



Stirling Council
Schools, Learning & Education

Buchlyvie Primary School
Handbook

2023/2024



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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 fully from our services.

Education is key to every child's future and enables us to create a fairer and more inclusive society, where our young people have the skills and confidence to contribute successfully 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 listening to and learning from children and young people, putting them first; promoting inclusion across all schools, nurseries and communities; and by 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 and believe that this partnership will be key to achieving success for all children and young people.

We look forward to working with you as your child embarks on, and progresses through their education.

A handwritten signature in black ink that reads 'Bryony Monaghan'.

Bryony Monaghan
Interim Head of Education and Chief Education Officer
Stirling Council
November 2022

Welcome from the Headteacher

We hope that you find the school brochure informative and helpful. Effective education is the result of a successful partnership between home and school. Buchlyvie Primary School prides itself on its strong community and parental links and this is reflected throughout the ethos of our school. The whole staff looks forward to working with you to make your child's time at Buchlyvie Primary School both productive and enjoyable.

Yvonne Gibb
Headteacher

Description of the School

The school is set in a rural village environment 24 km west of Stirling, south of Flanders Moss in the Carse of Forth. The school was refurbished in 2006, it is now part of a small campus incorporating a medical centre. Buchlyvie Primary is a modern, bright building with a warm and friendly atmosphere. The building has three classrooms, a library, and a small meeting room. It has a large general-purpose room that is used as a dining hall, gym hall and for school assemblies. School meals are delivered daily and are of a high standard.

The extensive ground around the school has a number of excellent outdoor facilities, a well-developed school garden and an all-weather pitch. Additionally, the children in P6 and P7 regenerated a woodland area as part of their John Muir Award. Parents and children have planted bulbs, strawberry plants and fruit trees in school grounds and in public spaces to be enjoyed by the community of Buchlyvie.

Stages of the School

There are two classes currently formed as P1/2/3/4 and P5/6/7. Due to the small number of pupils attending Buchlyvie Primary, children from three to four year groups form one class. Our learning and teaching approach supports working with mixed ages and ability groups. A composite class will not exceed 25 in number, composite classes are organised in flexible teaching and learning groups. They operate in the same way as a single stage class allowing children to study at their own level.

School Information

School Address	Station Road Buchlyvie Stirling FK8 3NB
Telephone Number	01360 850311
E-mail	buchlps@stirling.gov.uk
Website	www.https://blogs.glowscotland.org.uk/st/buchlyvieprimary
School Roll	29
Headteacher	Mrs Yvonne Gibb
Principal Teacher	Mrs Kirsty Stone (Acting)
Class Teachers P5/6/7 P1/2/3/4	Mr Matthew McAllister/Mrs Alison Paterson Mrs Kirsty Stone/Mrs Sarah McCandlish
Specialist Teachers Support for Learning Music PE	Mrs Sarah McCandlish Mrs Mary-Clare Brown Mrs Lisa Smith
School Support Staff Administrative Assistant Caretaker/Cleaner First Aid Officer GSLA GSLA Catering Assistant Peripatetic Janitor	Mrs Kate MacKenzie Mrs Lorraine Welsh Mrs Susan McEwan/Mrs Kate MacKenzie/Mrs Charlotte Muir Mrs Susan McEwan Mrs Charlotte Muir Mrs Lorna Orr Mr Tam Mackie
Parent Committee and Fundraising Committee Chairperson Secretary Treasurer Headteacher as advisor	Mrs Debbie Pirie Karen Ferguson Mrs Lisa Rourke Mrs Yvonne Gibb

Buchlyvie Primary Parent Council plays a supportive role in developing the school aims. Parents are free to contact the Committee members about issues of concern or to offer assistance about school matters.

The School Day

Morning session	9.00 am – 10.30 am
Morning break	10.30 am – 10.45 am
Lunch	12.15 pm – 1.00 pm
Afternoon session	12.55pm – 3.00 pm

Pupils in P1 attend for the full day from the beginning of the first term.

Pupil Absence or Sickness

On the morning of your child's absence please contact the school by email or telephone before 9.15 am. Please state your child's name, the teacher's name, the class and a brief description of your child's illness.

If your child will be absent from school for any other reason then please contact the headteacher by e-mail or letter to seek permission for absence. The headteacher will respond with the decision if an authorised absence from school is acceptable.

