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Dear Parents

Each year our schools issue a copy of the handbook which outlines the current policies and practices of the council and of the school. Renfrewshire Council is committed to providing high quality services. This commitment is reflected in our council plan vision which is:

Renfrewshire Council is an organisation which is focused on achieving the following outcomes:

- Increased, sustainable investment in our economy;
- Improved health, well-being and life chances for children and families;
- Improved support to vulnerable adults;
- Reduction in the causes and impact of poverty; and
- a safer and stronger Renfrewshire,

It gives me great pleasure, as the Director of Children's Services, to commend the school handbook to you as a source of helpful information not only on day to day matters of school procedure, but as an interesting insight into the school itself.

Yours sincerely

A handwritten signature in blue ink that reads "Peter MacLeod".

Peter MacLeod

Director of Children's Services

Welcome from the Head Teacher



Dear Parents

May I welcome you to Barsail through this Handbook, which I hope you will find both interesting and informative.

Achievement and attainment are high in Barsail where children are valued and given the opportunity through pupil voice groups and curricular programmes to develop into successful learners, confident individuals, responsible citizens and effective contributors.

Pupils are actively encouraged through classroom strategies to take some responsibility for their own learning and to reflect upon it.

We encourage pupils at Barsail to play an active part in helping run the school and consult them on issues that affect them.

We strive to improve the school continuously and want to hear from parents regarding how we can further improve.

Our ethos in the school is positive and happy – a place where staff, pupils and parents can successfully work together.

We are very proud of our reputation within the community and of our links with local industry.

Barsail will offer your child a positive learning experience through the many and varied activities, – both educational and social – and we look forward to your support and participation.

Kind regards,

Emma Mavers
Acting Head Teacher

School aims

In 2015 – 2016:

- We developed our school's vision and aims in consultation with pupil, parents, staff and the wider community.
- In Barsail Primary we are working together to prepare children for the future in a safe, challenging and motivating environment where they are nurtured, valued, respected and supported to reach their full potential, enabling them to have the skills and confidence to succeed in today's society.

We aim to do this by:

- Creating a welcoming, inclusive ethos which encourages, challenges and supports all learners to realise their potential
- Providing an environment where pupils, parents and staff are respected and valued, partnerships are fostered and success is celebrated
- Supporting and encourage high quality leadership at all levels ensuring forward thinking, creativity and innovation through a shared vision of excellence
- Creating a safe, stimulating learning environment which is well resourced and organised with skilled, motivated staff who have high expectations and standards for all
- Providing a broad, balanced, coherent and progressive curriculum which offers challenge and enjoyment appropriate to each learner's needs
- Developing confident, resilient, independent thinking learners who can work effectively on their own and in a team using effective Literacy, Numeracy and IT skills
- Ensuring high levels of attainment and achievement for all through the best quality learning and teaching experience

Last session, pupils considered the school vision and aims. They wrote a pupil friendly version

Vision

- All of the Barsail family help us to try our hardest, reach our goals, look after each other and make the world a better place.

Aims

- Work to our limits and beyond, having fun as we go
- All of the Barsail family get involved and when we do well we share and celebrate our achievements

- We can lead and improve our school
- Everyone and everything in our classrooms and playgrounds should help us do our best
- Learning should be fun and just right for each one of us
- We can work together or on own using skills we are learning
- All of the boys and girls should have a go and reach for the stars

Our values remain unchanged – they are based on the Barsail Standard

We are gentle	PEACE
We are kind and helpful	COMPASSION
We listen	RESPECT
We are honest	HONESTY
We work hard	PERSEVERANCE

Service Pledges

Standards and expectations

We will:

- offer all children and young people a free school place;
- provide school premises which meet health and safety standards;
- provide information on your child's progress;
- provide religious and moral education for your child;
- give support and encouragement to parental involvement in schools;
- provide regular information on school activities; and
- provide 25 hours of class contact time in each normal school week for pupils of primary-school age.

Pupils will have opportunities for:

- personal and social development;
- music, cultural activities and creativity;
- access to healthier lifestyles and sports activities; and
- community involvement.

You can also expect:

- a formal written report on your child's progress;
- an annual report on progress within the school improvement plan;
- an opportunity to have a formal meeting with your child's class teacher or teachers;
- us to strive to meet your child's needs; and
- regular reports on the quality of the school.

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.

School staff

Head Teacher and Depute Head Teachers

Rachael Clark

Substantive Head Teacher



Emma Mavers

Acting Head Teacher



Mairi Cochrane

Acting Depute Head Teacher



Teaching Staff

Miss Byrne	P1
Miss Morrison	P2/1
Mrs McDonald	P2
Mrs Smithsimmons	P3/2
Mrs Carberry	P3
Miss Todd / Mrs Gooding	P4/3
Mrs Cassells	P4
Mr Armstrong	P5/4
Mrs Smith	P5
Mrs McAtasney	P6
Mrs Wilson / Mrs Watt	P7/6
Mrs Napier	P7

Other staff in the school

Music P1-7
Violin / Viola

Mrs Sinclair
Miss Currie

Senior Clerical Officer
Senior Clerical Officer
Classroom Assistant
Classroom Assistant/Clerical
Classroom Assistant/SEN

Mrs Black
Mrs Turner
Mrs Baldacci
Mrs Bulloch
Mrs Paton

Psychologist
School Nurse
Janitor
Cleaning Staff

Ms Nolan
Ms Jones
Mr Doonan
Mrs Scullion
Mrs Gordon
Mrs Greenaway

Catering Staff

Mrs Adams
Mrs Hammond
Mrs Flynn
Mrs Hubsmith

School information

Barsail Primary
Park Moor.
Erskine
PA8 7HL

Barsail Primary School is a Non-Denominational Co-educational School covering the Primary 1 to Primary 7 stages. The school roll for 2015-2016 was 316. The operational capacity of the school is 394. Parents should note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which classes are organised.

Dedicated parking spaces have been created to ease access for disabled pupils and parents.

School contact details

- 0141 812 4493
- barsailenquiries@renfrewshire.gov.uk
- www.barsailprimary.co.uk

We have created a new website which allows us to blog and therefore communicate more regularly with parents. Please sign up for emails to alert you to new posts. We hope you like it as much as we do!

