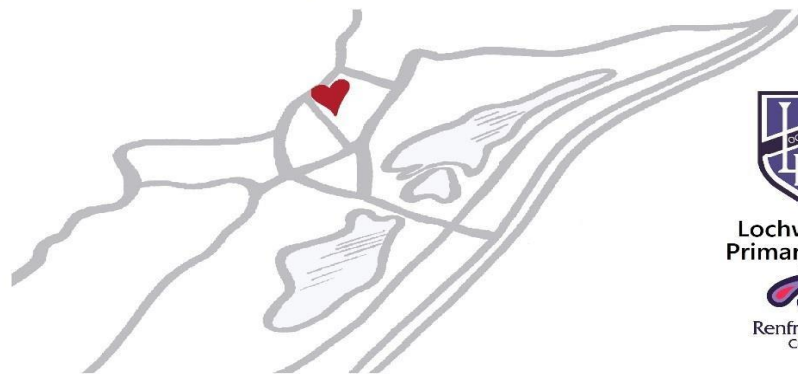


# Lochwinnoch Primary School Handbook 2024-2025



Lochwinnoch  
Primary School



Renfrewshire  
Council

## Contents

Contents .....	2
Welcome from the Head Teacher.....	5
Our Values.....	6
School Aims.....	6
Service Pledges.....	7
Standards and expectations .....	7
About Our School.....	9
School staff .....	9
School Information.....	10
School day .....	10
School year .....	11
School in-service days.....	11
School dress.....	12
Registration and Enrolment .....	13
Induction procedures for pupils starting school and their parents.....	13
Class Organisation .....	13
Assessment and Reporting.....	13
Summary of the School Improvement Plan.....	14
Strategic Improvement Priorities .....	14
Actions/Interventions.....	14
The Scottish Attainment Challenge.....	15
Transfer to Secondary School .....	15
Early Learning and Childcare Class of.....	15
Early Learning and Childcare Class Provision .....	15
Admission to Nursery .....	16
Transfer to Primary .....	16
Car parking.....	16
Care and welfare.....	16
School security .....	17
Attendance and absence.....	17
Bullying.....	17
Safeguarding including child protection .....	18
Mobile phones.....	18

School meals.....	19
School transport .....	19
Pick-up points .....	20
Placing requests .....	20
Assisted support needs.....	20
Playground Supervision.....	20
Pupils leaving school premises at breaks .....	20
Equalities.....	20
Medical and Health Care .....	21
Religious Observance .....	22
Managing positive behaviour .....	22
Wet weather arrangements .....	22
Curriculum Matters.....	<b>Error! Bookmark not defined.</b>
School curriculum.....	23
Curriculum for Excellence.....	24
Getting it Right for Every Child (GIRFEC).....	24
Additional Support for Learning .....	28
Inclusion .....	28
Support.....	28
Universal support .....	28
Targeted support .....	29
Educational Psychology Service.....	30
Health and Wellbeing Education.....	30
Specialist support service – teachers teaching in more than one school.....	31
Homework .....	31
Developing the Young Workforce .....	32
Extra Curricular Activities.....	33
Home School Community Links .....	33
Parental Involvement.....	33
Parent Teacher Association.....	35
Whole Family Wellbeing .....	35
Pupil Council .....	36
Community Links.....	36
School Lets .....	36
Other Useful Information .....	37
Listening to learn - complaints, comments and suggestions .....	37

Data Protection.....	37
Information in Emergencies .....	37
Important Contacts .....	38
Websites .....	40
Glossary.....	41
Parent feedback.....	42
Tell us what you think .....	42

## Welcome from the Head Teacher

Dear Parents/Carers

Welcome to Lochwinnoch Primary School.

We are delighted that your child will be joining us here at Lochwinnoch Primary School and look forward to building a long and happy relationship with your family.

You are the most important educator of your child and have great influence over their thinking and development. We are firmly committed to working in partnership with you to provide your child with the highest quality educational experiences whilst ensuring they are developing into confident, responsible and resilient citizens.

Our staff are experienced, professional and enthusiastic and are committed to providing a safe, caring and supportive learning environment. They value taking an active approach to learning and recognise the benefits of taking learning outside.

We encourage pupils at Lochwinnoch Primary to play an active part in helping run the school and consult them on issues that affect them. We regularly seek the views of parents and use the information we gather to support our plans for continuous improvement.

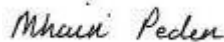
Throughout the session you will have opportunities to join in school activities and events. In addition, you will have the opportunity to attend meetings to discuss your child and their progress. I hope you will be able to attend these as we value your participation and are keen for parents to play a positive and active role in our school community.

I hope this handbook will give you a flavour of life at our school. For more information, you can visit our website <https://blogs.glowscotland.org.uk/re/lochwinnoch/> which is updated regularly with newsletters and Parent Association information.

If you have any questions, would like further information or a tour of our school please do not hesitate to contact a member of the senior management team through the school office.

I hope your child will be happy with us at Lochwinnoch Primary. If, at any time, you wish to discuss an aspect of your child's education, or the life of the school community, please do not hesitate to get in touch.

Yours sincerely,



Mhairi Peden

Head Teacher

## Our Values

More than 4,000 voices including our staff, local residents, partners, young people and community groups helped identify the values most important to us all that describe our promise to our communities, staff and partners and what people can expect of us.

These values have been formally adopted by Renfrewshire Council and will guide how we deliver services and make decisions every day.

- We are **fair**. We treat each other and everyone we deal with respectfully and work hard to build trust in Renfrewshire Council
- We are **helpful**. We care about getting things right and are always approachable
- We are great **collaborators**. We work as one team and with people who care about this place
- We value **learning** to help us innovate, improve and deliver better services

## School Aims

Following extensive consultation with pupils, staff, parents, carers and partners of our school community, our new school Vision and Values was established in February 2017. It was determined that Happiness should be at the heart, underpinned by our strong core values:

**Happiness** is

**Having fun Learning at the Heart of our Community, Determined to Achieve.**

Like the River Calder, our values run right through our school:

**C**hallenge and creativity

**A**mbition

**L**ove and Friendship

**D**etermination

**E**nthusiasm

**R**espect, Resilience, Responsibility



Our aim is for all pupils to be happy at school and nursery, enabling them to be **successful learners**, **effective contributors**, **confident individuals** and **responsible citizens** by:

- Ensuring the physical and mental wellbeing needs of **all** are at the heart of all we do, supporting **happy** and positive relationships in school and in our wider community built on an ethos of **respect**.
- Providing a broad, balanced, progressive and coherent learning experience, offering **challenge** and support within a nurturing and **friendly** environment where everyone feels welcome, secure and their views valued.
- To offer a variety of stimulating, **creative**, and active learning and teaching approaches and experiences to equip all pupils with the **enthusiasm**, **determination**, **resilience** and **ambition** to achieve essential skills for life.
- To encourage all learners to explore, appreciate, learn about and **respect** the environment.
- To recognise and celebrate continuous learning and wider achievement, encouraging everyone in the school community to self-evaluate and continuously strive improve.

