



Stirling Council
Schools, Learning & Education

Braehead Primary School
Handbook

2017/2018

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Stirling Council Schools, Learning and Education

Stirling Council is committed to working in partnership with our communities to deliver the best possible services for all who live and work in the Stirling area.

We have a clear focus on achieving the highest standards in our schools and nurseries so that the children, young people and citizens of Stirling benefit from first class services.

Education is key to every child's future and enables us to create a fairer and more inclusive society, where our young people secure positive destinations when they leave school.

We attach great importance to lifelong learning, giving children the best possible start in life from nursery, through school, to life beyond school.

We want all children and young people growing up in Stirling to be: safe and happy; listened to and respected; engaging in a wide range of active learning opportunities; and achieving positive outcomes.

We will realise this ambition by putting children and young people first, promoting inclusion and delivering high quality services.

The needs of our children and young people will be best met by working effectively together with parents, carers and a range of partners. We want parents and carers to be involved in their children's learning.

We look forward to working with you, as your child embarks on their transition to a new school.

A handwritten signature in black ink, appearing to read "Kevin Kelman".

Kevin Kelman
Chief Education Officer
Stirling Council
November 2016

WELCOME FROM THE HEADTEACHER

Welcome to Braehead Primary School.

I hope you find the information in this brochure helpful and informative.

In Braehead Primary we strive to run a welcoming and friendly school where staff, parents and pupils work together. If you have any questions or concerns the management team will make every effort to be available to meet with you promptly. If you wish to meet with the class teacher please contact the school office and we will make an appointment for you.

Mairi Breen
Headteacher

DESCRIPTION OF THE SCHOOL

Braehead Primary School was built in 1972. It is semi open plan with 3 wings radiating from a central area and administration corridor. During summer 2008 the school had a partial refurbishment. The early primary stages and the nursery are housed in the first wing. The classes surround a spacious communal area, which is used for shared resources and activities. Similarly, two of the other wings house the middle and upper primary classes. We have a large gym hall, which is used for all our P.E. curriculum; drama, whole school; assemblies etc. It is also used for local clubs and youth organisations in the evening.

SCHOOL INFORMATION

School Address	Braehead Primary School Springfield Road Stirling
Telephone Number	01786 462770
Fax Number	01786 446294
E-mail	braeps@stirling.gov.uk
Website	www.braeheadprimaryschool.uk
School Roll	348 (P1 – P7)
Nursery Roll	60 (30/30)
Headteacher	Mrs Mairi Breen
Depute Headteacher	Mrs Louise Samphier
Depute Headteacher	Mr Christopher French
Teaching Staff (P1 – P7)	Mrs Ali Cunningham Mrs Sarah Cunningham Mrs Gillian Gellaity Mr Andrew Gonet Mrs Karen Faulds Mr Alex Henderson Mr John Lamb (Supply/RCCT) Mrs Susan Lawson (Learning Support & Chinese) Mrs Alexandra MacAlpine Mrs Kate MacNish Mrs McPhee (Principal Teacher) Mrs Jane McNab Mrs Sophie Mann (RCCT) Mrs Katie Namor Ms Monica Nelson Mrs Linda Parseghian Miss Karen Scott Miss Lauren Walker Mrs Lyndsay Whelan (Principal Teacher)

Nursery Class Staff

Mrs Kerry Lapsley (Snr. Early Childhood Educator)
Mrs Sally Tweed (Early Childhood Educator)
Ms Zoe MacPhedran (Early Childhood Educator)
Ms Jo Robinson (Peripatetic Nursery Teacher)
Mrs Caroline McCann (SLA)

Visiting Specialists

Music

Vacancy

Physical Education

Mrs Lisa Smith

School Support Staff

Primary Administrator

Mrs Alison Jarvie

Janitor

Mr Stuart MacArthur

Support for Learning Assistant

Mrs Eva Kocanova

Support for Learning Assistant

Mrs Carol Hamilton

Support for Learning Assistant

Mrs Susan Jackson

Support for Learning Assistant

Ms Lindsay Kennedy

Admin Assistant/Support for

Mrs Julie Lawrie

Learning Assistant

Support for Learning Assistant

Mrs Rosemary Plewes

Support for Learning Assistant

Mrs Lisa Reynolds

Support for Learning Assistant

Mrs Susana Szarvas

Support for Learning Assistant

Mrs Mei Ward

Support for Learning Assistant

Mrs Jillian Wardrope

Kitchen Staff

Mrs Iris Lyon

Kitchen Staff

Mrs Helen Ross

Kitchen Staff

Ms Catriona Reid

Cleaning Staff

Mrs Heather Morton

Cleaning Staff

Mrs Koon MacKinnon

Cleaning Staff

Mr Barry Traynor

The School Day

Morning session 9.00 am – 10.30 am

Morning interval 10.30 am – 10.45 am

Morning session 10.45 am – 12.15 pm

Lunchtime 12.15 pm – 1.15 pm

Afternoon session 1.15 pm – 3.15 pm

The Nursery Day

Morning session 9.00 am – 11.30 am

Afternoon session 12.45 pm – 3.15 pm

Formation of Classes

Our school currently has fourteen classes from P1 – P7. At present the classes are arranged as detailed on page 4 and 5.

