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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 Parent

In Kilbarchan Primary School we work in partnership with parents to provide a supportive and challenging education for all children. We aspire to provide the best education that will encourage your child be the best they can.

We encourage parents to contribute to the life of school and to get involved in helping us improve our school. We communicate with parents through the school's website, newsletters as well as formal meetings with teachers.

I hope your child will be very happy in our school and I look forward to working with you.

Kind regards

Liz Sommerville

Liz Sommerville
Head Teacher

School aims

Through a process of continuous self evaluation we aim to reflect the aims and principles of a Curriculum for Excellence.

1. Successful Learners

- a)** To provide a broad, balanced and integrated curriculum, consistent with the outcomes and experiences of a Curriculum for Excellence.
- b)** To enable all pupils to achieve high standards appropriate to their age, stage and ability.
- c)** To sustain effective systems of support to meet the educational, pastoral, personal and social needs of all pupils.

2. Responsible Citizens

- a)** To develop partnerships between pupils, staff, parents and the wider community.
- b)** To promote an ethos of equality which respects and values all members of the school's community.
- c)** To help all pupils develop respect for their world and make informed choices.

3. Effective Contributors

- a)** To ensure all pupils are given opportunities to develop their communication skills in a variety of situations.
- b)** To provide pupils with a variety of group challenges which allow them to develop team skills and make effective contributions.

4. Confident Individuals

- a)** To provide a safe and challenging environment in which pupils are encouraged to grow in confidence.
- b)** To provide opportunities for pupils to become confident when making presentations to groups of varying sizes, both within and beyond the school environment.

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.

About our school

School staff



Head Teacher
Mrs Liz Sommerville



Depute Head Teacher
Mrs Tracey Robb

Class Teachers

Miss Susan Macrae
Mrs Lindsay Littleson
Mrs Fiona Crawford
Mr John McAleer
Miss Karen Jones
Miss Lani Mall
Miss Kat Zyck
Mrs Lorna Stewart
Mrs Shanaz Ghaus / Mrs Lynn Kerr
Mrs Muriel McArthur
Ms Susan Etheridge
Mrs Gillian Black
Miss Pamela Urie
Mrs Kim Ralston

Music Instructors

Mr Robert Russell

Support Staff

Mr John Boyle
Mrs Helen Crossan
Mrs Cecilia Kelly (ASN)
Mrs Linda Harvey
Mrs Selena Edimson
Mrs Elizabeth Reid

Janitor

Mr Andrew Love

School information

School contact details

phone number: 01505 702524

- email address: **kilbarchanenquires@renfrewshire.gov.uk**
- write to or visit us at: **Meadside Ave, Kilbarchan, PA10 2LA**

Parent Council contact details

Karen Hamilton Parent Council chair: kpparentcouncil@gmail.com

School roll: 248

School day

Primary 1 pupils attend school on a full-time basis from the beginning of term.

Morning	0900 – 1030
Interval	1030 – 1045
Morning	1045 – 1215
Lunch	1215 – 1300
Afternoon	1300 – 1500

Please note that there is limited supervision in the playground before 9am. The school will allow pupils entry at 8.50am on wet days. This is at the discretion of the Head Teacher.



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.

In the interests of health and safety, of both individual and others present, all jewellery, including body jewellery, must be removed before taking part in physical education lessons or physical activities.

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

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.

Kilbarchan Primary School Uniform

In Kilbarchan Primary School we offer a choice of items of clothing in the basic school colours of navy and white (Dark grey trousers can be purchased if navy is unavailable). Trousers, skirts, shirts, shirts and blouses can be purchased at any large store. We are regularly have a Reduce/Reduse/Recycle stall where quality second hand items can be purchased for a small donation.

School ties can be bought at the school office at any time of year.

In early summer we order polo shirts, sweatshirts, fleece jackets and rain jackets. Polo shirts are available in white, sweatshirts and jackets in navy. All items are embroidered with the school badge in contrasting colours.



Parents, pupils and school staff encourage the wearing of uniform as it is practical and it gives pupils a sense of school identity.

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

We feel it is very important to make the transition from Nursery to Primary 1 as smooth and easy as possible for both children and parents as they reach this important time. Please take advantage of our open door policy during the time your child attends nursery. Share your child's experiences with us, telling us about the things they are doing at home and the progress they are making. Also, let us know about things which may be troubling them or changes that are happening at home as all of this can have an impact on how they cope at school.