Parent Council contact details

Joint Chairperson - John Anderson / David Bunting

- parentcouncilbarsail@gmail.com

The new Barsail Parent Council meets on the first Monday of each month in the school, starting at 7pm. All parents are most welcome to come along and find out what events will be taking place and join in the discussions. You will be welcomed by all the parents.

School roll

Our school roll for session 2016 – 2017 is 307 with the operational capacity of 394.

Parental involvement

[Parents can be involved](#) in their child's learning by:

- supporting learning at home;
- developing strong partnerships between home and school; and
- engaging with the school, especially with Curriculum for Excellence

Information, support and advice

In Barsail Primary School we have an 'open door' policy. We strive to ensure parents always have direct, easy access to the person they wish to speak to. We will always try to respond to enquiries within 24 hours. We encourage teachers and parents to use homework diaries as a means of keeping regular contact between home and school.

We communicate with parents in a variety of ways through

- school website
- class blogs
- newsletters
- open afternoons/performances
- letters
- information evenings
- parents' evenings (Oct/March)
- report cards
- informal/formal meetings
- parental questionnaires/feedback
- sending jotters home for review

Parents will always be kept informed of any decisions made which affect their child and we regularly involve parents in the decision making process.

School day

School opens	9:00am
Interval	10:30am – 10:45am
Lunch	12:00pm – 1:00pm
School Closes	3:15pm

School year

First Term	Return date for Teachers	Friday 11 August 2017 (IS)
	In-service Day	Monday 14 August 2017 (IS)
	Return of Pupils	Tuesday 15 August 2017
	September Weekend	Friday 22 September 2017 and Monday 25 September 2017
	In-service Day	Friday 13 October 2017 (IS)
	Schools closed	Monday 16 October 2017 to Friday 20 October 2017 (inclusive)
	Schools re-open	Monday 23 October 2017
	St Andrew's Day	Thursday 30 November 2017
	Schools re-open	Friday 01 December 2017
Second Term	Christmas / New Year	Thursday 21 December 2017 to Wednesday 03 January 2018 (inclusive)
	Schools re-open	Thursday 04 January 2018
	In-service day	Friday 09 February 2018 (IS)
	Mid Term break	Monday 12 February 2018 and Tuesday 13 February 2018
	Schools re-open	Wednesday 14 February 2018
Third Term	Spring Holiday	Friday 30 March 2018 to Friday 13 April 2018 (inclusive)
	Schools re-open	Monday 16 April 2018
	In-service Day	Friday 04 May 2018
	May Day (schools closed)	Monday 07 May 2018
	May weekend	Friday 25 May 2018 and Monday 28 May 2018
	Schools re-open	Tuesday 29 May 2018
	Last day of session	Wednesday 27 June 2018

Teachers return Monday 13 August 2018.

School in-service days

- Friday 11 August 2017
- Monday 14 August 2017
- Friday 13 October 2017
- Friday 09 February 2018
- Friday 04 May 2018

School dress

Renfrewshire Council encourages each school to adopt a dress code after discussion with parents, pupils and the parent council. The council supports an agreed dress code because of the benefits it brings, including improvements in safety, security, discipline, ethos and community spirit, and a decrease in bullying and expense for parents.

Some types of clothing will not be allowed in school for reasons of safety, decency or indiscipline. Types of clothing which will not be allowed include:

- clothes which are a health or safety risk;
- clothes which may damage the school building;
- clothes which may provoke other pupils;
- clothes which are offensive or indecent; and
- clothes which encourage the use of alcohol or tobacco, or other inappropriate substances.

Pupils will not be deprived of education, any benefit or access to examinations because of not wearing school uniform.

Renfrewshire Council has recently updated the Health and Safety policy advice regarding PE and jewellery. Watches, rings, chains, belts and other body jewellery must be removed before PE lessons as they may cause injury to the wearer or others. It is preferred that parents are advised that any child having body jewellery piercing wait until the summer break to allow them time to heal.

However, parents wishing children to wear body jewellery during PE should write to the school expressing their request. Children will be expected to provide tape and cover any such items of jewellery during PE. Pupils will be responsible for the safekeeping of jewellery.

Grants for footwear and clothing for children are available to parents receiving:

- income support;
- income based job seeker's allowance;
- pension credit;
- housing benefit;
- council tax benefit; or
- depending on annual income, child tax credit or working tax credit.

Information and application forms for free school meals are available from schools, registration offices and customer service centres. A form can be downloaded from the council's website: www.renfrewshire.gov.uk P1- P3 pupils will be provided with a free school meal.

Please help the school and the education authority by making sure that pupils do not bring valuable or expensive items of clothing to school. The council has no insurance to cover the loss of valuable items.

Please put your child's name on all items.

Barsail school uniform is as follows:-

Boys

Grey trousers
Royal blue sweatshirt/grey jumper
Pale blue polo shirt
White shirt and school tie

Girls

Grey trousers/skirt
Royal blue sweatshirt/grey jumper
Pale blue polo shirt
White blouse and school tie

Please note black is not permitted as a jumper/cardigan or garment worn over shirt or polo shirt.

Suggested stationery:- pencils, rubber, sharpener, ruler and coloured pencils if possible

Registration and Enrolment

The date for registration of new school entrants is advertised in all local nurseries, national and local press and on the council's website www.renfrewshire.gov.uk. It is normally in January each year. Pupils should be registered in only one school for their catchment area. Parents will be provided with information about the school, when they register their child.

Parents who want to send their child to a school other than the catchment school must make a placing request. Information on this procedure is contained in the leaflet 'Sending your child to school.' The leaflet is available from any school, by phoning our customer contact centre on 0300 300 0300, or on our website www.renfrewshire.gov.uk. It is important to note that a successful placing request into a primary school does not guarantee a successful placing request when a child is transferring to secondary school.

Parents of pupils who have moved into the catchment area or, who wish their child to transfer to the school, should contact the school office for information.

Induction procedures for pupils starting at the school and their parents

Arrangements for meetings with parents and induction days for pupils will be notified during the spring or summer terms.