## Service Pledges

### Standards and expectations

#### We will:

- offer all children and young people in our catchment area 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 for parents to be involved in school life
- provide regular information on school activities
- 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
- community involvement

#### You can also expect us to:

- provide formal written reports on your child's progress
- provide an annual report on school progress within our Standards and Quality Report
- give you an opportunity to have a formal meeting with your child's class teacher
- strive to meet your child's needs

### How can you help?

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

As a parent/carer, you can help your child by:

- making sure your child goes to school regularly
- encouraging and supporting your child with any homework/home study given
- encouraging your child to respect the school and the whole school community
- being involved in the school

The Education (Scotland) Act 1980 uses the broadly framed definition of 'parent'. This is as follows:

"Parent" includes guardian and any person who is liable to maintain or has parental responsibilities (within the meaning of section (13) of the Children (Scotland) Act 1995) in relation to, or has care of a child or young person.

This is a wide definition which might, by way of example, include:

- non-resident parents who are liable to maintain or have parental responsibilities in respect of a child
- carers who can be parents
- others with parental responsibilities, e.g. foster carers, relatives and friends who are caring for children and young people under supervision arrangements
- close relatives, such as siblings or grandparents caring for children who are not looked after or are under home supervision arrangements

Everyone who is a parent, as defined in terms of the 1980 Act, has rights under the Act. This includes the right to receive advice and information about their child's education, general information about the school, to be told about meetings involving their child, and to participate in activities, such as taking part in decisions relating to a Parent Council. Education authorities and schools should treat parents equally, the exception to this general requirement being where there is a court order limiting an individual's exercise of parental rights and responsibilities. It is for education authorities to advise schools on the application of these rights in individual cases.



## About Our School

### School staff

**Head Teacher**

Mrs Mhairi Peden

**Depute Head Teacher**

Mrs Lynne Gilchrist

**Principal Teacher**

Miss Anne Menzies

**Teachers**

Mrs Kirsten McCrorie  
Mrs Rebecca Richards  
Mrs Sue Beverland  
Mrs Karen Murray  
Mrs Carolyn Strickland  
Mrs Lesley McClymont  
Mrs Amy McClements  
Miss Christina Bardell  
Miss Laura Gill  
Miss Laura Costello  
Miss Chloe Campbell

**Classroom Assistants**

Mrs Irene Arthur  
Mrs Karen Graham  
Miss Madison Smith  
Miss Doreen Morris  
Mrs Kim David

**Classroom Assistants (ASN)**

**ELCC Deputes**

Sandra Brackenridge  
Angela Ross

**Senior Clerical Officer**

Mrs Claire Weir  
Mrs Chloe Young

**Visiting Staff**

**Music Instructor**

**Music Instructor**

**Educational Psychologist**

**Janitor**

Ian McHugh  
Ronnie Coccozza  
Rebecca Gibson-Knowles  
Mrs Jackie Dock  
Mr Richard Ramsay

## School Information

### School contact details phone number:

- phone number: 0300 300 0169
- email address: [lochwinnochenquiries@renfrewshire.gov.uk](mailto:lochwinnochenquiries@renfrewshire.gov.uk)
- write to or visit us at: Lochwinnoch Primary School  
Calder Street  
Lochwinnoch  
PA12 4DG
- website: <https://blogs.glowscotland.org.uk/re/lochwinnoch/>

### Twitter

Lochwinnoch Primary has a twitter feed to keep you updated about school news and events. Follow us @LPSandELCC.

### Parent Council

The Parent Council can be contacted by email to: [lochwinnochps@gmail.com](mailto:lochwinnochps@gmail.com) There is also a Parent Council blog which can be accessed through the school website and a Parent Council Facebook page.

### School day

Our normal school hours are detailed below.

School Opens	9.00 am
Interval	10.30 am – 10.45am
Lunch	12.15pm – 13.00pm
School closes	3.00 pm

### Arrival at School

All classes enter straight into the relevant building between 8.55 and 9am.

The playground is supervised from 8.50, therefore in the interest of Health and Safety and for the benefit of all the children we would ask that you drop your children into the playground and leave. There is only one entrance/exit for the playground and this can become very congested at busy times.

Pupils arriving after 9am should report to the school office.

All children will be dismissed from their relevant building at 3pm. In order to keep exits clear parents should wait in the parent zone.

## School year

First Term	In-service Day	Wednesday 14 August 2024 (IS)
	In-service Day	Thursday 15 August 2024 (IS)
	Schools re-open	Friday 16 August 2024
	September Weekend	Friday 27 September 2024 and Monday 30 September 2024 (inclusive)
	Schools re-open	Tuesday 1 October 2024
	In-service Day	Friday 11 October 2024 (IS)
	October holiday (schools closed)	Monday 14 October 2024 to Friday 18 October 2024 (inclusive)
	Schools re-open	Monday 21 October 2024
	St Andrew's Day	Monday 2 December 2024
	Schools re-open	Tuesday 3 December 2024
	Last day of session	Friday 20 December 2024
	Christmas / New Year Schools closed	Monday 23 December 2024 to Friday 03 January 2025 (inclusive)
	Second Term	Schools re-open
In-service Day		Friday 14 February 2025 (IS)
Mid-term break		Monday 17 February 2025 to Tuesday 18 February 2025 (inclusive)
Schools re-open		Wednesday 19 February 2025
Spring Holiday Schools closed		Monday 7 April 2025 to Monday 21 April 2025 (inclusive)
Third Term	Schools re-open	Tuesday 22 April 2025
	May Day	Monday 05 May 2025
	Schools re-open	Tuesday 06 May 2025
	In-service Day	Friday 23 May 2025 (IS)
	Local holiday (schools closed)	Monday 26 May 2025
	Schools re-open	Tuesday 27 May 2025
	Last day of session	Friday 27 June 2025

## Teachers return Thursday 14 August 2025

### School in-service days

- Wednesday 14 August 2024
- Thursday 15 August 2024
- Friday 11 October 2024
- Friday 14 February 2025
- Friday 23 May 2025

## School dress

Lochwinnoch Primary School has an attractive uniform which the children wear. The items are listed below:-

Grey Trousers , Skirt or Pinafore  
Royal Blue Sweatshirt  
White Polo Shirt  
White Shirt  
School Tie

Items of uniform with the school badge can be ordered online at <https://www.schoolwearmadeeasy.com>.