There are times when the distribution of children over the various stages of the school necessitates the formation of composite classes. This is where children from two stages of the school compose one class. Primary teachers are trained to teach in differentiated groups. Consequently, composite classes, organised in flexible teaching and learning groups, operate in the same way as a single stage class allowing children to study at their own level.

SCHOOL VALUE AND AIMS

Co-operation

Great things happen when we work together

Respect

We need to take good care of ourselves, others and the world around us

Trust

Trust yourself and be honest

Fairness

We share our similarities and celebrate our differences

Responsibility

We understand our rights and practise them responsibly

ETHOS

Positive Behaviour Approaches

The school has three main aims:

1. To provide a safe and happy environment for staff, pupils and parents.
2. To foster an atmosphere of mutual respect and collective responsibility in the school.
3. To encourage partnership between parents, pupils and teachers in achieving the above.

Teachers will use praise where appropriate and highlight good examples of behaviour. Awards are given in recognition of all types of positive behaviour. Pupils will be equal contributors to write The Code of Conduct for their class at the beginning of each session. They are equal partners in making Braehead Primary School a happy and secure place in which to work.

As part of our Positive Approach the school has an elected Children's Parliament with pupils representing all stages in the school. This allows pupils to be actively involved in the decision-making processes of the school.

We have a School House System. This system recognises and rewards positive attitudes whilst addressing negative behaviour.

Parents should encourage children to come to school with a willingness to co-operate. They should be able to accept responsibility for their own behaviour. If problems do occur there is a discipline policy and procedure the staff will follow. A copy of this is available to parents on request.

SCHOOL IMPROVEMENT PLAN

Main Priorities for the Current Session – School and Nursery

Priorities for 2016-17

1+2 1 English Language +2 French +3 Mandarin (P4 – P6)

Growth Mindset

Nursery

Health & Wellbeing – Building Resilience

CURRICULUM

Curriculum for Excellence is a curriculum for 3 – 18 years. The focus is children who are confident individuals, effective contributors, successful learners and responsible citizens. The areas taught from Nursery to P7 are Literacy, and English, Numeracy and Mathematics, Health and Wellbeing, Sciences, Social Subjects, Technologies, Expressive Arts and Religious and Moral Education. We now assess in accordance with CfE. We also use standardised testing to support our evaluations.

This session we are focusing on the curricular areas in the improvement plan. We will continue to deliver literacy and numeracy skills in a cross curricular context.

The curriculum is broad and balanced, and children follow a well-planned and interesting course of participation and instruction. Parents have the right to withdraw their child from religious observance. The school offers alternative provision for pupils who are withdrawn from R.M.E.

Health and Wellbeing develops the child's self-esteem and sense of responsibility, physical and mental well-being. Our curriculum promotes both.

Detailed individual records of each pupil ensure smooth and accurate transfer of information at the end of each session. Planning recording and evaluating class, group or individual activities ensure a balanced curriculum, and allow the teachers to identify the next steps in each child's learning.

LEARNING AND TEACHING

Policies

Every teacher in the school has a set of policies and procedures for all aspects of the curriculum. As indicated in the school development plan, we continue to review and update our policies. This process is ongoing in line with Government initiatives, Stirling Council guidelines and whole school decisions.

Support for Learning

We have Support for Learning/GIRFEC (Getting it Right for Every Child) Teachers to assist teachers and pupils with many aspects of learning. This session we have a job share learning and support provision by Mrs Susan Lawson who works alongside the class teacher recommending appropriate interventions, support and resources and helping the teacher to draw up individual programmes of work for specific pupils. We offer a wide range of support throughout the school to meet the needs of individual pupils.

Homework

Homework will be given at the discretion of the class teacher. Homework reinforces class work and supports development of new skills across a variety of curricular areas. Glow is increasingly being used to support homework in P4 – P7. Homework may take the form of a grid which increases the opportunity for personalisation and choice.

Parent Prompts are often given as guidance to help support class work. Parents have the opportunity to become involved in the work covered in school. Information will come home regarding the topic being studied in P1 – P7. Any help you can offer as a “specialist” or additional books or material will be most appreciated.

The school runs a study club for a limited number of pupils who require this additional support.

ASSESSMENT

Standardised testing gives a ‘snapshot’ picture of each individual child’s progress in literacy and numeracy. We use a variety of standardised tests from P1 – P7. We also use INCAS tests in reading and numeracy at Primaries 3, 5 and 7, in line with authority guidance.

Teachers use a range of assessment strategies including the Assessment is for Learning Framework.

Pupils are supported in assessing their own progress and identifying the next steps in their learning.

PARTNERSHIP WITH PARENTS

Parent Council

All parents are welcome to attend meetings. If you have any issues you wish to draw to the attention of the Parent Council, please contact:

Chairperson	Mrs McLean
Clerk to Parent Link	Miss Lorna Meek

Parent Teacher Association

There is an active Parent Teacher Association (PTA) in Braehead Primary School. They organise a variety of meetings and fundraising events throughout the year.