At the initial Enrolment in January, the parents are given a copy of the handbook and are informed of the induction programme which will take place in May and June.

Parents and their new entrants are invited to two afternoons in the school where they will find out more about Barsail, meet their new Primary 1 teacher and visit their classroom. The children will also meet their **Buddy**

Their **Buddy** is a Primary 7 pupil, who will stay with them at intervals during their first few weeks at school, and generally be a Buddy to them!

Class Organisation

Maximum class sizes:

P1 & 2	25
P3	30
P4 – 7	33

At the start of each session, pupils in each stage group may be rearranged into different classes according to the number of pupils across the school. A pupil may not remain in the same class throughout their primary school career. At present there are 12 classes, including a number of composite classes. All classes are arranged in accordance with Renfrewshire Council guidance.

Assessment and reporting

Assessment is an integral part of learning and teaching. It helps provide a picture of the learner's progress and achievements, and identifies the next steps in learning.

Assessment includes supporting learning, learner engagement and ensuring appropriate support.

Tracking learners' progress

Information on learners' progress is gathered through planned assessments and this information is recorded. This allows teachers to have a clear picture of how learners are progressing. It will also allow teachers to identify next steps in learning and inform reporting on progress and achievement.

In Barsail Primary we have regular

- professional dialogues
- monitoring procedures
- targets and projections
- review of progress (including Extended Support Team meeting - EST)

Summary of the School Improvement Plan

Each year we are required by the Standards in Scotland's Schools Act to prepare and publish a summary improvement plan which allows parents to see what Barsail Primary hopes to achieve during the session. A full copy can be downloaded from the school website or from the school on request. If you have any comments or suggestions you wish to make about this plan or future plans do not hesitate to contact the school.

www.barsailprimary.co.uk

The improvement plan for Barsail Primary School reflects both national and council priorities and takes into account the specific needs of the school as identified by the self evaluation process.

Introduction

"Our aspiration for all children and for every young person is that they should be successful learners, confident individuals, responsible citizens and effective contributors as outlined in A Curriculum for Excellence."

We are required by the Standards in Scotland's Schools etc Act 2002 to prepare and publish a summary development plan which allows parents to see what Barsail Primary School hopes to achieve in the course of the session. A copy of the full plan is available from the school upon request.

The Improvement Plan of Barsail Primary School for 2016 – 2017 is based on the aims of the school, the local authority and National Priorities.

Our vision

Our vision is to work together to prepare children for the future in a safe, challenging and motivating environment where they are nurtured, valued, respected and supported to reach their full potential, enabling them to have the skills and confidence to succeed in today's society.

Values of Curriculum for Excellence in Barsail Primary School

Wisdom, justice, compassion and integrity are the words inscribed on the mace of the Scottish Parliament and these words help to define values for Scottish society. One of the prime purposes of education is to make our young people aware of the values on which Scottish society is based and help them to establish their own stances on matters of social justice and personal collective responsibility. Our children need to learn about and develop these values.

In Barsail Primary School we follow the Barsail Standard which underpins the values in our school community.

We are gentle

We are kind and helpful

We listen

We are honest

We work hard

We look after property

PEACE

COMPASSION

RESPECT

HONESTY

PERSEVERANCE

RESPONSIBILITY

Progress of the School Improvement Plan 2015/2016

- Implement GIRFEL policy
- Review Promoting Positive Behaviour and Anti- Bullying policies in line with authority guidelines
- Introduce P3 screening
- Continue to implement SC 57 with focus on internet safety and child sexual exploitation
- Implement Recognising and Realising Children's Rights
- Promote wider achievement including review of procedures and access to BASE
- Continue to improve our approaches and practices of transition
- Continue to implement Curriculum for Excellence with focus on Literacy, Numeracy and Health and Well Being
- Develop Listening and Talking programme
- Develop Numeracy approaches and programmes led by Numeracy Champion
- Continue to develop Thinking Skills
- Implement PE and Dance programme
- Continue to implement 1 +2 approach in Modern Languages
- Improve reporting to parents procedures
- Develop greater pupil choice and challenge in learning
- Continue to develop leadership at all levels

National Priorities

The national priorities address four areas for improvement. These are

- Improving attainment, particularly in literacy and numeracy
- Closing the attainment gap between the most and least disadvantaged children
- Improvement in children and young people's health and wellbeing
- Improvement in employability skills and sustained, positive school leaver destinations for all young people

Council Priorities

The priorities for delivering Education and Leisure Services were identified in consultation with staff and community partners, taking into account new legislation, national priorities, national cultural strategy and Renfrewshire Community Plan. Renfrewshire Council priorities are:

- reducing poverty
- early intervention
- closing the attainment gap
- employability

Barsail Primary School Improvement Priorities 2016 / 2017

- Continue to implement GIRFEL policy
- Review Promoting Positive Behaviour and Anti- Bullying policies in line with authority guidelines and national guidelines
- Continue to implement SC57 and new Pastoral Notes

- Embed P3 screening
- Develop use and analysis of GL assessments
- Implement National Improvement Framework recommendations
- Continue to implement Recognising and Realising Children's Rights
- Continue to advocate nurturing approaches
- Develop whole school approach to recognising wider achievements
- Continue to develop pupil profiles
- Continue to develop pupil choice
- Raise attainment in literacy and numeracy
- Continue to implement Literacy coaching approaches led by Literacy Champion
- Continue to develop approaches to Numeracy led by Numeracy Champion
- Review curriculum planning
- Continue to implement 1 + 2 modern languages – introducing Spanish
- Develop Outdoor Learning
- Continue to develop World of Work activities
- Continue to develop leadership at all levels
- Improve pupil voice through new pupil groups.
-

Transfer to secondary school

Pupils normally transfer to secondary school between the ages of eleven and a half and twelve and a half years, so that they will have the opportunity to complete at least 4 years of secondary education. Parents will be informed of the arrangements no later than December of the year before the date of transfer.

Parents who want to send their child to a school other than the catchment school must make a placing request. Information on this procedure is contained in the leaflet 'Sending your child to school.' It is important to note that a successful placing request into a primary school does not guarantee a successful placing request when a child is transferring to secondary school.