Renfrewshire Council encourages each school to adopt a dress code and for any proposed changes to be discussed 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
- 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. This includes watches, rings, chains and belts with metal buckles and other body jewellery and must all be removed before the physical education lesson, as these may cause injury to the wearer and 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 physical education should write to the school expressing their request. Children will be expected to provide tape and cover any such items of jewellery during the activity. Pupils will be responsible for the safekeeping of jewellery.

Grants for footwear and clothing for children are available to parents receiving certain benefits. Please see the council's website:

<http://www.renfrewshire.gov.uk/Freeschoolmealsandclothinggrants>

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: <http://www.renfrewshire.gov.uk/Freeschoolmealsandclothinggrants>

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.

## 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](http://www.renfrewshire.gov.uk). It is normally in November 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 how to make a placing request 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](http://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 school and their parents

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

Parents will be advised of parent meetings and pupil induction days during the spring and summer terms.

## Class Organisation

At present there are eight primary classes, some of which are composite classes. Composite classes are created in line with Renfrewshire Council policy. There is also a range of provision for early years. The main building of the school is Victorian and there is also an annexe building which has been recently refurbished. Our early years class and Primary 1 is currently housed in an annexe building.

## 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.


Information on learners' progress is gathered through planned assessments. This information is recorded and discussed with the school management team at regular tracking meetings.

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. Regular reports 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.

## Summary of the School Improvement Plan

[School-Improvement-Plan-2023-24.pdf \(glowscotland.org.uk\)](#)

OUR VISION, VALUES AND AIMS



*'At Lochwinnoch Primary School we are free to be our own true selves, creative, learn how to work as a team and value the use of our outdoor spaces. Happiness is at the centre of everything we do.'*

Like the River Calder, our values run right through our school.

Creativity  
Ambition  
Love  
Determination  
Enthusiasm  
Respect

### Strategic Improvement Priorities

Improvement Priority 1 – Raising attainment in maths and numeracy across the school but with a specific focus in P1-3

Improvement Priority 2 – Raising attainment for all in writing

Improvement Priority 3 – Improvement in children's and young people's health and wellbeing

Improvement Priority 4 – Increase the profile of science and technology across the whole cluster

### Actions/Interventions

## **The Scottish Attainment Challenge**

### **Attainment Challenge and Pupil Equity Funding (PEF)**

The Scottish Attainment Challenge, launched in 2015, is about achieving equity in education. This can be achieved by ensuring every child has the same opportunity to succeed. Renfrewshire is one of nine 'challenge authorities' who have received funding to improve literacy and numeracy and health and wellbeing, with a particular focus on closing the poverty-related attainment gap.

The Pupil Equity Fund (PEF) is being provided as part of the Attainment Scotland Fund. The PEF is allocated directly to schools and targeted at closing the poverty related attainment gap. Every council area is benefitting from the fund and is based on the number of pupils in P1-S3 known to be eligible for free school meals. The funding is to be spent at the discretion of the head teacher working in partnership with parents, pupils and staff to devise plans which focus on closing the poverty-related attainment gap.

### **Transfer to Secondary School**

There is a planned transition programme to help pupils prepare for moving on to secondary school. Details of this are shared during the course of the Primary 7 session.

Pupils normally transfer to secondary school between eleven and a half and twelve and a half years of age, so that they will have the opportunity to complete at least four 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 how to make a placing request 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.

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

Head teacher: Mrs Lynne Hollywood Telephone: 0300 300 1331

## **Early Learning and Childcare Class of Lochwinnoch Primary School**

### **Early Learning and Childcare Class Provision**

The school's early learning and childcare class provides 56 places for children aged 3 - 5 years. Children are entitled to 1140 hours of early learning and childcare per year.

Children are eligible for entry to the nursery after their third birthday (dependent on their month of birth). Starting dates for children born on or between 1 March to 31 August will start Autumn term (August). If your child was born outwith these dates then they would start the month after their third birthday, e.g. child born on or between 1 to 30 September would start in October.

Some children aged two years are eligible for a funded place if their parent is in receipt of

qualifying benefits. They are eligible to start from the term after their second birthday:

Term 1 - children born March to August will be eligible from August term that year.

Term 2 - children born September to December will be eligible from January following their birthday.

Term 3 - children born January and February will be eligible from April following their birthday.

To see if your child is eligible, please contact the school for further information or on the Council website <https://www.renfrewshire.gov.uk/article/11142/How-much-free-nursery-hours-or-childcare-you-can-get>

Application forms for an early learning and childcare place are available on the Council website <https://www.renfrewshire.gov.uk/article/9741/Apply-for-a-free-nursery-or-childcare-place>

### **Admission to Nursery**

Early learning and childcare provision is non-denominational. Placement in the early learning and childcare class does not guarantee a place in the primary school if a placing request is necessary. All Renfrewshire early learning and childcare classes adhere to the council's admission policy and all applications are dealt with in line with its guidelines.

The head teacher is a member of the local admissions panel which is made up of nearby nursery classes and partnership nurseries. All applications are discussed at a meeting of this panel and agreement about the allocation of places is made by the members. Parents will receive notification when their child is allocated a place and information will accompany this about starting dates and times.

Normally children will start at the appropriate time in the term after their third birthday. In some circumstances children may be eligible for a place after their second birthday.

### **Transfer to Primary**

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

### **Car parking**

A dedicated parking space has been created to ease access for people with disabilities. Please do not use this space without authorisation.

To ensure the safety of all children parents/carers should not use the school park or driveway for dropping off or collecting children, with the exception of the disabled space. Roads around the school become very congested at the beginning and end of the school day and parents are reminded to be considerate of pedestrians, other road users and local residents.



## 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 to make sure children are safe, happy and able to benefit from the educational opportunities we offer.

## 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' sign in book, badges and escorts, while visitors are within the school building. Normally, anyone visiting a school for any reason, will be asked to report to the school office. The school staff can then 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. Attendance is recorded twice a day, morning and afternoon.