The Annual General Meeting (AGM) is held in September when committee members are elected. You will be made very welcome either as a committee member or when attending meetings.

Parent Helpers/Volunteers

Parents are very welcome in the school to assist in the classrooms in a wide variety of ways.

We already have a list of volunteer helpers who work in the classrooms on a variety of tasks. Some come weekly while others respond to our pleas for assistance. If you have time and would like to help let us know. Your help is always much appreciated.

Reporting to Parents

We welcome visits by parents. We are pleased to discuss the work of the school and the children's work and progress with you. However, if parents wish to discuss matters in detail, it is preferable that they make an appointment.

Each year we offer a different variety of information evenings for parents, e.g. Meet the Teacher, Curriculum Information Evenings and Open Days. We also offer the opportunity to consult with the class teachers on formal parents' evenings in November and end of May. We encourage pupils to attend these meetings.

You will be offered an appointment time for you to meet with the teacher and discuss your child's progress.

A report on your child's progress will be written by the class teacher. This will be discussed and you will be given a copy at the Parents Evening in May. Parents who wish to discuss the content will be able to arrange a consultation time.

If your child has input from our Support for Learning Teacher we will be able to arrange a time on parents night for you to meet with the Learning Support Teacher.

If you speak English as an additional language we can arrange for an interpreter on parents night or translation of the report at the end of the school year. If you require this service we ask that you inform us well in advance of these meetings.

If at any time we feel your child is not working well, or behaving out of character, we will inform you promptly and will arrange a meeting if necessary. At any time parents/carers wish to consult with the class teacher, please phone the school office to make an appointment. Working in partnership supports pupil learning.

SCHOOL UNIFORM

The school colours are maroon and silver. Parents are encouraged to send pupils to school in uniform. Maroon sweatshirts, white polo-shirts with the school badge are available.

Instead of maroon we have a pale grey sweatshirt for our senior pupils in P7.

Nursery

The nursery has its own red sweatshirt with a logo designed by a nursery child.

Prices vary according to size. Order forms are available at the office.

Please note: football colours or badgers are not allowed in school at any time.

Physical Education Clothing and Footwear

T-shirt
Shorts
Gym Shoes

For health and safety reasons, pupils should wear the appropriate kit for all PE lessons. Please put your child's name or some identifying mark on all of your child's belongings.

If children regularly "forget" to bring their PE kit, a letter will be sent home to the parents/carers as a reminder.

As part of the curriculum all P5 pupils will receive swimming instruction at The Peak. Notification of the date and time will be issued to parents.

Active Stirling also provide specialist sports coaching for many of our children.

All classes participate in the Daily Mile activity.

Jewellery

No jewellery should be worn to school and is not allowed in the gym. This can catch in clothing or apparatus and cause injury. Long hair should be tied back for safety reasons. If children cannot remove pierced earrings they must bring plasters with them for every PE sessions and they must be able to put these plasters over their earrings themselves.

SECONDARY SCHOOL

At the end of P7 pupils normally transfer to or

Bannockburn High School
Broomridge
Bannockburn Road
Stirling
FK7 0HQ
Tel. No.: 01786 813519

Stirling High School
Torbrex Farm Road
Stirling
FK8 2PA
Tel. No.: 01786 472451

Some Pupils also transfer to or

St Modan's High School
Royal Stuart Way
Stirling
FK7 7WS
Tel. No.: 01786 470962

Wallace High School
Airthrey Road
Stirling
FK9 5HW
Tel. No.: 01786 462166/7

ATTENDANCE

It is important that the school and parents work together to achieve good attendance as there is a strong link between good attendance and achievement. The school aims to encourage attendance by creating a welcoming and supporting ethos. If there are difficulties with your child's attendance, the school will contact you to discuss ways of resolving this.

If your child is unable to attend school due to illness or for any other reason, we ask that parents should notify the school as early as possible in the school day.

Parents should also give careful consideration to the impact on a child's education of taking holidays during term time. All schools are required to record attendance and absence of pupils and report on these figures to parents, the Council and the Scottish Government.

The Scottish Government's guidance – Included, Engaged and Involved: Attendance in Scottish Schools - issued to all local authorities in December 2007 provides guidance on how attendance and absence at school is recorded. This document clarifies that the majority of family holidays taken during term time will be categorised as **unauthorised absence** and that schools may only authorise a family holiday during term time under very exceptional circumstances.

Regular attendance scans are undertaken by the management team. When a child's attendance drops below 90%, parents will be notified by letter and asked to come in to talk to the headteacher about how best to support your child's progress.

Persistent latecoming also causes regular interruptions for some classes. It disrupts learning and teaching not only for the latecomer but for the whole class.