Our very full induction programme is designed to help prepare the children for the move into Primary 1, aiming to make the transition as smooth as possible. Children are all assigned a 'First Friend' of their own, a pupil who will be in Primary 7 when they are in Primary 1. They will help them as they get used to the playground and the lunchtime routines. There are a variety of opportunities for children to become familiar with the staff in Primary 1 both in the nursery and in the Primary 1 classroom. Primary 1 staff spend time with the children in the nursery in the final term so that they can begin to get to know and work with them in a place where the children are already very comfortable. This, along with the sharing of the nursery Pupil Profiles, ensures a continuity of learning and allows Primary 1 staff to plan for your child's entry to school. There are also opportunities for the children to join a number of lower school activities such as Golden Time and Story Times.

After enrolling your child at Kilbarchan Primary you will be invited to visit the school with your child in the term before your child is due to start for two induction sessions. This will be a first chance for your child to become familiar with the Primary 1 classroom and the adults who they will be with when they start school. While your child is taking part in these sessions, you are invited to informal information sessions. At these, members of the management team and other partner agencies will outline some useful information relating to the transition from nursery to Primary 1. These sessions are also a chance for parents to begin to develop relationships with school staff and share a little more about their child's development.

Our induction programme extends into the first term of Primary 1. During this period, you will be invited along to see your child in their new learning environment. There will also be an opportunity to attend an information session on the Primary 1 curriculum with a Primary 1 member of staff.

If you have any questions about induction, please contact the school office.

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

Class Organisation

Classes are organised annually to maximise the resources available.

In Session 2015- 2016 ten classes have been organised as follows;

P1, P2/1, P2, P3/2, P4/3, P4, P5, P6, P6/5, P7E & P7R.

At the time of printing it is not known what the pattern will be in Session 2017/18. This cannot be decided until all placing requests have been allocated and staffing is agreed.

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 this is shared with you three times per year.

Reporting

Regular reporting to parents provide clear, positive and constructive information about their child's learning and progress, reflecting on what has been achieved against standards and expectations. This is done through Sharing the Learning Profiles, meetings with parents and through teacher comments. Short concise reports are issued three times a year on a rolling programme.

Profiles

Profiles will be used to recognise pupils' progress in learning and achievement, while supporting and informing transitions. As children reach the end of primary school (primary 7) and young people their broad general education at the end of S3, they will record their most recent and relevant learning and achievements in a personal profile which will also incorporate a reflective statement by the learner.

Summary of the School Improvement Plan

Strategic actions

- Continue to implement Curriculum for Excellence
- Improve young people's attainment, achievement and accreditation
- Ensure that children and young people have the necessary skills for adult life in the 21st century
- The achievement of learners is recognised and recorded
- Embed self-evaluation and accreditation frameworks across the school
- Continue to develop the skills of our staff

School aims

Sharing the Learning on ipads in all stages

Review Positive of Behaviour policy

Introduce P6 mediators

Review how we teach/assess maths

Establish a safety day

Review how we develop Higher Order Thinking Skills, especially in maths

Learn how to use Authority Testing to help us identify pupils who need support

Review homework policy

Train staff in how to upload pictures of how we teach the curriculum

Develop reading in P4-7

Continue with cluster moderation – focus on maths

Pilot ways to track pupils' progress beyond literacy and numeracy

Improvement objectives

- Promote effective teaching and learning
- Raise attainment
- Improve services for children

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.

Kilbarchan Primary School is an associated primary school of Johnstone High School.

Head teacher Lynn Hollywood telephone: 01505 322173

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 for 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.

Bullying

"Tackling Bullying in Renfrewshire" 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.



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.

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

The staff in Kilbarchan Primary School take responsibility for the safety and wellbeing of the pupils in their care, just as good parents do. Simple rules of behaviour have been agreed by staff and pupils.

Golden Rules

We are gentle – we don't hurt others
We are kind and helpful – we don't hurt anybody's feelings
We listen – we don't interrupt
We are honest – we don't cover up the truth
We work hard – we don't waste our own or others' time
We look after property – we don't waste or damage things



These rules are regularly reinforced by class teachers and at school assemblies. Through this Quality Circle Time approach, we encourage and reward good behaviour. Agreed sanctions are applied to pupils who break the rules. Pupils can also access the Zone as part of their Golden Time.

Wet weather arrangements

Pupils may enter the school after 8.50 if the weather is very bad and this is at the discretion of the Head Teacher. They should behave in an orderly fashion as adult supervision may be limited. All members of teaching & support staff are contracted to begin work at 9am. It is at their discretion to arrive earlier.

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.

Our approach to literacy, numeracy and health and well-being

Learning Across the Curriculum

We encourage pupils to learn the core subjects of Literacy, Numeracy and Health & Wellbeing through all areas of the curriculum. This means our pupils use the skills they have learned in the core subject areas elsewhere making their learning meaningful.

Literacy & English

Reading

The school's aim is that pupils learn to read in order to read to learn. We use Story World & Discovery World to teach Primary 1 - 3. From Primary 4-7 groups of pupils take part in Literacy Circles where they choose their own book, adopting roles that encourage them to work together to study their book.