Barsail Primary School is an associated primary school of Park Mains High School

Head teacher Michael Dewar telephone: 0300 300 1411

Transfer from Nursery to Primary

Before leaving nursery, a transfer of information record for each child will be prepared by nursery staff to ensure a smooth transition and continuity of education for the child transferring to primary.

Your child will be supported in the transition from nursery to primary school. This will include processes such as sharing of information on your child through the transfer of information document, joint curricular experiences with the primary school and visits to the primary.

Car Parking

Dedicated parking spaces have been created to ease access for people with disabilities. Please do not use these spaces without authorisation.

The car park in front of the school is for staff cars only.

The short stretch of road into the playground is governed by a **NO PARKING** sign.

A **NO WAITING** sign is present. The approach to this area should also be kept clear as this is used for access by the emergency services.

Barsail is a health promoting school and as such actively encourages all pupils to walk or cycle to and from school.

Care and welfare

Your child's welfare is central to the ethos of the school. Please contact the school to share any concerns you have about your child's welfare or wellbeing. The staff will work with you as parents or carers of our pupils, to make sure they are safe, happy and able to benefit from the educational opportunities we offer. This handbook gives details of how we deal with bullying, homework, additional support needs and many other areas that may impact on your child's wellbeing.

School security

Renfrewshire 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.

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. Attendance is recorded twice a day, morning and afternoon.

Absence from school is recorded as authorised, that is approved by the education authority, or as unauthorised, that is unexplained by the parent (truancy).

Please let the school know by letter or phone if your child is likely to be absent for some time, and give your child a note on his or her return to school, confirming the reason for absence. If there is no explanation from a child's parents, the absence will be regarded as unauthorised.

Please make every effort to avoid family holidays during term time as this disrupts the child's education and reduces learning time. The head teacher can approve absence from school for a family holiday in certain extreme situations, for example, in traumatic domestic circumstances where the holiday would improve the cohesion and wellbeing of the family. Please discuss your plans with the head teacher before the holiday. If the head teacher does not give permission before the holiday, it will be recorded as unauthorised absence.

The head teacher may also exercise discretion when a parent can prove that work commitments make a family holiday impossible during school holiday times. Normally, your employer will need to provide evidence of your work commitments. Absence approved by the head teacher on this basis is regarded as authorised absence.

Parents from minority ethnic religious communities may request that their children be permitted to be absent from school to celebrate recognised religious events. Absence approved by the head teacher on this basis is regarded as authorised absence. Extended leave can also be granted on request for families returning to their country of origin for cultural or care reasons.

A supportive approach is taken to unexplained absence. However the education authority has legal powers to write to, interview or prosecute parents, or refer pupils to the Reporter to the Children's Panel, if necessary.

Attendance and absence data

Absence rates are calculated as a percentage of the total number of possible attendances for all pupils of the school in the stage shown. Each morning and each afternoon of each school day is considered as a separate possible attendance.

Where figures or percentages based on a number of pupils under any particular heading is between 1 and 4, no information is given and ***** is inserted in place of the figures. The authority's and Scotland's figures include all education and grant aided primary schools, but exclude all special schools.

Contact Procedures

If a child is absent from school, parents are required to phone the school by 9:15am on the first day. If no telephone call is received parents will automatically receive a text message asking them to phone the school immediately.

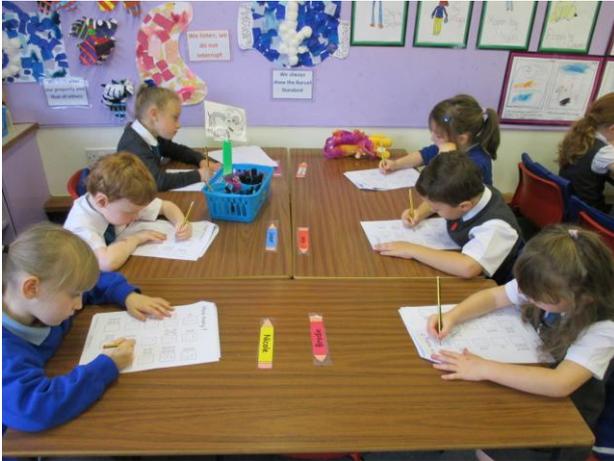
Late Coming Procedure

All children who come to school after 9:00am must report to the main office and sign in.

P1 – P3 children must be signed in by an adult

P4 – P7 children can sign themselves in

Photo Gallery



Magical Maths

Reporter in the making!



Dizzy Heights of Health Week



Sports Day

Eco Day



Characters from Books

Who am I?

Bullying

Renfrewshire's Policy on Anti Bullying 2015 is the authority's policy on preventing and dealing with bullying in our school. The policy stresses the importance of involving the whole school community - pupils, parents and all the staff in the school.

You can view the anti-bullying policy by asking the school office for a copy of the document or by accessing the policy online at www.renfrewshire.gov.uk.

Child protection

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

Renfrewshire Council has a child protection policy and guidelines are in place to make sure that all council staff are alert to the welfare of children they come into contact with. Our staff work closely with other agencies to protect children and keep them safe. All school staff receive training each year and must report any concerns they have about the welfare of children. In every situation, the welfare of the child overrides other considerations.

Mobile phones

The benefits of mobile phones are recognised. Many young people and their parents regard them as an essential means of communication. Mobile phones can continue to be brought into schools however the following limitations will apply in Renfrewshire schools and establishments:

- All phones should be turned off and kept out of sight during the school day within the school campus.
- Photographing or recording of sound or images of staff, other pupils or visitors to the school is not allowed at any time within the school campus or on school transport.
- Mobile phones may be confiscated where these rules are broken.
- Any recordings made on school premises or school transport found on confiscated phones will have to be deleted on their return.
- Any photographs or recordings of staff in any situation, whether taken on school premises or elsewhere, found on confiscated phones will have to be deleted from phones on their return.
- Education and leisure services expects that schools will, through normal collegiate procedures, develop or review existing policies on the use of mobiles phones that take account of the views of all staff, parents and pupils.
- Schools should ensure that pupils, parents and staff are aware that should a pupil breach the policy they will be disciplined in line with the school's positive behaviour/discipline policy.
- Individual school policies should clearly state for the benefit of staff, pupils, parent and visitors any variations from the restrictions on use of mobile phones set out below.