Supervision

During intervals supervision is adequate and effective. Three Support for Learning Assistants are available to cope with any difficulties that may arise. Two staff members are trained in First Aid. There is always access to the building during wet weather.

School Values and Aims

At Buchlyvie Primary School we aim to support each child to achieve their full potential by providing a safe, secure environment in which quality teaching and learning takes place. To achieve this we plan for continuous improvement, working with parents, children and the wider community. The ethos we strive to create is based on the values of honesty, respect, confidence, kindness and courage.

Our Vision Statement



Our School Aims

- Safe nurtured and included
- Quality learning experiences
- Developing future skills
- Building positive relationships
- Together we achieve our best

Outcomes for all learners will be in line with National and Local priorities, and, the Curriculum for Excellence. This will be achieved by:

- A nurturing environment where children are safe and protected
- Ensuring GIRFEC underpins the delivery of our service
- A Broad General Education
- Excellent Learning and Teaching
- Rigorous monitoring and tracking to evidence progression and attainment
- Early intervention for children and support when difficulties emerge
- Effective utilisation of resources
- Involvement of children and parents in the process of planning and evaluation of improvement
- Quality Continuing Professional Development for staff
- Collaborative policy and planning
- Continued links with the local and wider community
- Developing global and environmental awareness through a planned curriculum and active involvement with partners in learning
- Celebration of all success and achievement
- Sharing good practice within and out with the establishment

At Buchlyvie Primary School we are committed to upholding the 42 articles of United Nations Convention on the Rights of the Child. In school the following articles underpin what we do:

- Article 28. The right to an education must respect children's dignity.
- Article 29. Education must develop every child's personality, talents and abilities to the full.
- Article 31. Children relax, play and take part in a wide range of cultural and artistic activities.
- Article 23. If I have a disability, I have the right to special care and education.
- Article 2. Children grow up in conditions that don't impact negatively on their physical and mental wellbeing.
- Article 3. Children shouldn't be discriminated against, this covers both direct and indirect discrimination. Valuing, as well as respecting, social, ecological, cultural, religious, and racial diversity.
- Article 6. Staff do what's best for children in their day to day lives, and make sure they are protected and cared for appropriately. Staff support children who have experienced adversity and trauma through following Getting it Right for Every Child.
- Article 12. Children have the right to be heard and are entitled to be included in decisions regarding their learning experiences and have all aspects of their wellbeing developed and supported.

School Improvement Plan 2022/23

The priorities for our school improvement planning in the next session 2022/23 will focus on:

1.2 Curriculum

- Rationale and design
- Development of the curriculum
- Learning pathways
- Skills for learning, life and work