In Primary 1 we use Jolly Phonics to help pupils sound and recognise letters. Pupils learn through hearing, seeing and doing. Jolly Phonics is a synthetic approach to learning sounds.

We encourage all our pupils to enjoy reading and we lend books from the Book Box to take home and enjoy..



Writing

Children experience many different types of writing.

- * Personal: writing about own experiences
- * Functional: writing for a purpose
- * Imaginative: developing own ideas and thoughts

As well as the content of writing we also focus on punctuation, grammar, handwriting and spelling. Spelling is taught through a reciprocal approach where pupils examine words. Pupils work together to learn the strategies needed to become a confident spellers, rather than lists of words.



Talking & Listening

Pupils learn to talk and listen to each other by taking turns and responding to their peers. The school develops these skills by pupils getting involved in Circle Time and also by encouraging pupils to work with Learning Partners.

Pupils are also encouraged to speak in front of the class, at assemblies and to the wider community. This encourages them to become confident, clear and fluent speakers.

Numeracy & Maths

Mathematics is important in our everyday lives. It allows us to make sense of our world and to manage our lives. It plays a key role in areas such as science and technology. In school we aim to allow children to experience success in mathematics and to develop the confidence to take risks, ask questions and explore alternative solutions without worrying about getting things wrong. Across the stages we plan active learning which provide opportunities to observe, explore, investigate, experiment, play, discuss and reflect. Mathematics is at its most powerful when the knowledge and understanding that have been developed are used to solve problems. Problem solving is at the heart of our learning and teaching.

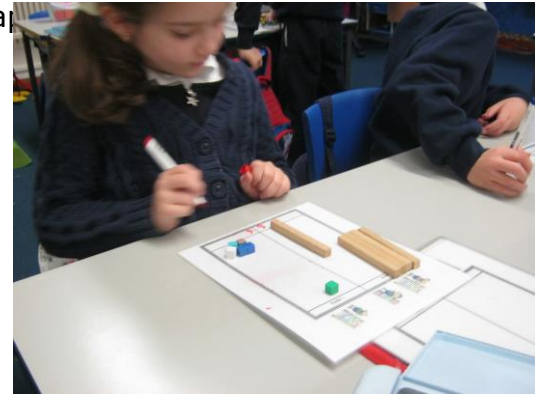
The key areas of study in mathematics are:

- Number Money and Measurement
- Shape Position and Movement
- Information Handling

In addition to teaching mathematics we plan to ensure that children develop their numeracy skills across the curriculum.

Numeracy is a vital skill that is important in everyday life. It is about being confident when solving problems, making decisions and analyzing situations that involve numbers. In numeracy children will learn through active learning and purposeful play. They will develop problem solving capabilities

- Calculating mentally
- Explaining their thinking
- Using relevant contexts and experiences
- Using technology
- Collaborating and learning independently



Health & Wellbeing

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.

Health Education incorporates:

- 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.

Our aim is that all of our pupils develop an understanding of looking after themselves and making the right choices to lead a healthy, happy and active life as adults. To achieve this a wide range of topics are covered from P1-P7 and these include:

- Food Focus Week
- Bullyproofing Our School Week
- Road safety
- Dental hygiene

- Wellbeing Day
- Drugs, alcohol and tobacco
- Sex Education
- Safety in the sun



In PE, the school offers a programme of physical activities which develop a positive attitude to an active lifestyle and encourage understanding of the role of exercise in good health. Gymnastics, dance, sports and games are considered to be the core of our programme. At Kilbarchan Primary all pupils receive two hours of PE each week in accordance with national and local authority guidelines. All pupils take part in our annual sports day which takes place in the summer term and to which all parents and friends are warmly invited.

Circle Time is an important part of our Personal and Social Development programme as pupils and staff focus on our golden rules which help to maintain the excellent ethos of respect here at Kilbarchan.

Our approach to sex education

In conjunction with the Local Authority, we have recently introduced a new approach to Relationships, Sexual Health and Parenthood Education (RSHPE) within Kilbarchan Primary. This approach is delivered as part of the Health and Wellbeing Experiences and Outcomes of Curriculum for Excellence and is a spiral curriculum, starting at Primary 1 and continuing through Primary 7 and beyond, with each year being a building block for future years. It involves parents and carers being actively involved in their child's learning, with strong relationships between school and home.

Considerable aspects of the RSHPE programme involves the pupils looking at emotions, friendships, family, relationships and values. Within the programme, pupils are encouraged to know and use the correct names for body parts so that they can use them in a factual way, although it is in upper primary before puberty and its emotional consequences are dealt with.