At no time during the school day should a child be removed by a parent from the school without informing the staff of the school. This includes lunchtime "disappearances". If a child is reported missing we will try to contact the parents or we will ask for help from the emergency contact or neighbours. If we fail to locate the child the Police will be informed. Please help us to keep your child safe. Poor attendance falls into the Council's Staged Intervention Framework and action will be taken to address patterns of poor attendance.

CHILD PROTECTION

The safety of children is everyone's responsibility. If staff have any concerns for a child or young person's wellbeing, they have a duty to pass on information that will help keep that child safe. All school staff receive child protection training at the beginning of a new academic year. Further opportunities for training throughout the year can be found on Vantage Point.

CLOTHING GRANTS

Some families may be eligible for clothing grants. Application forms can be obtained from Stirling Council, telephone 01786 233210 or downloaded from the Council website at <http://my.stirling.gov.uk/services/education-and-learning/parental-support/parental-support-benefits-and-grants/schools-clothing-grants-and-vouchers>.

Please take your completed application form, along with the documents requested, to your nearest local office, or Customer First, Port Street, Stirling or post to Stirling Council, Teith House, Kerse Road, Stirling, FK7 7QA.

COMPLAINTS

You can complain in person, by phone, email or by letter. We regard a complaint as any expression or dissatisfaction about our action or lack of action, or about the standard of service provided by us or on our behalf.

Who can complain?

Anyone can complain who is the parent or legal guardian of a child or a person authorised to complain on his/her behalf. For example, a child's grandparent who is not the legal guardian needs authority from the child's parent or guardian. This would normally mean a note to show that the person responsible for the child had agreed.

What can't I complain about?

Here are some things we can't deal with through our complaints procedure:

- A routine first time request for a service or action – e.g. informing the school that your child told you she is being bullied and asking them to resolve this.
- Requests for compensation from the Council.
- Things that are covered by a right of appeal, e.g. Exclusion from school which has its own statutory process. In these cases we will give you information and advice to help you.

You have 6 months to make a complaint after the event that you want to complain about takes place. If you first learn of the issue about which you want to complain after this point, you have a further 6 months to complain. In exceptional circumstances the Service may investigate matters more than a year old, but it is not obliged to do so.

We have a 2 stage complaints procedure.

Stage One - Frontline resolution

In the first instance please complain to your child's school or nursery, telling them as much as you can about the complaint, what has gone wrong and what you want them to do to resolve the matter. A senior member of staff, either the headteacher or depute head, will be responsible for looking into complaints. Heads are senior managers with a high level of responsibility for your child's learning and welfare and able to look into most matters. However, the headteacher may refer the Stage One complaint to Education Services centrally, e.g. if it is about the conduct of the headteacher or too complex to be dealt with at front-line service level.

The school or nursery will give you our decision at Stage One within 5 working days or fewer unless there are exceptional circumstances. If we need further time we will ask you to agree an extension of up to 5 further days. If the Stage One complaint has been referred to Education centrally your response will come from there.

Stage Two – Investigation

If you are dissatisfied with your Stage One response you can move to Stage Two. Stage Two deals with 2 types of complaints: those not resolved at Stage One and those not appropriate for Stage One, for example the conduct of a headteacher or too complex for a headteacher to deal with.

To move to Stage Two, you should e-mail (info@stirling.gov.uk), or you can ask the headteacher of the school or nursery to move the complaint to Stage Two on your behalf.

When using Stage Two:

- We will acknowledge your complaint within 3 working days.
- You will be contacted by the Investigating Officer for your complaint, who will usually meet you to confirm: the detail of your complaint, what you want to achieve, and if your expectations are achievable. In some cases, e.g. your complaint has been made in writing and is clear, there may be no need to meet. It is helpful if you present any evidence that you can offer in support of your complaint, e.g. contact details for witnesses, reports from other professionals etc. if appropriate.
- We will write to you confirming the details of your complaint, what you want to achieve, and what the investigation can cover.
- We will give you a full, written response to the complaint as soon as possible and within 20 working days. If our investigation takes longer than 20 working days we will agree revised time limits with you and keep you updated on progress.

After we have fully investigated your Stage Two complaint, if you are still dissatisfied with our decision or the way we dealt with your complaint you can ask the [Scottish Public Services Obudsman](#) (SPSO) to look at it.

The SPSO cannot normally look at:

- A complaint that has not completed our complaints procedure
- Events that happened or you became aware of, more than a year ago.



Stirling Council

Schools, Learning and Education

Enrolment Arrangements : Primary & Secondary School Education in 2017

The 2017/2018 school year starts on 22 August 2017. This is the **only** date for beginning primary school education for that year.

All children who are five years old on or before 22 August 2017 are of school age and **must** start their primary school education on that date.

Children who are five years old between 22 August 2017 and 28 February 2018 **may** start their primary school education on 22 August 2017 for the above school year.

If you want your child to start school in August 2017 you **must** enrol him/her **by 27 January 2017**. For details on school catchment areas, or for further information on enrolment procedures, please contact your local school or Schools, Learning and Education, Municipal Buildings, 8-10 Corn Exchange Road, Stirling on 01786 233185 or visit www.stirling.gov.uk.

