not an investigation is necessary and will advise accordingly. In every situation, the welfare of the child overrides other considerations.

National Missing Persons Framework for Scotland

The Scottish Government National Missing Persons Framework for Scotland describes a missing person as anyone whose whereabouts are unknown and:

- where the circumstances are out of character
- the context suggests the person may be subject to crime
- the person is at risk of harm to themselves or another

The Framework sets out the following four objectives;

- To introduce preventative measures to reduce the number of episodes of people going missing.
- To respond consistently and appropriately to missing person episodes.
- To provide the best possible support to missing people and their families.
- To protect vulnerable people to reduce the risk of harm.

All partner agencies, including Education, have a part to play in meeting these four objectives and schools refer to the Policy and Procedures to Support Attendance in Clackmannanshire Educational Establishments.

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.

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 instance it is most appropriate to contact the school or ELC directly, and if the matter cannot be satisfactorily resolved, you may wish to discuss with the Quality

Improvement Officer 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, 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, 01316676633.
- Let's Talk ASN, c/o Govan Law Centre, letstalkasn@edlaw-org.uk, 0141-445-1955

Educational Psychology Service

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
Or use the on-line contact form

ELC Class Provision

For more information about Early Learning and Childcare (Nursery) provision, please refer to the Clackmannanshire Council website at
<https://www.clacks.gov.uk/learning/nurseryenrolment/>

Transition from ELC to Primary

Before leaving nursery, a transition plan will be agreed between ELC and school for all children. This ensures a smooth transition and continuity of education for the child transferring to primary. ELCs and primary schools have a variety of systems in place which support the transition process for children.

Primary School Admissions

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

Primary to Secondary Transfer

Visits to secondary schools are organised before the summer holidays and children from other catchment schools who will be attending the same secondary school will have the opportunity to meet and get to know each other and their teachers as well as to experience some learning in the secondary school setting. Most secondary schools have an open evening where parents can find out information about which subjects will be taught in S1, uniform policy, lunchtime arrangements, school clubs, etc.

If you wish your child to attend a secondary school other than the catchment secondary school for your home address, you will be required to make a Placement Request as detailed in the Placement Request section of the website - <https://www.clacks.gov.uk/learning/placementrequests/>.

Parents of children who are planning to change from denominational to non-denominational or vice-versa between primary and secondary school should ensure that both the primary school and the intended secondary school know what is to happen.

Placement Requests

As a parent, you have the right to make a Placement Request for your child(ren) to be educated in a school other than the local school.

For further details of Placement Requests - see Clackmannanshire Council website - <https://www.clacks.gov.uk/learning/placementrequests/>

Mid Session Transfers

You may make a Placing Request at any time during a school session. If your child is experiencing problems at school, you are advised to discuss the matter with the Head Teacher prior to making a Placing Request. Completing the Application Form does not guarantee a place for your child at your chosen school. Your Placing Request will only be granted if there are surplus places available at the school.

Transport for Placement Requests

If a Placing Request is successful, parents will be responsible for the safety and transportation costs of their child to and from their chosen school.

Raising Attainment

Monitoring performance and using the resulting information to secure improvement is an important part of the work of head teachers, school staff and officers within Education Services. Head Teachers regularly track pupils' progress and achievements ensuring progress is maintained and identifying effective supports as required.

Standards and Quality Report

Every year each school publishes a Standards and Quality report which highlights the school's major achievements.

Transferring Educational Data About Pupils

The Scottish Government and its partners collect and use information about pupils in schools (e.g. the number and characteristics of pupils, their attendance, absence and exclusions, their attainment and their destination when leaving school) to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Skills Development Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils
- plan and deliver better policies for the benefit of specific groups of pupils
- better understand some of the factors which influence pupil attainment and achievement
- share good practice
- target resources better
- enhance the quality of research to improve the lives of young people in Scotland

Data policy

Information about pupils' education is collected through our statistical surveys in partnership between the Scottish Government and Local Authorities through the ScotXed Programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.

The individual data about pupils in schools collected by Scottish Government through statistical surveys is used only for the statistical and research purposes for which it is collected.

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website (<http://www.gov.scot/Topics/Statistics/ScotXed>). Pupil names and addresses (other than postcode) are never collected in any ScotXed statistical survey.

Scottish Government works with a range of partners including Education Scotland, Skills Development Scotland and the SQA. On occasion, in order to help meet our aim of improving the life of young people in Scotland, we may make individual data available to partners such as the National Registers of Scotland to carry out research relating to the national population census and also to academic institutions and organisations to carry out additional research and statistical analysis which helps inform policy development and contributes to improving outcomes for Scotland's people. In order to carry out this research to support better decisions, policy making and practice, data may be linked to information from other sources.

Any sharing or linkage of data will be done under the strict control of Scottish Government, and will be consistent with our data policy and the National Data Linkage Guiding Principles. This will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing or linkage of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

Concerns

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis, Mick Wilson, at mick.wilson@scotland.gsi.gov.uk or write to Education Analytical Services, Area 2D, Victoria Quay, Leith, EH6 6QQ.

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/
- 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 - 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>

Glossary –

ASL – Additional Support for Learning

ASN – Additional Support Needs

CFE - Curriculum for Excellence

CLD – Community Learning and Development

DHT - Depute Headteacher

EMA – Education Maintenance Allowance

ELC - Early Learning and Childcare

SMT- Senior Management Team

FOI – Freedom of Information

FVNHS - Forth Valley National Health Service

GIRFEC – Getting it Right for Every Child

Glow - Scottish Schools National Intranet (Glow doesn't stand for anything)

HT - Headteacher

LIPs - Local Improvement Priorities

NIF - National Improvement Framework (for Education)

NPFS - National Parent Forum of Scotland

PC - Parent Council

PEF - Pupil Equity Funding

PLPs - Personal Learning Plans (personal learning planning)

PT - Principal Teacher

PTA/PA - Parent/Teacher Association/Parents Association

SEEMiS - Management Information Systems (SEEMiS is the pupil database)

SIP - School Improvement Plan

SPTC - Scottish Parent Teacher Council (now called Connect)

SQA – Scottish Qualifications Authority

UNCRC – United Nations Convention on Rights of a Child