Please let the school know by letter or phone if your child is likely to be absent for some time and provide your child with a note on his or her return to school, confirming the reason for absence. If there is no explanation provided 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 your child's education and reduces learning time. The head teacher can approve absence from school for a family holiday in certain extraordinary situations. Please discuss your plans with the head teacher before the holiday. Absence approved by the head teacher on this basis is regarded as authorised absence. If the head teacher does not give permission before the holiday, it will be recorded as unauthorised 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. The education authority, however, has legal powers to write to, interview or prosecute parents, or refer pupils to the Reporter to the Children's Panel, if necessary.

## Bullying

At Lochwinnoch Primary School we aim to create an environment where bullying can't thrive.

Renfrewshire Council has an anti-bullying policy which was developed in consultation with pupils, parents and staff. The policy provides guidance on the prevention, identification and management of bullying – both the bullying behaviour and the impact it has.

Our school also has its own anti-bullying policy which sets out our local approach to tackling bullying. You can request a copy of the Council's policy and/or the school's policy from the

school office or access them online at <http://www.renfrewshire.gov.uk/article/3469/Anti-bullying>

If you have a specific concern about bullying, please report this to the school so that we can investigate and take any action that might be needed.

## **Safeguarding including 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 in place to make sure that all staff receive training each year and are confident in responding to any child protection or safeguarding issue, including e-safeguarding, child sexual exploitation and radicalisation. Staff ensure the wellbeing of children they come into contact with and work closely with other agencies to protect children and keep them safe. All school staff must report any concerns they have about the welfare of children to the school's child protection co-ordinator.

## **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.

- 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 must 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 must be deleted from phones on their return
- Children's 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, there will be consequences in line with the school's positive behaviour/discipline policy
- Individual school policies should clearly state for the benefit of staff, pupils, parents 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
- Smartphones introduce additional challenges for schools and parents. Pupils and parents should be aware that this also leaves pupils open to dangers such as cyber bullying, grooming and access to inappropriate material. Parents are encouraged to read

anti-bullying policy for further guidance

- 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 in 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 contact the police, it is for the police, and 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

All Primary 1 – Primary 5 children are automatically entitled to a free school meal.

Children of parents receiving certain benefits, 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:

<http://www.renfrewshire.gov.uk/schoolmeals>

Children who are also entitled to free school meals are entitled to free milk at lunchtime. Milk may also be on 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 Children's Services in Renfrewshire House, Paisley or online at <http://www.renfrewshire.gov.uk/article/3486/Home-to-school-transport>. These forms should be completed and returned before the end of February for those pupils beginning school in August to allow 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.

## **Pick-up 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 pick-up point on time and behaves in a safe and acceptable manner while boarding, travelling on 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 are not required to provide a school bus pass or any other help with transport.

## **Assisted support needs**

Renfrewshire Council may provide home to school transport for children assessed to attend any school because of their Additional Support Needs. We also provide seat belt and wheelchair restraints needed to transport pupils.

## **Playground Supervision**

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

In Lochwinnoch Primary we have excellent support staff who work in the playground to supervise the children:

- Mrs Arthur
- Mrs Graham
- Miss Morris
- Mrs David
- Miss Smith
- Mrs Dock
- Mr Ramsey

## **Pupils leaving school premises at breaks**

Schools have a duty to look after the welfare of their pupils. This includes taking reasonable care of pupils' safety during intervals and lunchtimes.

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
- Foster good relations between people who share a relevant protected characteristic and those who do not

In line with UNCRC, in Renfrewshire we place the human rights and needs of every child and young person at the centre of education.

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 examinations 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. Parents will be told about any recommended action or treatment. All examinations are carried out by NHS Greater Glasgow and Clyde.

Parents should notify the school of any medical requirements or allergies that their child may have. Wherever possible, where a child requires medication, it is better if this is provided outside of school hours. In cases where it is necessary that the child receives medication during school hours, parents should contact the school to make appropriate arrangements. School staff are under no obligation to give medicines to pupils and staff will advise parents of local arrangements. Where appropriate, schools will support parents in helping children and young people learn the life skills which allow them to manage their own healthcare needs.

Minor accidents are dealt with by the school's qualified first aider(s) or appointed person. 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. It is very important that the

school has up to date contact details for all parents and an additional contact person in case parents can't be contacted. 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 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.

## **Managing positive behaviour**

At all times, the emphasis at Lochwinnoch Primary is on a positive approach to behaviour. Children are encouraged to take responsibility for their own actions and to develop self control and self discipline. Good behaviour is actively encouraged.

Values Assemblies take place monthly and recognise pupils who have clearly demonstrated our values; challenge, creativity, ambition, love and friendship, determination, enthusiasm, respect, resilience and responsibility.

Pupils belong to one of 4 houses and can earn house points for their efforts and achievements. Pupils are encouraged to work together and are rewarded collectively in houses at the end of each month, term and year. Pupils elect their own House Captains each year and House Captains are responsible for working with the management team to ensure that the pupil voice is heard.

When behaviour of pupil is causing concern this will be explored through restorative conversation with the pupil. Should behaviours continue to cause concern this will be discussed with parents. We rely on the cooperation and support from parents to ensure that children enjoy school and give their best in terms of good behaviour and hard work.

## **Wet weather arrangements**

Children should come suitably prepared with jackets and footwear for playing outside whatever the weather. In extreme weather conditions playing outside may be deemed unsuitable (very wet, very windy or snowy) and children may be kept in at intervals and lunchtimes. The school is unable to admit children before 8.50 am.

Each class has a range of "wet playtime" activities. Children are encouraged to add to these activities.

## Curriculum Matters

### School curriculum

Scotland's curriculum – Curriculum for Excellence (CfE) – helps our children and young people gain the knowledge, skills and attributes needed for life in the 21st century.

Curriculum for Excellence places learners at the heart of education. At its centre are four fundamental capacities. These capacities reflect and recognise the lifelong nature of education and learning. The four capacities are aimed at helping children and young people to become:

- Successful learners
- Confident individuals
- Responsible citizens
- Effective contributors

The National Improvement Framework, updated annually, sets out the vision and priorities for Scottish education that have been agreed across the system, and the national improvement activity that needs to be undertaken to deliver those key priorities.