2.3 Learning, Teaching and Assessment

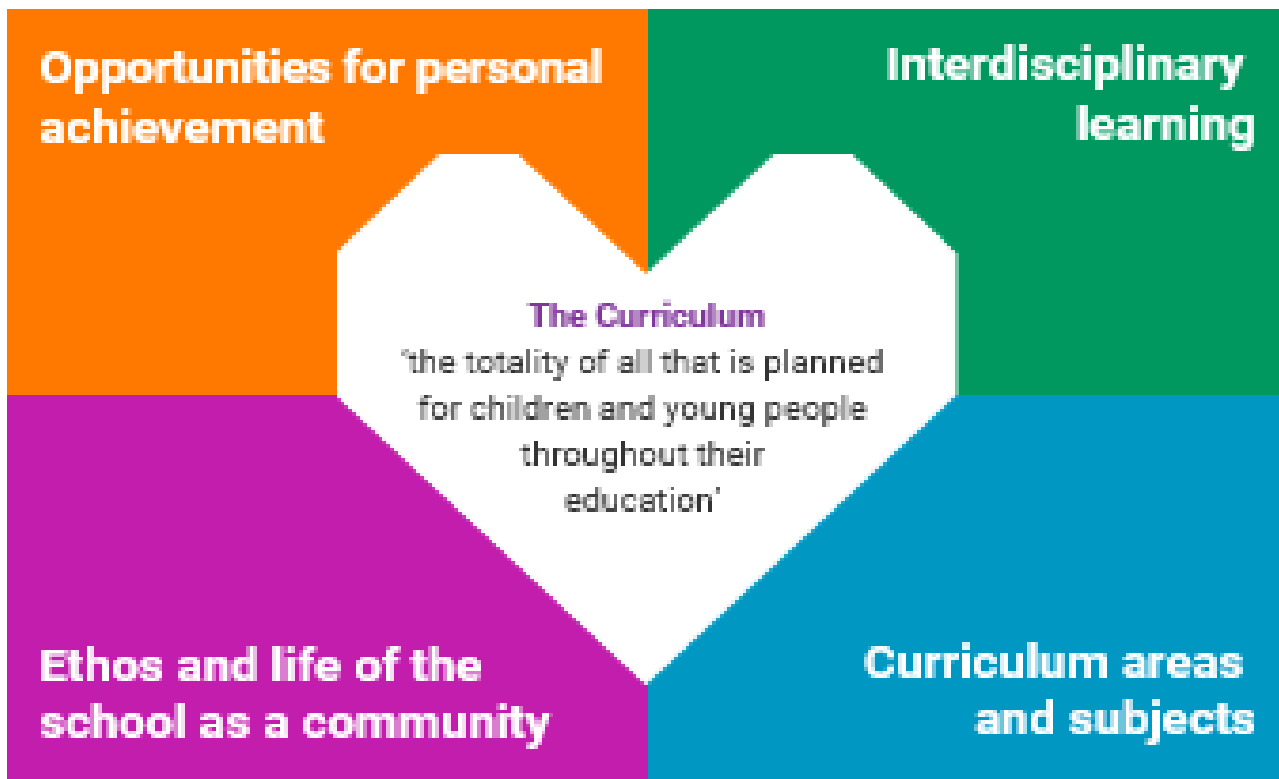
- Learning and engagement
- Quality of teaching
- Effective use of assessment
- Planning, tracking and monitoring

3.2 Raising Attainment and Achievement

- Attainment in literacy and numeracy
- Attainment over time
- Overall quality of learners' achievement
- Equity for all learners

The Curriculum

The curriculum at Buchlyvie Primary School is carefully planned to deliver a Curriculum for Excellence and ensure that all children have the opportunity to become confident individuals who are successful in their learning and make an effective contribution as a responsible citizen to school life. Every child will experience a broad general education. Our school and nursery curriculum is achieved through four contexts.



Curriculum areas and subjects

The eight curriculum areas are Expressive Arts, Health and Wellbeing; Languages; Mathematics; Religious and Moral Education; Sciences; Social Studies; Technologies.

Interdisciplinary Projects

The curriculum is planned to provide space for learning beyond subject boundaries. The children have opportunities to engage in projects that are motivating and stimulating within a meaningful context across several curriculum areas. Children participate in STEM projects each term: science, engineering, technology and mathematics provide rich opportunities for investigation and discovery.

Ethos and Life of the School

Positive relationships are at the heart of our community. Our *Relationships and Positive Behaviour Policy* supports a positive school ethos. Each term, the whole school works towards a whole school reward. Children and adults give points to learners who are following the school values and school charter. Each child's individuality is recognised and nurtured. Enthusiasm and confidence is encouraged and supported by a balanced and challenging curriculum resulting in successful learners. The education provided for all stakeholders will be inclusive using a variety of approaches to learning in a planned and skilled way to ensure that we are aiming high in every aspect of school life.

An inspiring curriculum will instil ambition and aspiration in children to give them transferable skills to support success in the future world of work. There will be opportunities within the school and local community to develop key skills needed in business and social enterprise. The school will encourage environmental awareness and sustainability through outdoor learning in the school and woodland.

Parents coach netball and football at various times throughout the school year. We promote good health through our Health Week and May. Bikeability is taught in Primary 6 and 7. Additionally, Active Stirling deliver sports sessions in school. Swimming is taught in Primary 5.

There are three houses, Barons, Stags and Claymores. The houses regularly work together in a variety of activities and the Sports House Cup is presented to the winning house at the end of each term. In 2007 the children elected their first ever School Parliament. The Buchlyvie Parliament meets three times in term 1, 2 and 3 to discuss issues relating to school life. All children have a voice at Parliament meetings.