- Pupils and parents should be notified that mobile phones will be confiscated where these limitations are breached.
- An increasing range and variety of mobile phones possess the ability to access the Internet and to use Bluetooth technology to communicate. These technologies provide unparalleled sophistication and complexity which can provide access to a wealth of online resources and possibilities. Pupils and parents should be aware that this also leaves pupils open to dangers such as Cyberbullying, grooming and access to inappropriate material. Reference should be made to Renfrewshire's anti-bullying policy for further guidance in this area.
- Staff should not delete photographs or recordings from confiscated mobile phones.
- When staff confiscate mobile phones or other devices they should ensure that these are retained in a safe place that cannot be accessed by others. This may be a lockable drawer or cupboard, a base area or a delegated area in the school office. Confiscated mobile phones should normally be passed to the school office or senior member of staff as soon as possible after confiscation.

Legal Aspects

- There are a number of aspects of the law that may apply to mobile phone misuse and the responses to that misuse. In the most serious cases there may be a crime involved – an incident that is being filmed might be an assault or breach of the peace. The misuse of a mobile phone might be an offence under the Communications Act 2003, if it involves a call or message that is grossly offensive or is of an indecent, obscene or menacing character; and, the distribution of certain pornography might be an offence under the Civic Government (Scotland) Act 1982.
- In situations which are so serious that a school might call in the police it is for the police, not the school, to consider what, if any, criminal offence may apply.

These restrictions on use apply equally during any school activity that takes place off campus.

Pupils breaking the rules will be disciplined in line with the school's positive behaviour or discipline policy.

School meals

Children of parents receiving income support or income based job seekers allowance and in some cases child tax credit, are entitled to a free midday meal. Information and application forms for free school meals are available from schools, registration offices, customer service centres or may be downloaded from the council's website: www.renfrewshire.gov.uk

Children who are also entitled to free school meals are entitled to free milk at lunchtime. Milk may also be available for sale in the school during the lunch period.

School transport

Renfrewshire Council's current policy is to provide home to school transport to all primary school pupils who live more than 1.609 kilometres (1 mile) from their catchment school by the recognised shortest safe walking route. Parents who think they are eligible can get an application form from the school or education and leisure services in Renfrewshire House, Paisley or online at www.renfrewshire.gov.uk. These forms should be completed and returned before the end of February for those pupils beginning school in August to allow the

appropriate arrangements to be made. However parents may make an application at any time.

In special circumstances, the Director of Children's Services has discretion to grant permission for pupils to travel in transport provided by the education authority, where spare places are available, at no additional cost to the authority.

Pickup Points

Where home to school transport is provided, some pupils will require to walk a reasonable distance from home to the transport pick-up point but this should not exceed the authority's agreed limit of 1.6 kilometres (1 mile).

It is the parent's responsibility to make sure that their child arrives at the pickup point on time and behaves in a safe and acceptable manner while boarding, travelling in and leaving the vehicle. Children who misbehave can lose their right to home to school transport.

Placing Requests

You should be aware that if we grant your placing request, we do not have to provide a school bus pass or any other help with transport.

Assisted support needs

Renfrewshire Council provides home to school transport for children assessed to attend any school because of their assisted support needs. The educational psychology service will normally carry out the assessment. Seat belt and wheelchair restraints are provided in the vehicle used to transport pupils to school and units.

Playground supervision

An adult presence is provided in playgrounds at break times, as required by law.

In the playground, pupils have to remain in the areas that have been given to them. Mr Doonan, Mrs Baldacci, Mrs Paton and Mrs Bulloch will supervise.

Only Primary 6 and 7 pupils are allowed on the Pitch and grassy area across from the school.

During the intervals and at lunch times no child is allowed to leave the playground. Parents should encourage their children to follow these rules in the interest of safety

During wet weather, the children are allowed to remain in class. It would be extremely helpful if comics, small games etc., could be brought in for the wet interval box.

Pupils leaving school premises at breaks

Schools have a duty to look after the welfare of their pupils. This means that the staff should take the same care of pupils as a sensible parent would take, and includes taking reasonable care of pupils' safety during intervals and lunchtimes, where they are engaged with them.

Renfrewshire Council recommends that pupils should not leave school grounds at intervals. Primary pupils should only leave at lunch times when they are going home for lunch, with their parents' agreement. Parents should encourage their children to follow these rules in the interests of safety.

Any pupil going home for lunch should:

- Go to the main entrance of the school to be collected rather than the classroom exit.
- Be signed out of school.
- Be returned to the main office rather than the playground.
- Be signed back in.

Equalities

Renfrewshire Council is committed to ensuring that all employees, customers and partners are treated fairly and with respect at all times. We are committed to promoting equality and tackling discrimination through the way services are planned, delivered and purchased. The council promotes and encourages a culture whereby equality of opportunity exists across all the protected characteristics of age, disability, race, gender reassignment, pregnancy and maternity; religion and belief; marriage and civil partnership, sex and sexual orientation.

School education is open to all pupils and all reasonable measures will be taken to make sure that the curriculum is available to every child. The Equality Act 2010 introduced a new public sector general equality duty which requires Scottish public authorities to pay 'due regard' to the need to:

- Eliminate discrimination, victimisation, harassment or other unlawful conduct that is prohibited under the Equality Act 2010;
- Advance equality of opportunity between people who share a characteristic and those who do not; and
- Foster good relations between people who share a relevant protected characteristic and those who do not.

The council supports the right of each citizen to a quality of life which is free from violence, discrimination and harassment. The council will take steps to ensure that all citizens, regardless of race, ethnic or national origin, religion, social background, marital status, gender, disability, age or sexuality have full access to its services, taking all possible measures to prevent discrimination in the way its services are delivered.

Parents can help to monitor our success in promoting equality of opportunity for all by providing equalities related information when asked.

Medical and health care

Medical inspections are carried out at various times during a child's primary school years. As parents you will be given notice of these and encouraged to attend, except for vision and hearing tests and dental examinations. The head teacher will assume that your child will attend all inspections unless told otherwise. Parents are told about any recommended action or treatment. All examinations are carried out by Greater Glasgow and Clyde Health Board staff.