Crucially, it sets out a clear **vision** for Scottish Education:

- Excellence through raising attainment and improving outcomes: ensuring that every child and young person achieves the highest standards in literacy and numeracy, as well as the knowledge and skills necessary to shape their future as successful learners, confident individuals, responsible citizens, and effective contributors
- Achieving equity: ensuring every child and young person has the same opportunity to succeed, no matter their background or shared protected characteristics, with a particular focus on closing the poverty related attainment gap

The Key priorities of the National Improvement Framework are:

- Placing the human rights and needs of every child and young person at the centre of education
- Improvement in children and young people's health and wellbeing
- Closing the attainment gap between the most and least disadvantaged children and young people
- Improvement in skills and sustained, positive school-leaver destinations for all young people
- Improvement in attainment, particularly in literacy and numeracy

### The Learner's Journey

Lochwinnoch Primary School offers a broad, balanced and relevant curriculum. A variety of teaching methods are involved in this process and the children are actively encouraged to be involved in their learning.

The curriculum areas are not structures for timetabling and the school has the freedom to think imaginatively about how to organise and plan in creative ways which encourage deep, sustained learning and which meet the needs of children.

The curriculum areas are:

- Languages (including French from Nursery to P7 and Spanish in P6)
- Mathematics
- Health and well-being
- Sciences
- Expressive arts
- Social studies
- Technologies
- Religious and moral education

## Curriculum for Excellence

### Our Approach to Literacy, Numeracy and Health and Wellbeing Literacy

Language is at the heart of children's learning. Through language, children receive much of their knowledge and acquire many of their skills.

At Lochwinnoch we teach children to:-

- Listen carefully
- Read with understanding
- Write with expression and accuracy
- Talk confidently and fluently

In doing this they will gain a sound knowledge of how language works and will become familiar with the many ways in which it is used.

Emphasis is placed on legible handwriting, accurate spelling, correct punctuation and presentation.

A wide range of other resources are used to teach these skills.

#### Reading

All children have set reading (reading that the teacher sets for homework) and parents are encouraged to read or discuss reading with their children every night.

#### P1

We use the Jolly Phonics and Jolly Grammar phonics programmes with our Primary 1 and 2 children to great success. This is a multi-sensory and active approach, which teaches the children how to read and write the main 42 sounds of the English language in a fun and interactive way. We teach reading by using a variety of approaches including, the sounding out (blending) technique, word recognition and picture cues. Children learn new sounds every week and begin with reading banded books that develop their abilities to use picture cues to support word comprehension. As the volume of sounds taught increases children then move on to more challenging texts. They will begin to be shown how to



employ their new knowledge of sounds in order to read the words in their reading books and in any books that they use. Please note children will be doing reading activities everyday in school and teachers will be modelling reading.

### P 2 & 3

Children will further develop their phonic knowledge, segmenting skills (breaking down words into sounds) when spelling and their blending skills (reading words by putting together the sounds). They will continue to be taught a variety of reading strategies including chunking, re-reading and using context clues. Also through taught fun, interactive lessons the children will understand how the basic rules of grammar work and further develop their writing skills. Banded books continue to be used to practise the children's skills in reading.

### P4-P7

As the children become more independent readers they will move onto Accelerated Reading, enabling them to read interesting books of their choice at an appropriate level of challenge. Pace and comprehension are monitored by the teacher.

Children will sometimes take part in reading circles which are similar to "Book Groups" that many adults attend. The children work in small groups where they choose the book they want to read together. They are given roles, set the amount they want to read at home and prepare questions and discussion points that they then use in class. They will also take part in whole class novel studies called 'Dive into Reading' e.g. Charlie and the Chocolate Factory, Holes, The Wind Singer and Goodnight Mister Tom. The children enjoy reading and exploring a novel together with a wide range of learning opportunities being planned by the teacher throughout the novel.

Pupils further develop specific skills by working on plays, short stories, novels and non-fiction texts.

### Spelling

New sounds, spelling rules and common words will be taught to P1-5 in groups once a week. At P6 and P7 level, able pupils may be more independent when learning new spelling rules. Children are regularly assessed to ensure spelling words are appropriate. Spelling activities are incorporated throughout the week and activities are varied and challenging for all children. Homework will consolidate the spelling being taught in class.

When writing, pupils are encouraged to self-check spelling, and underline any words they have tried but are still unsure of. Children will be encouraged to 'Have a go!' at unfamiliar words using phonics and known rules and by the end of First level, begin to use dictionaries, spell checkers/other resources to aid spelling.

### Handwriting

We aim to teach every child to write legibly, fluently and at a reasonable speed. We use Nelson Handwriting from Nursery through to Primary 7. In the early stages we focus on fine motor skills, fingers exercises, posture when seated and pencil grip before moving onto letter formation and joining letters.

### Writing

In class the children are involved in a wide range of written tasks, which will reinforce and further their skills. They have the chance to work in groups or with a partner and a sense of fun and challenge is encouraged.

A rigorous method and approach to teaching and assessing children's writing is used throughout the school. The children discuss the success criteria for a piece of writing and then assess their work against this criteria. Children have a clearer idea of what they are good at, what they need to improve on and what specific steps they will take to get them there.

Writing assessments are moderated within the school and across the other schools in the area. This ensures that there is a shared understanding, progression and expectations of children's ability in writing.

### Listening and Talking

Listening and talking permeates through the entire curriculum. All pupils will, at some point throughout the year, give a short presentation to the class. This may be based on the class topic or some other aspect to the curriculum.

## Mathematics

Mathematics plays an important role in our lives and in the lives of our children. For pupils to use maths effectively, our aim is to give our children a sound grounding in the basic number skills and the opportunity to develop mathematical concepts through activities in the areas of:-

- Problem Solving
- Number, Money and Measurement
- Information Handling
- Shape, Position and Movement

In Lochwinnoch Primary we follow the Renfrewshire Council Guidelines for Numeracy and Mathematics and follow pathways which take into account the relevant Experiences and Outcomes. Teachers use SEAL approach to teach arithmetical skills and the understanding of numbers. Teachers assess pupil's progress against national benchmarks. Assessment is on-going and teachers assess pupil's knowledge and understanding of skills taught and also their ability to apply a range of skills and techniques in problem solving tasks.

In P1 and P2 children use active learning to investigate and explore numbers, shapes and colours. Teachers raise the children's awareness of the numbers all around them in everyday life – the numbers in their address, the bus number, road signs, numbers are everywhere! The children will have a chance to use lots of different materials to count and sort, for example jewels, shells and bolts – not just plastic cubes! Children practise their number formation using many different materials – plasticine, sand writing, whiteboards and pens as well as traditional paper and pencil. Staff encourage a high standard of written work and helping your child to practise these numbers will be of real benefit.