Opportunities for Personal Achievement

Pupils have opportunities for achievements in and beyond the classroom, giving them a sense of satisfaction and building motivation, resilience and confidence. Pupils record their achievements in their Digital Learning Journey.

We aim to assist our pupils' personal social development by:

- building their self-esteem and valuing every person's contribution to the school;
- developing resilience through sharing Emotion works strategies.
- nurturing the confidence that enables them to "have a go" in the face of problems;
- encouraging them to make carefully considered judgements;
- developing self-discipline, independent learning and a sense of responsibility for their own actions;
- developing a growth mind-set.

Stages of Curriculum for Excellence

Level	Stage
Early	The pre-school years and P1, or later for some.
First	To the end of P4, but earlier or later for some.
Second	To the end of P7, but earlier or later for some.
Third and Fourth	S1 to S3, but earlier for some. The fourth level broadly equates to SCQF level 4.
Senior phase	S4 to S6, and college or other means of study.

More information on Curriculum for Excellence is available at: www.educationscotland.gov.uk/parentzone.

Additional Support Needs

Children's learning and development is carefully tracked and monitored to ensure that any difficulties are picked up early and that the appropriate interventions are put in place. We aim to provide a curriculum that supports all children. Getting it Right for Every Child (GIRFEC) aims to ensure that children are fully supported as they grow and develop.

The Scottish Government introduced the GIRFEC approach to ensure that the wellbeing of children is at the heart of education and our society. The approach uses eight areas of wellbeing in which children need to progress in order to do well now and in the future. The eight indicators of wellbeing are Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, and Included.

At various times at school, some children may require additional support. If you have any concerns that your child has additional support needs then contact the class teacher for advice and information. The focus of this support may range from a minor difficulty with a new concept or work missed through absences, to a more specific difficulty which will require specialist help throughout their schooling. Sometimes, additional support may be needed and a *Team Around the Child* is established to provide support through our Staged Intervention Programme. The team may consist of: the headteacher, principal teacher, class teacher, support for learning teacher, learning support specialists, and, if needed educational and health professionals. Review meetings will be planned for open discussion to support a child's health and wellbeing alongside educational progress.

An open system of communication exists to consult with parents and feedback is given regularly through review meetings. The Education (Additional Support for Learning) (Scotland) Act 2004 and 2009 have introduced provisions for the assessment of children with additional support needs. Some pupils with additional support needs may require a Support Plan.

Partnership with Parents and the Community

Parents' meetings will be held throughout the session during which you may discuss your child's progress with their teacher and when necessary the headteacher.

We welcome visits by parents and are pleased to discuss the work of the school and your children's progress with you at any time. Please make an appointment with the admin assistant before visiting the school. In an emergency, if you need to contact your child, please communicate with the admin assistant or headteacher who will pass the relevant information to your child.

We aim to build partnerships with parents and local community by:

- Supporting and participating in Parent and Community meetings and activities.
- Inviting parents and people in the community with expertise to share this with the children.
- Organising regular opportunities for parents and community to visit and observe and participate in the ongoing work of the school.

Homework

Homework is given regularly at all stages and in addition where a teacher feels a particular child or group of children may benefit from it. Your co-operation is asked to ensure that this is completed. Good partnership working with parents is very important to the staff at Buchlyvie and we agree that homework opens up the communication between school and parents. Homework lets you see what children are learning; it allows discussion and helps you to support them with their schoolwork. Additionally, homework fosters independent organisation and learning.

Reporting will be on-going through each session and will comprise of a range of activities to communicate children's progress and learning throughout the school year.

August	Term 1 Newsletter Weekly Reminder Termly Curriculum Overview for class showing 4 Contexts for Learning Google classroom announcements, posts and messages Assembly Certificates Social Media School Website
September	Weekly Reminder Meet the Teacher Google Classroom announcements, posts and messages Staged Intervention Review Meetings Assembly Certificates Social Media School Website