The list of dates when schools are enrolling pupils will be available on the Council website from 5 December 2016.

As part of the enrolment process Stirling Council now checks the residency of all parents wishing to enrol their child at their catchment school. To avoid delay parents should attend their catchment school with their child's birth certificate, child benefit book/award letter, tax credit award letter, a recent council tax bill and 2 utility bills.

Gaelic Medium Provision

Gaelic Medium Provision is available at Riverside Primary School, Forrest Road, Stirling for which parents may enrol their child. Further information is available from the school.

Notice to Parents and Guardians of Children due to Transfer from Primary to Secondary School

Children currently in P7 will transfer from primary to secondary education in August 2017. You will receive notification of transfer arrangements through your primary school. Enrolment at a secondary school other than your catchment school requires submission of a placing request even if your child already attends an associated primary school of your chosen secondary school.

Placing Requests for Session 2017/2018

In accordance with the Education (Scotland) Act 1980 as amended, Stirling Council hereby informs parents or guardians who wish to make a placing request for the school session 2017-2018, to do so in writing **by no later than 15 March 2017**. Your right applies to a request that your child be placed in a school other than the school which normally serves the area in which you live. It applies to a primary school or, where appropriate, the transfer to a secondary school, including a school providing for children with additional support needs. Application forms and guidelines are available from Schools, Learning and Education, Municipal Buildings, 8-10 Corn Exchange Road, Stirling on 01786 233185.

It is essential that you enrol your child at the school that serves your local area even if you are making a placing request for another school.

Please note that if your placing request is successful school transport will not be provided for your child.

Schools Information

Information on local authority schools in Stirling Council and placing request arrangements are available from Schools, Learning and Education, Stirling Council, Municipal Buildings, 8-10 Corn Exchange Road, Stirling.

Information concerning individual schools is available at that school. Parents wishing to apply for enrolment to Our Lady's RC Primary School, St Mary's RC Primary School, St Margaret's RC Primary School, St Mary's Episcopal Primary School and St Modan's High School should contact the school to discuss enrolment policy. Details are also available on the Council website www.stirling.gov.uk

EQUALITIES

All educational establishments seek to ensure everyone within the learning community is treated equally and fairly. Where there are incidents of discrimination, harassment or victimisation then this will be taken very seriously.

Stirling Council has developed Council-wide policies for diversity, race, disability and gender equality. In all of our educational establishments we provide an environment that follows the principles of 'Getting It Right For Every Child' (GIRFEC) and ensures every child and young person is Safe, Healthy, Achieving, Nurtured, Included, Active, Respected and Responsible. This includes promoting and supporting diversity in our educational communities.

Anti-racism awareness and education is a priority for Schools, Learning and Education. It is supported by a range of coordinated programmes and partnership inputs for schools, staff and the wider community.

There are a number of developments to support children and young people who may be discriminated against due to their identity, race, nationality, religion, disability and sexual orientation.

Schools will always take action against discriminatory incidents. The authority and schools monitor any race/hate activity through the use of The MAHRS (Multi-Agency Hate Response Strategy).

INCLUSION

The 2009 Act strengthens the duties placed on Stirling Council Education to identify and meet the additional support needs of children and young people. We continue to do this through the Staged Intervention process.

The 2009 Act clarifies the definition of additional support needs and increases the rights of parents and young people in respect of requesting assessments, making placing requests as well as access to the Additional Support Needs Tribunal for Scotland (ASNTS). The Act also places a duty on Stirling Council to provide access to mediation and dispute resolution services free of charge to parents in certain circumstances. A leaflet - A Guide to Getting Help and Resolving Disagreements, is available on the council website.

The Act now deems all Looked After children to have additional support needs unless the education authority determines otherwise. Stirling Council have procedures in place to assess these needs through the Staged Intervention process, as with all children and young people who may require additional support.

We have produced a series of leaflets for parents, carers and young people and these are available from school and other council establishments. The series includes guides to:

- Additional Support for Learning in Stirling
- CEAT – Community Early Assessment Team
- Co-ordinated Support Plans (CSPs)
- Enhanced Transition for Leaving School
- Getting Help and Resolving Disagreements
- Going to Meetings
- Individualised Educational Programmes (IEPs)

- Pre-school Children with Additional Support Needs
- Psychological Services
- Staged Intervention

More information on The Education (Additional Support for Learning) (Scotland) Act 2009 is provided by Enquire – the Scottish advice service for additional support for learning.

Operated by Children in Scotland, Enquire offers independent, confidential advice and information on additional support for learning through:

- A telephone helpline – 0845 1232303
- An email enquiry service – info@enquire.org.uk
- Two websites - www.enquire.org.uk (for parents/carers and practitioners)
www.enquire.org.uk/yp (for children and young people)

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

The Scottish Government have a duty to provide an advocacy service to parents and young people following a reference being made to the Additional Support Needs Tribunal for Scotland (ASNTS). Ministers have also agreed that the advocacy service should also provide support for parents and young people from the time they have grounds to make a reference to the ASNTS. It will be a national service and available to parents and young people on request and free of charge.