In P3 pupils continue using Heinemann Active Maths. This emphasises the importance of practical activities and interactive work, which encourages the pupils to be actively involved in their learning.

From P4 to P7 a variety of teaching methods are used to teach mathematical skills and concepts. Variety and interesting stimuli help to ensure that teaching and learning are effective. Teejay Maths and Heinemann Active Maths are the main resources used.

Number Talks and Interactive Mental Maths activities are also used regularly in class. Mental calculations play a large part in the maths curriculum. Mental maths strategies are

taught to the pupils to increase speed and accuracy as well as the understanding of the processes. Tables and number bonds are given to pupils for home practice at times. Parents can greatly help with mental maths practice at home.

Pupils who are involved in Individualised Programmes follow their own programme using a variety of resources and for their appropriate level of learning.

### Digital Skills

In an ever-changing world digital literacy and computing science knowledge is essential for learning, life and work. At Lochwinnoch Primary School we aim to equip our pupils with the skills and knowledge that can allow them to become independent learners. We have heavily invested in our digital hardware and software and now have 85 Chromebooks, 61 iPads, many apps and online subscriptions.

Our staff and pupil confidence in using digital technologies has vastly improved and we now have digital technologies and computing science evident in every classroom in our school. All teachers try to incorporate digital learning across the curriculum and use it in creative and imaginative ways to enhance the learning and experiences of our pupils. We use apps such as Seesaw, Chatterpix, Pic Collage and iMotion to showcase our learning and create tools to allow pupils to independently share their learning with their peers and parents.

We have recently been awarded the Digital Schools award which celebrates and showcases the wonderful digital learning taking place at Lochwinnoch Primary.

## Outdoor Learning

Learning outdoors is a key part of our curriculum here in Lochwinnoch Primary School. We have fabulous outdoor areas within the school grounds and the surrounding area and classes are learning outside every day of the week.

In 2021-22, Primary 5 and Primary 6 pupils received John Muir Awards.

The John Muir Award encourages people of all backgrounds to connect with, enjoy and care for wild places. The award encourages participants to discover wild places, to explore these locations, to work hard to conserve them, and then to share news of their hard work.

## Renfrewshire's Nurturing Schools Approach

We have been working towards Jade Level Accreditation in Renfrewshire's Nurturing Schools Approach.

All teachers have been trained in the principles of nurture:

Transitions are important in children's lives

All behaviour is communication

The Environment offers a safe base

Nurture is important for wellbeing  
Learning is understood developmentally  
Language is a vital means of communication

Over the last 2 sessions we have worked to ensure that a consistent language is used by school staff when speaking to children about their issues or concerns. We have also had a focus on both pupil and staff wellbeing. Find out more by looking at our Thinglink.  
<https://www.thinglink.com/card/1540400177360142337>

## **Getting it Right for Every Child (GIRFEC)**

Getting it right for every child (GIRFEC) is the national approach in Scotland to improving outcomes and supporting the wellbeing of our children and young people by offering the right help at the right time from the right people. It supports them and their parent(s)/carers to work in partnership with the services that can help them.

All education staff have a statutory responsibility to promote and support the wellbeing of children and young people in their care. There are 8 wellbeing indicators and you can find out more about these here: <https://www.gov.scot/policies/girfec/wellbeing-indicators-shanarri/>

## **Additional Support for Learning**

Robust tracking procedures ensure that pupils who require additional support for learning are identified early. Additional support needs can arise in the short or long term as a result of the learning environment, family circumstances, health, wellbeing needs or a disability. Parents are kept informed of any additional support required and this is recorded and monitored regularly using a Pupil Support Plan. We work with other agencies where appropriate to ensure that children are able to access the curriculum as fully as possible.

## **Inclusion**

Renfrewshire's inclusive approach affords all children and young people the opportunity to be part of their learning community, boosting their emotional wellbeing and aiding the development of social skills. This approach is based on the core inclusive value of providing education for children within their own community as much as possible. Wellbeing assessment and individual planning is in place for all young people who require additional support.

## **Support**

The needs of the child or young person should always be central to the identification, planning and provision of support. Support should be appropriate, proportionate and timely.

## **Universal support**

Universal support starts with the ethos, climate and relationships within every learning environment. It is the responsibility of all practitioners and partners.

An environment which is caring, inclusive, fair and focused on delivering learning to meet individual needs will encourage all children and young people to strive to meet their learning potential.

Personal learning planning is at the heart of supporting learning. The conversations about learning, reviewing progress and planning next steps are central to this process. Planned opportunities for achievement which focus on the learning and progress made through activities across the full range of contexts and settings in which the curriculum is experienced also contribute to the universal aspect of support. In addition, all children and young people should have frequent and regular opportunities to discuss their learning and development with an adult who knows them well and with whom they have a mutually trusting relationship. This key member of staff has the holistic overview of the child or young person's learning and personal development.

### **Targeted support**

Children and young people can benefit from additional or targeted support, tailored to their individual circumstances. This could be at any points of their learning journey or throughout the journey.

Barriers to learning may arise from specific learning difficulties, disability, social, emotional or behavioural needs, bereavement or family issues.

Targeted support also encompasses children and young people requiring more choices and more chances to achieve positive, sustained post-school destinations.

This 'targeted' support is usually, but not exclusively, delivered by staff with additional training and expertise.

Independent sources of information and advice nationally include -

**Enquire** – the Scottish advice service for additional support for learning

Telephone – 0345 123 2303

Email – [info@enquire.org.uk](mailto:info@enquire.org.uk)

**Resolve (Children in Scotland)** - Resolve: ASL is an independent mediation service for parents and carers of children and young people with additional support needs.

Telephone – 07955 788967

Email – [resolve@childreninScotland.org.uk](mailto:resolve@childreninScotland.org.uk)

### **Educational Psychology Service**

Educational Psychologists (EPs) support equity, inclusion and attainment and deliver evidence-based intervention to support pupils' wellbeing in Renfrewshire's schools, nurseries and other learning centres.

EPs work with teachers, parents and support staff to help children and young people make the most of their lives and support schools, nurseries and other learning centres to improve and develop supportive healthy learning environments through approaches such as the Renfrewshire Nurturing Relationships Approach, Language and Communication-Friendly Environments, Video Interaction Guidance and Non-Violent Resistance.