October	<p>Term 2 newsletter Weekly Reminder Termly Curriculum Overview for class showing 4 Contexts for Learning Google Classroom announcements, posts and messages Primary 1 Introduction to Reading workshop Whole school Harvest assembly Assembly Certificates Social Media School Website</p>
November	<p>Weekly Reminder Parental Consultations Sharing Learning and parental comments for children Google Classroom announcements, posts and messages Assembly Certificates Social Media School Website</p>
December	<p>Weekly Reminder Christmas Show Carol Service Google Classroom announcements, posts and messages Assembly Certificates Social Media School Website</p>
January	<p>Term 3 newsletter Weekly Reminder Scottish Poetry Competition Termly Curriculum Overview for class showing 4 Contexts for Learning Google Classroom announcements, posts and messages Assembly Certificates Social Media School Website</p>
February	<p>Weekly Reminder Google Classroom announcements, posts and messages Staged Intervention Review Meetings P1 Introduction to Numeracy Assembly Certificates Social Media School Website</p>
March	<p>Weekly Reminder Parental Consultations Google Classroom announcements, posts and messages Whole school Spring assembly Assembly Certificates Social Media School Website</p>

April	Term 4 newsletter Weekly Reminder Termly Curriculum Overview for class showing 4 Contexts for Learning Google Classroom announcements, posts and messages Assembly Certificates Social Media Stage Assemblies School Website
May	Weekly Reminder Google Classroom announcements, posts and messages Assembly Certificates Social Media School Website
June	Weekly Reminder End of year reports Google Classroom announcements, posts and messages Assembly Certificates Social Media Sports day Achievements Assembly School Website

School Uniform

In Buchlyvie School we hope to develop in pupils a sense of identity and of belonging to the school community. One way of doing this is to encourage pupils to purchase and wear our school polo shirts and sweatshirts.

The logo on the garments is the Baron of Buchlyvie, a famous Clydesdale horse who lived in Buchlyvie in the early 1900s. The sweatshirts are royal blue and the polo shirts are white. Primary 7 children wear a red sweatshirt. There are no strict rules with regard to the manner in which the pupils dress. The play areas are such that the pupils really play and therefore suitable and practical clothes are required.

On occasion the pupils will be asked to dress more formally e.g. Concerts/School representation/end of term services. The polo shirts and sweatshirts provide Buchlyvie's uniform.

Slippers are worn in school. Children change their outdoor shoes when arriving at school, break times and outdoor learning.

Physical Education Clothing and Footwear

T-shirt, PE shorts and gym shoes (specifically for indoor use). For health and safety reasons, pupils should wear these for PE and bring them to school on the allotted gym day. Please note that jewellery (earrings/ watches/ rings) should be removed before the lesson commences. Please put name or some identifying mark on all of your child's belongings.

The school provides football and netball strips.

Outdoor Clothing

Since the introduction of Outdoor Learning children are encouraged to bring waterproof trousers and a jacket to school. Wellingtons or outdoor walking shoes would also be a benefit to allow children the freedom to play and explore outside without damaging their school shoes.

Secondary School

At the end of P7 pupils usually transfer to:

Balfron High School
Roman Road
Balfron
G63 0PW
Tel: 01360 440469

During P7 children have the opportunity to meet certain teachers from the high school and the headteacher. Details of the transfer arrangements are issued to you at the appropriate time. There are also curricular and support visits throughout the year from appropriate staff. There is an excellent transition programme in place. Teachers from Balfron High School work with pupils at Buchlyvie at planned purposeful activities during the year.

Attendance

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

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

Information for those with School Age Children Only

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 their child's progress.

Persistent late coming 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 and, if required, 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 and Safeguarding

All children in Scotland have the right to be protected from harm.

Schools and nurseries play an important role in the prevention of abuse and neglect through creating and maintaining safe learning environments and teaching children and young people about staying safe from harm and how to speak up if they have worries or concerns.

Schools and nurseries have identified child protection coordinators with a remit to promote safeguarding and a responsibility to act when aware of a possible child protection concern.

If you are concerned a child or young person is at risk of abuse or neglect, you can contact police on 101 or phone children's services on 01786 471177. You can share your concern with your school/nursery child protection co-ordinator.

Clothing Grants

Some families may be eligible for clothing grants. Applications can be made by visiting <https://www.stirling.gov.uk/schools-and-learning/schools/free-school-meals-and-clothing-grant/> and completing the online form.

Supporting documents can be uploaded, scanned to finservices@stirling.gov.uk or posted 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 has 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 six months to raise a complaint from the event that you wish to complain about – or from the point when you become aware of a matter about which you wish to complain. In exceptional circumstances, a complaint can be accepted after this timescale.