Parents should notify the school of any medical requirements or allergies that their child may have. If medication is required it is better if this can be provided outwith school hours but, in cases where it is necessary that during the child's time in school, parents should contact the school to make appropriate arrangements. Staff are not obliged to give medicine to pupils.

Minor accidents are dealt with by the school's qualified first aider. If a pupil takes ill or has an accident at school which requires that they be sent home or for treatment, the school will provide first aid and contact parents or carers. So it is very important that the school has up to date contact details for all parents or carers and an additional contact person in case parents or carers can't be reached. This information should be current and the school notified of any changes. We will not send children home from school unaccompanied.

In the event of a serious illness or accident, a member of staff will accompany the child to a doctor or hospital and parents or carers will be notified immediately.

Religious Observance

Our school is fortunate to have a close link with the local church. The minister / priest assists with the Christianity element of Religious and Moral Education and provides opportunities for religious observance. Parents have the right to withdraw their child from religious observance and should inform the school in writing.

In addition, parents and carers from religions other than Christianity may request that their children may be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered.

Behaviour and discipline

House System

A House system operates within the school and has two main elements; merits and House points which promote positive behaviour and demerits which deal with behaviour which falls short of Barsail Standard.

We have four Houses: Bute, Jura, Mull and Skye with Captains and Vice-Captains appointed each year. House points are counted and rewards are earned for the winning House. There are termly rewards and an overall yearly reward.

You will be given more information about this system once your child starts school.

Wet weather arrangements

Only on very wet days will pupils be allowed into the building in the morning before 9.00am. This cannot be any earlier than the warning bell at 8.55am due to health and safety as we need to ensure sufficient adult supervision.

All pupils should enter via the main entrance.

Please be aware that there is no adult supervision in the school grounds before 9.00am and we would therefore ask that pupils do not come into the playground much before this.

The health and safety of our pupils is of the utmost concern to us.

Curriculum matters

School curriculum

The curriculum in Scotland is built on the values of wisdom, justice, compassion and integrity. It is recognised that all children and young people should develop skills for life, skills for learning and skills for work which will prepare them for a world that is changing very fast. The curriculum in our school will continue to develop over coming years to ensure that all our children become successful learners, confident individuals, responsible citizens and effective contributors.

Assessment is for Learning

In Barsail we use Assessment for Learning strategies throughout the school. This allows teachers to tailor the teaching and learning process and provide feedback to pupils on their learning and how to improve. Learning intentions and success criteria are shared with the children. Strategic questioning is used. Self and peer assessment strategies include traffic lights, green pen comments, two star and a wish, roaming thumbs and many more. Oral and written feedback from teachers highlights strengths and next steps. The children set targets and are encouraged to be responsible for their own learning.

Additional support for learning

As a school, we continually monitor your child's progress through formal and informal assessments, evaluations, pupil discussions and staff discussions with Senior Management Team. Should any matter be raised by class teacher that parents need to be aware of then we would contact you immediately. Additional support needs arise for a variety of reasons and can be temporary or long term. We use GIRFEC approach detailed below. A Child's Plan is created for pupils who require additional support or an Individual Education Plan (IEP). Throughout the school year there are also Extended Support Team meetings (ESTs) which involve the school working with agencies such as Home Link, School Nurse and Educational Psychologist. These meetings focus on how to best support and / or challenge pupils. If you have an objection to your child being discussed at EST, please contact the school.

Education (Additional Support for Learning)(Scotland) Act 2009

The above Act commenced on November 14th 2010 and is a revision of and replaces the 2004 Act of the same name.

Under the Act, children or young people have additional support needs where they are unable to benefit from school education without the provision of additional support.

In the Act, 'additional support' means provision which is additional to, or otherwise different from, the educational provision made generally for children or young people of the same age in a local authority's schools, or as is appropriate to the circumstances, in early years establishments or any other education provision.

The Act aims to ensure that all children or young people are provided with the necessary support to reach their potential.

Extending Support in Renfrewshire : A partnership Approach for Additional Support Needs

This is the policy which operates and is embedded in our **Extended Support Framework** in Education and Leisure Services. It applies to all mainstream schools, specialist provision, and all early years establishments including partner nurseries.

The Extended Support Framework provides a pathway through universal and targeted services to meet additional support needs . The policy and framework are fully incorporated into the **Getting It Right For Every Child** (GIRFEC) model across all learning establishments and provisions.

Further information is available by contacting your school directly or by visiting -

<http://www.renfrewshire.gov.uk/article/3490/Additional-support-for-learning>

Independent sources of information and advice nationally include -

Enquire – the Scottish advice service for additional support for learning

Telephone – 0345 123 2303

E mail – info@enquire.org.uk

Scottish Independent Advocacy Alliance Ltd - a national organisation which promotes and supports advocacy

Telephone – 0131 524 1975

E mail – enquiry@siaa.org.uk

Educational Psychology Service

Educational psychologists use their knowledge of psychology, learning and education to provide a specialist service to schools and pre five establishments. They work in collaboration with teachers, parents and other professionals to help children and young people make the most of their lives, particularly in educational settings.

This school has a system in place for monitoring and reviewing the progress of all children. As part of this system, we have a named educational psychologist who visits the school on a regular basis and who is part of the school's extended support team.

When concerns arise about a particular pupil, the school plans action to address these concerns. Parents are kept informed throughout this process. When those working with your child would like the help of the educational psychologist, they will discuss this with you and arrange a meeting involving the psychologist.

Through this process the educational psychologist can contribute to the ongoing assessment of your child, where appropriate.

Health and Wellbeing Education

Learning in health and wellbeing ensures that children and young people develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future. Learning through health and wellbeing enables children and young people to:

- make informed decisions in order to improve their mental, emotional, social and physical wellbeing
- experience challenge and enjoyment
- experience positive aspects of healthy living and activity for themselves
- apply their mental, emotional, social and physical skills to pursue a healthy lifestyle
- make a successful move to the next stage of education or work
- establish a pattern of health and wellbeing which will be sustained into adult life, and which will help to promote the health and wellbeing of the next generation of Scottish children
- and, for some, perform at high levels in sport or prepare for careers within the health and leisure industries.