Our schools have a system in place for monitoring and reviewing the progress of all our young people and we have a link educational psychologist who visits on a regular basis and is part of the extended support team. When concerns are raised about a child or young person, the schools take action to address these concerns and may involve a link EP. Parental permission will always be obtained before we request to involve the link EP.

## 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 positive 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 young people
- 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

Effective health and wellbeing education requires exchange of information, mutual support and collaboration with community partners, schools and parents.

## **Specialist support service – teachers teaching in more than one school**

We have a number of teachers who work in nurseries and schools to provide specialist support to children and young people who have a range of additional support needs. These teachers work with teachers within the nursery or school 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
- children with English as an additional language who are at the early stages of learning English
- care experienced children and young people and those experiencing discontinuity in their learning
- children and young people with a range of additional support needs

## **Homework**

Homework is an integral part of learning and teaching. It provides children and young people with the opportunity to develop self-reliance, self-discipline, self-confidence and be responsible for their own learning. It also strengthens the link between home and school by supporting 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.

Lochwinnoch 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.

- Homework should never be a battle, and should reinforce learning which has already taken place in the classroom. If your child is struggling with an element of their homework please do not battle through – but do communicate this to the class teacher as soon as possible.
- Tasks will usually be issued over 5 school days.
- Your child's teacher will offer suggestions of additional activities you can do with your child to enhance and extend their learning.
- Digital platforms are used to set homework. (P1 Seesaw, P2-7 Google Classroom)
- Each week children should receive a spelling, reading / language and maths task. These may take a variety of formats – written, practical, verbal or web-based.
- Teachers of composite classes will liaise with colleagues to ensure there is consistency in homework across a stage.
- At times your child may be asked to complete a more extended tasks or project which requires knowledge and skills gained throughout the term – other homework will usually be suspended at this time.

- It is important that families have plenty of opportunities to enjoy holidays and weekends together – formal homework will usually not be issued over holidays or short weeks –

but that doesn't mean learning can't continue! Encourage your child to follow a recipe, discuss a topical news story, or keep a diary of what you've been up to.

## Developing the Young Workforce

Developing the Young Workforce [Determined to Succeed] is our strategy to develop the business and employability skills in young people.

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

The four main areas are:

- Enterprising learning and teaching
- Entrepreneurial learning
- Work-based vocational learning
- Career education

The themes are built around the main areas:

- Supporting the development of skills for life and skills for work
- Engaging employers
- Broadening the reach of the programme
- Embedding enterprise in the curriculum
- Building capacity
- Enhancing our international profile

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

The range of activities can include:

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



## Extra Curricular Activities

At Lochwinnoch Primary School there are a number of extra-curricular activities available to children. These activities can take place before school, between 3.00 and 4.00 pm or during lunch time. Activities are taken by staff, parents and Renfrewshire Council's Active Sports Coordinators.

Activities can be different each year and have previously included:

- Badminton
- Chess
- Multi-sports
- Jogging
- Netball
- Football
- Athletics
- IT Club

## Home School Community Links

### Parental Involvement

By law, schools have a duty to promote parents' involvement in their child's education and our school encourages parents to:

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

Every parent who has a child attending our school is automatically a member of 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
- enjoy taking part in the life of the school in whatever way possible

The Parent Forum elects a smaller group of parents to form the Parent Council. Parent Councillors may be involved in:

- supporting the work of the school
- gathering and representing parents' views to the head teacher, education authority and Education Scotland

- promoting contact between the school, parents, pupils, and the local community
- fundraising
- organising events
- reporting to the parent forum
- being involved in the appointment of senior promoted staff
- providing a representative to the National Parent Forum of Scotland

Parent council chairs can attend the Parent Council Liaison Group, which gives parent councils an opportunity to speak with elected members and senior managers from the Council about issues relating to education in Renfrewshire. These meetings take place four times a year and details are sent to Parent council chairs at the start of each new academic year.

For more information on parental involvement or to find out about parents as partners in their child's learning, please contact the school or visit the Parentzone website at:

<https://education.gov.scot/parentzone>

<https://www.npfs.org.uk/>

## Parent Teacher Association

### Parent Council

Chair Person  
Secretary

Alison Ramsey  
Dee Butler

Our Parent Council meets termly. All parents are welcome to attend meetings or contact us via the Parent Council Facebook Group.

For more information on parental involvement or to find out about parents as partners in their child's learning, please contact the school or visit the Parentzone website at:

<https://education.gov.scot/parentzone>

<https://www.npfs.org.uk/>

## Fundraising Committee

The Fundraising committee is a sub-committee of the Parent Council.

The aims of the sub-committee are:-

- To promote – and interest parents – in the welfare of the school
- To assist pupils and staff by means of financial and other practical help as may be appropriate.

Some examples of events that the sub-committee organise throughout the year are:

- Children's Discos
- Adventure Course
- Pantomime
- Parent Events
- Christmas hamper
- Hoop – a – thon
- Christmas Cards

.....and many more fundraising events.

## **Whole Family Wellbeing**

The School Family Wellbeing Team is one of the services that supports children and families in Renfrewshire. They will work with young people and families where additional help is required to make sure children and young people can make the most of their school experience. They can help families with issues such as school attendance, managing relationships and any barriers to learning. They will attend team around the child meetings to agree how they could contribute to your child's wellbeing plan.

Parents are fully involved, with an initial home visit to discuss the referral and updates on progress reviewed and evaluated on a regular basis.

Support is also offered to pupils who are identified as anxious during times of change, such as moving from nursery to primary, primary to secondary and secondary to further education or employment. These can be stressful times for both pupils and parents and the school family wellbeing team can support parents and the school to work together to ensure a smooth transition, and help children and young people learn how to cope with change.

The school family wellbeing service is a non-statutory service and staff work in partnership with parents or carers, school staff and other agencies, including counselling and support services, health, social work, community learning and development, and other identified local voluntary and government agencies.

## **Pupil Council**

Pupils are consulted throughout the year using a variety of methods including focus groups, vertical learning opportunities and questionnaires. This increases children's sense of citizenship and responsibility at a very practical level.

## **Community Links**

Lochwinnoch Primary School aims to be at the heart of the community and values its local environment, making use of various opportunities available including Castle Semple Centre, Clyde Muirshiel, RSPB, the local library and relationships with community members.

Local visitors are welcomed to the school regularly to speak to the children on a variety of subjects, e.g. lollipop lady, fire service, community police and community council.