We have 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 are able to look into most matters. However, the headteacher may refer the Stage One complaint to Schools, Learning and Education 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 Schools, Learning and 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 those too complex for a headteacher to deal with.

To move to Stage Two, you should email 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 24 hours.
- 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 Ombudsman (SPSO), <https://www.spsso.org.uk/> 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.

Care Inspectorate

If you have a concern about a care service, in the first instance please raise this with the manager of the service.

You can raise a concern with Care Inspectorate by email at concerns@careinspectorate.gov.scot.

If you are unable to email or use the online complaints form, please call 0345 600 9527 between 9 am and 4 pm Monday to Friday. This information is regularly updated and available at <https://www.careinspectorate.com/index.php/complaints>.

Digital Learning

Digital Tools for Learning and Teaching

In Stirling Council schools and nurseries, we use a variety of digital tools to enhance learning and teaching, to share information about the life of the school, communicate with parents and carers, and to celebrate success. Use of many of these tools requires sharing some personal data about your child with the providers of the services. This may include, for example, children's names, classes and photographs. For some services, we will need your consent to share personal data.

Core Digital Services

Across Stirling Council, we use Glow and Google Workspace for Education Plus for learning and teaching. Data is shared with these services under the legal basis of public task – use of these services is deemed essential for learning and teaching, and we have legal agreements in place with both Education Scotland and Google to ensure that personal data is kept safe (see our Privacy Notices for our use of these services).

Likewise, SEEMiS is used to securely manage children and young people's personal data, including sensitive category data (such as information about their health). This data sharing is also done under the legal basis of public task, and appropriate agreements are in place to ensure the data is securely managed.

Digital Services Requiring Consent

Data Protection Impact Assessment procedures are followed for digital tools as appropriate. For some processes involving digital tools, we will seek consent of parents/carers and the young people themselves when they are aged 12 and over.



Stirling Council

Schools, Learning and Education

Enrolment Arrangements : Primary & Secondary School Education in 2023

The 2023/2024 school year starts on 16 August 2023, this is the **only** date for beginning school education for that year.

All children who are five years old on or before 16 August 2023 are of school age and **must** start their primary school education on 16 August 2023, children who are five years old between 17 August 2023 and 29 February 2024 **may** start their primary school education on 16 August 2023.

If your child is starting their primary school education in August 2023, or if you are choosing to defer their entry into primary school to August 2024, you **must** enrol them at their catchment school **by 27 January 2023**. Details of school catchment areas and further information on our enrolment procedures can be found by visiting our website www.stirling.gov.uk or by contacting us on 01786 233185. Should you wish your child to attend a primary school other than their catchment school you are still required to enrol them in the catchment school and submit a placing request for the school of your choice. We have now moved to online enrolments and request that you complete the online enrolment form which can be found on our website www.stirling.gov.uk. As part of the enrolment process we are required to check the residency of all parents wishing to enrol their child at their catchment school, you will be required to scan and upload a copy of your child's birth certificate, and two of the following - child benefit book/award letter, tax credit/universal credit award letter, two recent household utility bills or a recent council tax bill. If you are unable to use our online enrolment form or scan and upload the necessary documents please contact the school who will be able to assist.

Gaelic Medium Provision

Gaelic Medium education is available at Riverside Primary School, Forrest Road, Stirling tel: 01786 237933 email: rvsdeps@stirling.gov.uk. Any parent wishing to enrol their child in our gaelic medium provision should contact the school for further information.

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 2023. You will receive notification of transfer arrangements through your primary school and your child will be automatically enrolled in their catchment secondary school. Should you wish your child to attend a secondary school that is not their catchment school a placing request must be submitted.

Placing Requests for Session 2023/2024

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 2023-2024, to do so online **no later than 15 March 2023**. 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. You can apply online at <https://www.stirling.gov.uk/schools-and-learning/schools/placing-requests/make-a-placing-request/>

It is essential that you enrol your child at their catchment school even if you are making a placing request for another school, this ensures that should the placing request be unsuccessful they still have a place at their catchment school.

Please note that school transport is not provided for children and young people attending a school on a placing request.