Health and Wellbeing in schools covers:

- mental, emotional, social and physical wellbeing
- planning for choices and changes
- physical education, physical activity and sport
- food and health

- substance misuse
- relationships, sexual health and parenthood.

Health and wellbeing cannot exist in a vacuum. It requires exchange of information, mutual support and collaboration with community partners, schools and parents.

Specialist support service – teachers teaching in more than one school

The specialist support service makes provision for children and young people who have a range of additional support needs. The service comprises of teachers who work in the pre-5, special, primary and secondary sectors. Staff in the service work in partnership with staff in the establishments to plan and deliver an appropriate curriculum. The service also provides staff development and advice on resources.

The teams support the additional needs of:

- children with a significant hearing and or visual impairment;
- bilingual learners who are at early stages of learning spoken English;
- looked after and accommodated children and young people who are experiencing difficulties in school;
- children at early stages of primary school who have a developmental coordination disorder along with attention difficulties;
- young people who attend the extended new directions provision; and
- pre-5 children who have been identified as having significant support needs.

Homework

Homework is an integral part of learning and teaching. It provides the opportunity for the development of self reliance, self discipline, self confidence and participation in taking responsibility for learning by your child. It also strengthens the link between home and school in providing an opportunity for parents and carers to share in the learning process. Homework can take many forms and will reflect the age, stage and area of learning currently being undertaken by your child. It will be issued on a regular basis and will be varied, meaningful and interesting.

Barsail Primary school has a homework policy based on Renfrewshire Council's policy and guidance. You can request a copy of this policy from the school office.

Enterprise in education

Enterprise in Education [Determined to Succeed] is an excellent strategy to develop the enterprise and employability skills of our young people.

It lies at the centre of curriculum for excellence and promotes a wide range of opportunities, including cross curricular work ,for our children and young people from 3-18 to become successful learners, confident individuals, responsible citizens and effective contributors.

The four main areas of Determined to Succeed are:

- Enterprising learning and teaching ;
- Entrepreneurial learning ;
- Work based vocational learning; and
- Careers education.

Six inter-related themes are built around the main areas:

- Supporting the development of skills for life, skills for work;
- Engaging employers ;
- Broadening the reach of Determined to Succeed;
- Embedding enterprise in the curriculum;
- Building capacity; and
- Enhancing our international profile.

Enterprising activities will be organised to reflect the age and interests of our pupils.

The range of activities could include:

- Links and partnerships with businesses, colleges , schools abroad;
- Fundraising events organised and run by pupils;
- Fairtrade activities;
- Joint school and community initiatives; and
- Work experience placements and speakers.

Extra curricular activities

In Barsail staff, parents and active school coaches are committed to providing a wide variety of activities which enhance and enrich the children's experiences. Within the school these activities are referred to as B.A.S.E.- Barsail After School Events.

These activities usually take place between 8.20 – 9'00am and 3.15 – 4:15pm. Children have the opportunity to participate in these clubs during term time and we strive to ensure every child has access to at least one of these experiences.

Clubs which have been organised previously are:

Recorders	Choir	Bible Club	Running Club
Tennis	Basketball	Netball	Rugby
Knitting	Science	Football	Badminton
Gymnastics	Dance	Cooking	Percussion

Home school community links

Parent council

By law schools have a duty to promote parents' involvement in children's education. We encourage parental involvement and have an open door policy as we want to build positive relationships with our families. 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 their children's schools.

Every parent who has a child at our school is a member of the Parent Forum. The parent council is a group of parents chosen to represent the parent forum. As a member of the Parent Forum, each parent 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.

The type of things the parent council may get involved in include:

- supporting the work of the school;
- gathering and representing parents' views to the Headteacher, education authority and Education Scotland;
- promoting contact between the school, parents, pupils, and the local community;
- fundraising;
- organising events;
- reporting to the parent forum; and
- being involved in the appointment of senior promoted staff.

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.

Home school links

The Home Link Service is one of the services working to support children and families in Renfrewshire. We are a multi disciplinary team based in different areas across Renfrewshire and appointed in teams linked to the school clusters in each area.

The main aim of the service is to increase the educational attainment of young people by developing links between home and school thus ensuring that pupils identified through the school's Extended Support Framework as facing issues at home, or in school, which are proving to be barriers to learning are offered additional support.

Support offered to pupils can be given individually or in a group setting. Parents are kept fully involved and initially a home visit will be offered to discuss the referral, and thereafter progress will be reviewed and evaluated on a regular basis keeping parents and pupils fully informed.

Support is also offered to pupils having been identified as being anxious at times of change. Moving from pre5 to primary, primary to secondary school and from secondary to further education or employment. As this can be a stressful time to both pupils and parents we can work with you and your child's school to ensure a smooth transition, and help them learn how to cope with change.

Home Link service is a non statutory service and staff work in partnership with parents or carers and school staff. We also work in partnership with other agencies including Counselling and support services, Health, Social Work and Community Learning and Development and other identified local voluntary and government agencies.

Pupil council

The Pupil Council has representatives from P1 – P7 who meet on a regular basis. They are involved in the school decision making process, enterprising initiatives and elicit views from their class and form these into proposals. They have been instrumental in fund raising events, raising awareness of school and community issues, promoting events and working in partnership with school staff, parents and our partners.

Community links

Community facilities are provided by the Community Wing attached to Barsail. Activities take place during the day and in the evenings.

The various organisations using the premises are as follows :-

	Daytime	
Monday	Playgroup	Schools Out
Tuesday	Playgroup	Schools Out
Wednesday	Playgroup	Schools Out
Thursday	Playgroup	Schools Out
Friday		Schools Out

The Eco Group meets regularly with those in our cluster primaries to drive forward their agreed agenda.

The choir performs in local venues for the benefit of the community.

We have established strong links with the local library and local businesses.

School lets

To apply to use school facilities contact the Community Facilities Section at Johnstone Town Hall. Contact details are in the important contacts section at the end of this handbook.

Other useful information

Listening to learn - Complaints, Comments and suggestions

Renfrewshire Council encourages feedback on its services from parents and pupils as part of our overall commitment to giving the best possible service and to working in partnership. We are, therefore, interested in feedback of all kinds, whether it be compliments, suggestions or complaints.