Some parents or community members, also give of their time and talents to work with small groups of children. They help facilitate, for example, outdoor learning, trips, board games etc to consolidate children's learning.

## School Lets

The sale and/or consumption of alcohol on school premises is prohibited. No applications for occasional licences by the school, Parent Council or other party hiring or using the school premises should be made to allow for the sale of alcohol on school premises.

To apply to use school facilities, contact OneRen. 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 interested in feedback of all kinds, whether it be compliments, suggestions or complaints.

If, in particular, you have a complaint about the school, you can submit this by writing, telephoning or making an appointment to speak with the Headteacher. 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 from making a complaint and we will deal with the issue confidentially. 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 be aware of when making a complaint:

#### Stage 1 complaint:

- Complaints about the school should be directed to the head teacher in the first instance.
- It is helpful if you can give some details of the issue and ask for an early appointment to discuss it.
- We want to resolve complaints as quickly as possible. You will get a decision on your complaint in five working days or less, unless there are exceptional circumstances. If it is going to take longer than five working days, we will let you know.

#### Stage 2 complaint:

- If you are not happy with the response to your complaint, you have the right to take it further and submit a complaint to Children's Services. This is also known as a stage 2 complaint. You can do this by completing a complaints form (available from the school or any council office), fill in the online form via your 'my account', write to us, email us at [complaints@renfrewshire.gov.uk](mailto:complaints@renfrewshire.gov.uk), or call us on 0300 300 0170. At this stage, we will carry out an in-depth investigation. We will acknowledge receipt of your complaint within

three working days and give you a full response within twenty working days. If the investigation is going to take longer than this, we will contact you to inform you.

- If you remain dissatisfied following the stage 2 outcome, you can contact the Scottish Public Services Ombudsman and our response 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 secure computer system and may be used for teaching, registration, assessment and other administrative purposes. The information is protected by data protection laws, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, and can only be shared or disclosed in accordance with those laws. To find out more about how your personal information is used, please consult the Council's general Privacy Policy, here: <https://www.renfrewshire.gov.uk/article/2201/Privacy-policy>

Pupils attending any type of school have a right of access to their own information by virtue of the Data Protection Act 2018. This is known as the right of subject access. When a child cannot act for themselves or the child gives permission, parents will be able to access this information on their behalf. The Pupils' Educational Records (Scotland) Regulations 2003 give parents and carers a specific right of access to their child's educational records. You can find out how to make a Subject Access Request or a request for Educational Records, by visiting the Council's Data Protection page, here: <https://www.renfrewshire.gov.uk/article/2059/Data-protection>

For specific data protection queries, please contact the school directly.

## 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 severe weather, traffic and transport disruption, power failures or fuel shortages. In such cases, we will do all we can to let you know when we are closing and reopening the school or nursery.

We use a variety of methods to keep you updated in emergency situations including: e-mails, our schools digital newsletter, text messages, the school and council websites and Renfrewshire Council's social media channels (Facebook - renfrewshirecouncil and X (Twitter) - @RenCouncilNews).

Further information may also be provided through letters, announcements in the local press, local radio, or notices in local shops, churches and community centres.

Please ensure we have the most up-to-date emergency contact information for your family and you are following the council's social media channels. You can sign up for the school's digital newsletter via [www.renfrewshire.gov.uk/e-alerts](http://www.renfrewshire.gov.uk/e-alerts).

## Important Contacts

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### Director of Children's Services

Janie O'Neill	Renfrewshire House Cotton Street Paisley PA1 1LE	Email <a href="mailto:csdirector@renfrewshire.gov.uk">csdirector@renfrewshire.gov.uk</a> Phone: 0141 487 0885
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### Homelink Service

c/o West Primary School  
Newton Street  
Paisley  
PA1 2RL

### Senior Home Link Workers

Email  
[morag.mcguire@renfrewshire.gov.uk](mailto:morag.mcguire@renfrewshire.gov.uk)  
[pamela.mckechan@renfrewshire.gov.uk](mailto:pamela.mckechan@renfrewshire.gov.uk)  
Phone: 0300 300 1415

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### Community Learning & Development

Community Facilities Section	OneRen 3 <sup>rd</sup> Floor Renfrewshire House Cotton Street Paisley PA1 1LE	Email <a href="mailto:comfac@renfrewshire.gov.uk">comfac@renfrewshire.gov.uk</a> Phone: 0300 300 1430
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Adult Learning Services	West Johnstone Shared Campus Beith Road Johnstone PA5 0BB	Email <a href="mailto:als.els@renfrewshire.gov.uk">als.els@renfrewshire.gov.uk</a> Phone: 01505 382863
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Youth Services	West Primary School Newton Street Paisley PA1 2RL	Email <a href="mailto:youth@renfrewshire.gov.uk">youth@renfrewshire.gov.uk</a> Phone: 0141 889 1110
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### Customer Service Centre

Customer Service Centre	Renfrewshire House Cotton Street Paisley PA1 1AN	Email <a href="mailto:customerservices.contact@renfrewshire.gov.uk">customerservices.contact@renfrewshire.gov.uk</a> Phone: 0300 300 0300
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## Websites

You may find the following websites useful.

- <https://education.gov.scot/parentzone/> - parents can find out about everything from school term dates to exam results. This site also offers information for nursery aged children and young people who have left school. It also lists relevant publications for parents and provides hyperlinks to other useful organisations
- <https://education.gov.scot/education-scotland/inspection-reports/> - parents can access school and local authority inspection reports and find out more about the work of Education Scotland
- <https://education.gov.scot/parentzone/my-school/> - 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
- <http://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
- <https://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
- <https://education.gov.scot/> - 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**

ASL – Additional Support for Learning

ASN – Additional Support Needs

CFE - Curriculum for Excellence

CLAD – Community Learning and Development

FOI – Freedom of Information

GIRFEC – Getting it Right for Every Child

HT/PT/PST – Head Teacher/Principal Teacher/Pastoral Support Teacher

LTS – Learning and Teaching Scotland

SIP – Service Improvement Plan

Although this information is correct at time of publishing, 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 handbook 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?

Yes  No

2. the information you expected?

Yes  No

3. the handbook easy to use?

Yes  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:

Planning & Policy Team

Children's Services, Renfrewshire Council

Renfrewshire House

Cotton Street

Paisley

PA1 1LE

email address: [cmdatapolicy@renfrewshire.gov.uk](mailto:cmdatapolicy@renfrewshire.gov.uk)