This is a partnership between Kindred Advocacy Service and the Scottish Child Law Centre referred to as “Let’s Talk”. The two organisations will work together to deliver lay and legal advocacy for parents and young people. The service will focus on non-legal representation, but where appropriate in complex cases legal representation will be available. For further information on this advocacy service please contact the Scottish Child Law Centre on:

- Telephone: 0131 6676333
- E-mail: enquiries@sclc.org.uk
- Web: www.sclc.org.uk

Stirling Council Education is committed to working in partnership with all parents and carers of children and young people with additional support needs and seeking their views on all aspects of the support provided in educational establishments. We encourage parents to contact the school/establishment in the first instance if there are any queries or concerns, and we will always try to resolve any difficulties as soon as possible.

Further information on how support for learning is organised in Stirling is available by contacting either the school, or the ASN team at Municipal Buildings: telephone 01786 233179 or e-mail additionalneeds@stirling.gov.uk.

GETTING IT RIGHT FOR EVERY CHILD

Getting it Right for Every Child or GIRFEC is a national approach to supporting and working with all children and young people in Scotland. It is relevant for:



- all children and young people
- all services and agencies working with children and adults in the public and voluntary sectors.

Getting it Right for Every Child Aims to: -

- Improve outcomes for children
- Ensure that all agencies respond appropriately and when required
- Work together to address the needs and risks for children and young people
- Provide mechanisms for identifying and planning how we can help young people
- Improve services and measure the impact they have on a child's wellbeing

Wellbeing

The Getting it Right approach looks at eight areas of 'well-being'. These are recognised as areas in which children and young people need to progress in order to do well now and in the future. They allow those responsible for the care and support of children - including members of their own families - to look at a situation in a structured way that will help them identify any needs and concerns, and plan with the child and family any action they need to take. The eight well-being indicators are:

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Responsible
- Respected
- Included

The approach gives them a common language and a way to gather information about a child's world, making sure the child is growing and developing, and has everything they need from the people who look after them both at home and in the wider community. It also encourages practitioners to think about who else might need to be involved (for example a teacher, working alongside the parents and child, might need to contact other professionals, to make sure that an education improvement plan was meeting all the child's needs).

Stirling Council is committed to the aspiration of Getting it Right for Every Child and will support your child through well-established staged approaches. If your child has additional support needs, support will be provided through the current staged intervention process. As has always been the case, advice or support is provided on a voluntary basis.

As with all local authority schools in Scotland, this school operates under the terms of the Additional Support for Learning Act (2009) and its accompanying Code of Practice. Further details of the policies and procedures can be found on the [Stirling Council website](#).

Working with other agencies and professionals, for example, Social Work Services, Educational Psychology Service, National Health Service and parents, decisions are made jointly with parents, children and young people, to meet the needs of the child utilising the resources available.

Where a child may be at risk of harm, current Child Protection procedures will be followed.

Named Person Service

Following the Supreme Court Ruling in July 2016, full implementation of the Named Person was paused so that the Scottish Government could take steps to make the necessary changes to the information sharing provisions in the Children and Young People's Act, working in partnership with stakeholders. The Deputy First Minister's ambition is to work towards a commencement date of August 2017. At this point every child from birth to 18 (or beyond if still in school) will have a Named Person available to them as a point of contact when seeking support or guidance in relation to their child.

What is the Named Person Service?

Parents are with very few exceptions, the best people to raise their children. Most children and young people get all the support they need from their families, from teachers and health practitioners and from the wider communities. The Named Person does not change these roles.

Every child in Scotland will have a Named Person available to them, who acts as a single point of contact and can work with children, young people and their families to seek additional help, advice or support if they wish to access this support.

The Named Person Service is a requirement of the Children and Young People (Scotland) Act 2014. The Act formalises Getting it Right for Every Child (GIRFEC). The Health Board and Local Authorities must make a Named Person available for each child and young person in Scotland.

What can the Named Person do?

- Listen and take account of the views of children, young people and their families.
- Help to promote, support and safeguard children's wellbeing.
- Ensure the right help is available at the right time for children, young people and their families.
- Working in partnership with parents and carers provide or access information, advice and support from within their own service or request support from other services when required.
- Share relevant information with other services and agencies when required, in line with data protection and article 8 of ECHR.
- Make sure that any support is coordinated and focuses on the needs of the child or young person.

For further information refer to the Scottish Government website:

<http://www.gov.scot/Topics/People/Young-People/gettingitright/named-person>

INSURANCE INFORMATION

1 Public Liability

Stirling Council has Public Liability Insurance in respect of claims against the Council for bodily injury to any person or for loss or damage to any person's property for which the Council is legally liable. Negligence or failure to fulfil a statutory obligation on the part of the Council or its employees resulting in injury, loss or damage to property must be established.

Pupils' Property

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

- a) Parents' house contents policy may give some measure of cover for personal effects of family members.
- b) It is suggested that parents may wish to consider taking out additional individual personal cover.
- c) Pupils should be encouraged not to bring valuables to school.