Further information on this programme can be found by contacting Mrs Doyle (DHT and Health and Wellbeing Coordinator)

Other subject areas

Religious & Moral Education

Children are taught about Christianity and other world religions. We encourage pupils to be knowledgeable and understanding about all religions.

Our chaplain, Reverend Steven Smith, is a regular visitor to the school, conducting

services and meeting children in their classes. We sometimes visit East and West Churches. Parents are very welcome at these events.

Parents from an ethnic minority religious community may request that their children is permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on not more than three occasions in any one school session and the pupil will be noted as an authorised absentee in the register.



Expressive Arts

Music

As well as learning songs and playing instruments we have a very comprehensive music programme of study. Using a variety of resources our pupils learn to sing, play instruments and recognise different styles of music.

Some of our pupils also learn to play the violin, flute or clarinet. We have a music specialist teacher who comes to support these pupils.

Art

We develop skills in the creation of art work and pupils get opportunities to be creative and artistic. Look out for art work displayed around the school and on 'class' pages of the website.



Drama

Drama activities involve pupils in many activities such as memory games, mime, acting and role-play. Class assemblies allow pupils to display these skills and we have a Nativity Play (P1-3) & a Spring Concert (P4-7) that parents attend.

Social Subjects

Through Social Studies children develop an understanding of the world by learning about people and their values, in different times, places and circumstances. They also develop an understanding of their environment and how it has been shaped.

The key areas of study in Social studies are:

- People, past events and societies
- People, place and environment
- People in society, economy and business



Sciences

Science and the application of science are central to our health and wellbeing as individuals and as a society.

Children are encouraged to develop a curiosity and understanding of their environment and their place in the living, material and physical world.

The key areas of study in science are:

- Planet Earth
- Forces, electricity and waves
- Biological systems
- Materials
- Topical science



Technologies

In Kilbarchan Primary School we are committed to providing a quality educational experience in Technologies, relevant to the needs of each pupil, in order to prepare our pupils to meet the challenging demands of a rapidly changing global society.

The Curriculum for Excellence Technologies framework covers 6 areas. These are:

- Business
- Computing science
- Craft, design, engineering and graphics
- Food and textiles
- ICT to enhance learning
- Technological developments in society

At Kilbarchan Primary we have an ICT suite and each class has an interactive whiteboard as well as several computers. Pupils learn skills such as Word Processing, Spreadsheets, Databases, PowerPoint, E-mails, Graphics etc. Pupils are encouraged to use their ICT skills across all areas of learning. Technology such as digital cameras, Flip video cameras, audio/podcasting devices and Nintendo Wii consoles are also used across the curriculum to enhance learners' experiences. The school also has a large number of ipads that are used in school to enhance learning.

Assessment is for Learning

Additional support for learning .

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.

Kilbarchan 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

Our Active Sports co-ordinator arranges experiences of a variety of sports that can be followed up out of school hours. Tennis, rugby, basketball, netball and hockey are some of the experiences that have been offered to date. We also run a number of clubs at lunchtime. Kilbarchan Pipe Band & Kilbarchan Choir also offer pupils the chance to play the pipes or sing. Pupils can then attend these clubs within the village. The school also offers a computer club. All stages in the school have access to at least one club.

Primary 7 pupils are given the opportunity to experience a residential visit during their last term with us. In recent years many children have gained confidence in group working from a visit to Adentiny outdoor centre.



Home school community links

Parent council

By law schools have a duty to promote parents' involvement in children's education. 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

In a health promoting school, pupils have an important part to play in making decisions about the life and work of the school. One of the ways in which our pupils have their say and make sure that their views and ideas are listened to is through the pupil council.

The Pupil Council:

- gives pupils the chance to tell teachers and staff their ideas
- represents each class in the school
- meets regularly to talk about important school issues and projects
- puts forward the class views at council meetings
- takes forward the views of the very young classes, who may find it difficult to put forward opinions
- involves pupils in decisions that affect them, their class and their school
- keeps pupils informed about the life of the school
- helps pupils to gain the confidence to have their say
- helps pupils to feel good about their place in the school community
- gives pupils responsibilities and encourages them to be active citizens
- gets exciting issues moving

At our Pupil Council meetings a chairperson leads the discussion by following an agenda set by pupils. An appointed secretary takes notes of what is said at the meetings. A member of the teaching staff attends the meetings to give guidance and support.

After the council meeting representatives report back to their class while things are still fresh in their minds - this helps every pupil to feel involved. Teachers give time to let the class discuss points that have been raised. A class suggestion box is used to gather ideas; these can then be discussed at future meetings.

Community links

We build strong links with our local community and pupils benefit from this as their learning experience is enhanced.

Please contact the office if you think you have something to contribute.

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	peter.macleod@renfrewshire.gcsx.gov.uk Phone: 0141 618 6839	Email
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Homelink Service Staff

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

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

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