If you want to register a comment of any type about the school you can do this by writing, telephoning or making an appointment to see someone. All feedback is welcome and keeps us in touch.

If, in particular, you have a complaint about the school, please let us know. It is better that these things are shared openly and resolved fairly, rather than being allowed to damage the relationship between the family and the school. There will be no negative consequences arising from making a complaint and we will deal with the issue as confidentially as possible. If we have made a mistake we will apologise quickly and clearly and try to put things right.

There are some things which you should take note of in relation to making a complaint:

- It is helpful if complaints are made initially to the Headteacher. This makes sure that the school knows what is going on and has an opportunity to respond and resolve the issue.
- It is helpful if you can give some details of the issue and ask for an early appointment to discuss it.
- We will try to respond as quickly as possible, but often issues are complex and we need time to investigate.

- If you are still unhappy with the service or with our response then you will have the right to take up the matter further. You can put your complaint in writing or fill in a complaint form, available in the school or any council office. We can help if you have difficulty with this. Completed forms should be sent to: Renfrewshire Council, Children's Services, Renfrewshire House, Cotton Street, Paisley PA1 1LE. Telephone 0300 300 0170.
- If you are still unhappy after the further investigation and reply you can take the matter up with the Scottish Public Services Ombudsman, our reply will include the contact details.
- You should also note that you have the right to raise unresolved concerns with your local councillor, MSP or MP.

Data protection

Information on pupils, parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative purposes. The information is protected by the Data Protection Act 1998 and may only be disclosed in accordance with the law. For more information please contact the school.

Information in Emergencies

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases, we will do all we can to let you know about the details of closure or reopening. We will keep in touch using letters, e-mail and text messaging, notices in local shops, churches and community centres and on the school and council's websites, announcements in the press and on local radio.

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.

Important Contacts

Director of Children's Services

Peter MacLeod	Renfrewshire House Cotton Street Paisley PA1 1LE	Email peter.macleod@renfrewshire.gcsx.gov.uk Phone: 0141 618 6839
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Homelink Service Staff

Paisley/ Renfrew & Erskine Team	St Fergus Primary School Blackstoun Road Paisley PA3 1NB	Email morag.mcguire@renfrewshire.gcsx.gov.uk Phone: 0141 848 1344 Fax: 0141 848 6757
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Community Learning & Development

Community Facilities Section	Renfrewshire Leisure 3 rd Floor Renfrewshire House Cotton Street Paisley PA1 1LE	Email comfac.els@renfrewshire.gov.uk Phone: 0300 300 1430
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Adult Learning and Literacy Services	West Johnstone Shared Campus Beith Road Johnstone PA5 0BB	Email als.els@renfrewshire.gov.uk Phone: 01505 382863
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Youth Services	West Primary School Newton Street Paisley PA1 2RL	Email youthservices.els@renfrewshire.gov.uk Phone: 0141 889 1110 Fax: 0141 840 5180
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Registration Area Offices

Paisley Area	Paisley Registry Office Renfrewshire House Cotton Street Paisley PA1 1BU	Email registrar.cs@renfrewshire.gov.uk Phone: 0300 300 0310 Fax: 0141 618 6436
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Johnstone Area	Johnstone Registry Office Johnstone Town Hall 25 Church Street Johnstone PA5 8FA	Email registrar.cs@renfrewshire.gov.uk Phone: 0300 300 0310 Fax: 0141 618 6436
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Customer Service Centre

Customer Service Centre	Renfrewshire House Cotton Street Paisley PA1 1AN	Email registrar.cs@renfrewshire.gov.uk Phone: 0300 300 0300 Fax: 0141 618 6436
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Websites

You may find the following websites useful.

- 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.
- www.hmie.gov.uk - parents can access school and local authority inspection reports and find out more about the work of Education Scotland.
- 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.
- www.renfrewshire.gov.uk - contains information for parents and information on Renfrewshire schools.
- <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
- <http://www.ltscotland.org.uk/> - provides information and advice for parents as well as support and resources for education in Scotland
- <http://www.equalityhumanrights.com/> - contains information for everyone on equality laws within the government and local authorities.

Glossary

CFE - Curriculum for Excellence

ASN – Additional Support Needs

EMA – Education Maintenance Allowance

DDA – Disability Discrimination Act

EHRC – Equality Human Rights Commission

IA – Impact Assessment

SIP – Service Improvement Plan

ASL – Additional Support for Learning

LTS – Learning and Teaching Scotland

SQA – Scottish Qualifications Authority

FOI – Freedom of Information

HGIOS/AifL – How Good is our School/Assessment is for Learning

S1 – 1st year of secondary school

HT/PT/GT – Head Teacher/Principal Teacher/Guidance Teacher

CLAD – Community Learning and Development

RLL – Renfrewshire Leisure Ltd

GIRFEC – Getting it Right for Every Child

Although this information is correct at time of printing in December 2016, there could be changes affecting any of the contents before or during the course, of the school year or in future school years.

Parent feedback

Please take a few minutes to fill in and return the questionnaire on the next page. Your feedback will help us improve the hand book next year.

Tell us what you think

Your feedback will help us to improve our handbook.

Did you find

Please tick

- | | | |
|----------------------------------|---|--|
| 1. the handbook useful? | <input type="checkbox"/> <input type="checkbox"/> Yes | <input type="checkbox"/> <input type="checkbox"/> No |
| 2. the information you expected? | <input type="checkbox"/> <input type="checkbox"/> Yes | <input type="checkbox"/> <input type="checkbox"/> No |
| 3. the handbook easy to use? | <input type="checkbox"/> <input type="checkbox"/> Yes | <input type="checkbox"/> <input type="checkbox"/> No |

Please tell us how we can improve the handbook next year.

Name of school: _____

Thank you for filling in the questionnaire. Your views are appreciated. Please return this questionnaire to:

Policy & Commissioning Team

Children's Services, Renfrewshire Council

Renfrewshire House

Cotton Street

Paisley

PA1 1LE

email address: swcommunications@renfrewshire.gov.uk