The general rule is that pupils bring property to school at their own risk. There may be situations where the school accepts responsibility for pupils' property, but otherwise the council is not responsible if property is lost, damaged or stolen in school.

2 Personal Accident/Travel Cover – Educational Excursions

The Council has arranged insurance cover for Educational Excursions organised by the Council.

A brief summary of the cover is as follows:

Persons Covered: Organisers, participants, members, employees and others on excursions or trips organised by or under the auspices of the Council.

When Covered: While participating in any activity organised by or on behalf of the Council beyond the limit of the school grounds.

If you require further information please contact the Council's Insurance Team on 01786 233437.

SCHOOL HEALTH SERVICE

The Forth Valley NHS has a statutory obligation to provide a health service for all school-age children in the Stirling Council area. The aim of the service is to make sure that all children are in the best possible health to benefit from their education and to provide the education service with advice and support about the spread of infections and the promotion of good health.

Parents/carers will be given the opportunity to meet the named nurse for the school when their child starts school in Primary 1. This will involve parents completing a health questionnaire for their child. The nurse may make contact with parents/carers based on the information provided by them. Teachers and parents/carers are encouraged to report any concern about hearing, especially in primary one pupils. Hearing is no longer part of the routine checks done in school.

If you have any concerns with your child's health which may affect their education, an appointment can be arranged with your named nurse (contact details below). School staff, with parents' permission, can request an appointment with the named nurse at any time. The named nurse will also liaise closely with the Team Leader who has overall responsibility for primary school children.

The community paediatric doctor will see children at their clinic who have additional support needs or who have any significant ongoing medical or developmental conditions affecting their education. School staff and parents can contact the named nurse if they have any health concerns regarding children which may affect their educational needs. The nurse will then offer a Health assessment in school or in the child's home.

All children within P1 will receive a toothbrush, toothpaste and leaflet- "Make your smile count" A dentist from the Salaried Dental Service will carry out a dental inspection of your child in P1 and again in P7. Dental treatment can be offered to those children unable to register with a general dental practitioner through the Salaried Dental Service.

The School Health Service can be contacted at:

Area Community Child Health Department
Stirling Royal Infirmary
Livilands
Stirling FK8 2AU
Telephone: 01786 434150

Infectious Diseases

Colds, flu and gastro-enteritis are the most common infections affecting children of school age. It is important that you keep your child off school in the early stages of flu and while they still have diarrhoea. Children who have had diarrhoea should stay off school for 48hrs after the last episode of diarrhoea. It is also important that your child understands how to prevent picking up and spreading such infections. You will be able to get further advice about good health from your named school nurse or staff in your Health Centre or GP Practice.

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

Head Lice

Head lice are spread through head to head contact. This can happen at home, in the community, or in school. Regular combing of your child's hair using a head lice detection comb is the best way to catch this possible problem at an early stage.

The only way to be sure that your child has head lice is to find a live louse. If you find live lice, you need to get the correct lotion from your doctor, health visitor or pharmacist. The instructions need to be followed carefully. If this is not done then re-infection is likely.

If lice are found, all family members and close friends of your child should be checked. Treatment should only be applied if live lice are found. Products used for treating head lice must be ones that can be left in the hair for 12 hrs, this treatment requires to be repeated after 7 dys. You should advise others of this possible problem in the same way as you would tell family and friends about other infections which might affect them.

Further advice can be obtained from the Health Board. A head lice leaflet is available in all schools and health centres.

SCHOOL MEALS

Lunches are provided every day for children and young people in all schools. All food and drink provided meets national requirements for nutritional standards as well as guidance aimed at encouraging uptake and removing the stigma attached to free school meals.

Meals are provided by the Council's catering service. Menus are seasonal and are changed twice a year, spring/summer and autumn/winter. All recipes are analysed to make sure that they provide a healthy and well-balanced meal. The catering service tries to suit the majority of tastes by offering choices which include a daily vegetarian option as well as a range of packed lunches. Children having packed lunches are supervised. We encourage parents to ensure home packed lunches are healthy and do not contain fizzy drinks, sweets and Nuts.

Pupils and their parents have opportunities to provide feedback and have a say about the content of future menus and the catering service is committed to introducing new products and to promoting healthy food choices.

Stirling Council achieved the Silver Food for Life Catering Mark in March 2014. This guarantees that all menus are prepared using non GM ingredients, are 75% freshly prepared, use only free range eggs, avoid additives and trans fats with meat and poultry sourced in a way that ensures animal welfare is taken care of. All milk provided to the children to drink or within their meals is organic. More information about the standard can be found at <http://www.sacert.org/catering>.

Menus and current prices can be viewed on the Council's website at <http://my.stirling.gov.uk/services/education-and-learning/schools/schools-catering>.

Special diets can be catered for and parents should contact the headteacher to discuss any special dietary requirements.

In primary schools, it is very helpful if meals are paid on a Monday morning for the coming week. This means support staff can be timetabled efficiently for the collection and banking of monies and allows more time for direct support for children. Payments can be made by cash or cheque, although cheque is preferred. Secondary school pupils are able to pay on a daily basis.

Children who stay for lunch in school must remain within the school grounds where supervision is provided.

The Catering Service can also provide a healthy packed lunch for school trips.

Some families may be eligible for free school meals. An application form is available from the school or can be printed from the Council's website, <http://www.stirling.gov.uk/services/education-and-learning/parental-support/parental-support-schools-and-education/free-school-meals>. This form should be completed and returned to Customer First, Port Street, Stirling or post to Stirling Council, Teith House, Kerse Road, Stirling FK7 7QA. The service understands that parents' circumstances can change throughout the year and if this happens, forms can be sent in at the appropriate time.

TRANSPORT

In general Stirling Council provides free transport to children who live more than two miles from their catchment school.

Further information is available on the Stirling Council website at:

<http://www.stirling.gov.uk/services/education-and-learning/schools/schools-travel-and-trips/schools-transport>.

UNEXPECTED CLOSURES

While schools have contingency planning in place to cope with a number of circumstances, sometimes it is necessary to close schools or amend the normal school day. e.g., storm damage, power cut.

In the event of this happening, we have to ensure school record of parents place of employment and childcare arrangements are up to date. Please make sure we have an emergency contact telephone number and address. We will issue an annual update form to check the accuracy of contact details and other information held by the school.

Please make sure your child knows who to go to if you are not at home.

EDUCATION STATISTICS PRIVACY NOTICE

Annual Data Check

On an annual basis schools request that parents and carers update the information that they hold for administrative purposes. It is important that this information contains up to date details as the school may use it in the event of an emergency. This information is also used to submit secondary school pupils for SQA examinations.

When you receive an Annual Data Check you should make any corrections or additions in pen and return to your child's school.

If you move address or change your mobile phone number please remember to notify the school.

Pupil record information is used in accordance with the Council's Data Protection Notification.

Transferring Educational Data About Pupils

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

Why do we need your data?

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

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

Data policy

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

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information

that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.

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

Your data protection rights

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

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

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

Concerns

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

CLACKMANNANSHIRE AND STIRLING COUNCIL – EDUCATION

2016-17 School Dates

Autumn Term Starts Ends	Monday 22nd August 2016 Tuesday 23rd August 2016 Friday 7th October 2016	Teachers return Pupils return
October Holiday Starts Ends	Monday 10th October 2016 Friday 14th October 2016	
Winter Term Starts	Monday 17th October 2016	
Staff Development Day Staff Development Day	Thursday, 24th November 2016 Friday, 25th November 2016	
Winter Term Ends	Wednesday 21st December 2016	
Christmas Holiday Starts Ends	Thursday 22nd December 2016 Wednesday 4th January 2017	
Spring Term Starts	Thursday 5th January 2017	
Staff Development Day Staff Development Day Local Holiday Local Holiday Local Holiday	Monday 13th February 2017 Tuesday 14th February 2017 Wednesday 15th February 2017 Thursday 16th February 2017 Friday 17th February 2017	
Spring Term Ends	Friday 31st March 2017	
Spring Holiday Starts Ends	Monday 3rd April 2017 Thursday 13th April 2017	
Good Friday Easter Monday	Friday 14th April 2017 Monday 17th April 2017	
Summer Term Starts	Tuesday 18th April 2017	
Local Holiday	Monday 1st May 2017	
Summer Term Ends	Friday 30th June 2017	
Summer Holiday Starts Ends	Monday 3rd July 2017 Friday 18th August 2017	
	Monday 21st August 2017 * Tuesday 22nd August 2017 *	Teachers return Pupils return

* To be confirmed

STIRLING COUNCIL – EDUCATION

2017-18 School Dates

Autumn Term Starts Ends	Monday 21st August 2017 Tuesday 22nd August 2017 Friday 6th October 2017	Teachers return Pupils return
October Holiday Starts Ends	Monday 9th October 2017 Friday 13th October 2017	
Winter Term Starts	Monday 16th October 2017	
Staff Development Day Staff Development Day	Thursday, 23rd November 2017 Friday 24th November 2017	
Winter Term Ends	Friday 22nd December 2017	
Christmas Holiday Starts Ends	Monday 25th December 2017 Friday 5th January 2018	
Spring Term Starts	Monday 8th January 2018	
Staff Development Day Staff Development Day Local Holiday Local Holiday Local Holiday	Monday 12th February 2018 Tuesday 13th February 2018 Wednesday 14th February 2018 Thursday 15th February 2018 Friday 16th February 2018	
Spring Term Ends	Thursday 29th March 2018	
Spring Holiday Starts Ends	Friday 30th March 2018 Friday 13th April 2018	
Summer Term Starts	Monday 16th April 2018	
Local Holiday	Monday 7th May 2018	
Summer Term Ends	Friday 29th June 2018	
Summer Holiday Starts Ends	Monday 2nd July 2018 Friday 17th August 2018	
	Monday 20th August 2018 * Tuesday 21st August 2018 *	Teachers return Pupils return

* To be confirmed