Schools Information

Information on local authority schools in Stirling Council is available on our website www.stirling.gov.uk or by contacting us on 01786 233185.

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 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 and Children's Rights

Everyone deserves to be treated equally, fairly and without prejudice.

The planned incorporation of the UNCRC into Scots Law means that the rights of children should be protected, promoted and defended in all areas of their life, including their rights to:

- education,
- freedom from violence, abuse and neglect,
- be listened to and taken seriously,
- A proper house, food and clothing, and
- relax and play.

When a child feels their rights have been infringed, their views will always be taken seriously.

Educational establishments create inclusive cultures by working in partnership with the wider community to agree positive values, by promoting and celebrating diversity and through delivering appropriate learning opportunities within their curriculum.

Schools and nurseries operate within Stirling Council's duty under the Equality Act (2010) to:

- Eliminate discrimination, harassment and victimisation.
- Advance equality of opportunity between people by removing or minimising disadvantage, meeting the needs of particular groups which are different from the needs of others and encouraging participation in public life.
- Foster good relations by tackling prejudice and promoting understanding.

The Equality Act 2010 identifies 9 protected characteristics from discrimination, harassment or victimisation:

- age
- disability
- gender reassignment
- marriage or civil partnership (in employment only)
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation.

Schools and nurseries have a duty to report prejudice based incidents.

Anti-bullying and Positive Relationships

Approaches to anti bullying reflect *Getting it Right for Every Child* and recognise that bullying impacts on wellbeing. In order to thrive and achieve their full potential, children and young people need learning environments which are safe, nurturing, respectful and free from fear, abuse and discrimination.

All education establishments operate within Stirling's Approach to Respect for All: Preventing and Challenging Bullying Behaviours and will, in consultation with wider communities, create establishment specific anti bullying policy.

Getting it Right for Every Child



Getting it right for every child (GIRFEC) supports families by making sure children and young people can receive the right help, at the right time, from the right people. The aim is to help them to grow up feeling loved, safe and respected so that they can realise their full potential. Most children and young people get all the help and support they need from their parent(s) or carers, wider family and community but sometimes, perhaps unexpectedly, they may need a bit of extra help. GIRFEC is a way for families to work in partnership with people who can support them, such as teachers, doctors and nurses.

GIRFEC is based on children's rights and its principles reflect the [United Nations Convention on the Rights of the Child](#) (UNCRC).

GIRFEC also respects parents and carers rights under the [European Convention on Human Rights](#) (ECHR).

Key elements of GIRFEC are:

- Wellbeing
- Named Person
- Child's Plan

Wellbeing

To help achieve a common understanding of what wellbeing means, it is broken into 8 wellbeing indicators.

Every child and young person should be Safe, Healthy, Active, Nurtured, Achieving, Respected, Responsible, Included at home, in education and in the wider community.

Each child is unique and there is no set level of wellbeing that children should achieve. Each child should be helped to reach their full potential as an individual.

Named Person

The named person ensures there is someone who is responsible for helping parents and carers get the support they need, when they need it. The named person will be a clear point of contact if a child, young person or their parents/carers want information or advice, or if they want to talk about any worries and seek support.

This contact will be someone whose existing role already involves providing advice and support to families. As children grow up, their contact will change, with support usually provided by a:

- health visitor from birth to school age,
- headteacher or depute headteacher during primary school years,
- headteacher, depute headteacher or pastoral care teacher during secondary school years.

Children from birth to 18, or beyond if still in school, and their parents and carers, will have access to a named person to help them get the support they need.

Children, young people or their families can expect their contact to respond to their wellbeing needs, to respect their rights, choice, privacy and diversity. Children and young people should be included in decisions that affect them. There is no obligation on children, young people and families to accept the offer of advice or support from a named person.

More information is available on the Scottish Government website: <https://www.gov.scot/policies/girfec/>.

Child's Plan

A personalised child's plan will be available when a child or young person needs a range of extra support planned, delivered and co-ordinated. The plan outlines what should improve for the child and the actions to be implemented and reviewed.

The child's plan is managed by a 'lead professional' i.e. someone with the right skills and experience to make sure the plan is managed and reviewed regularly. Depending on the situation and the child's needs, the lead professional may also be the named person.

The child and parent/s and carer/s will know what information is being shared, with whom and for what purpose, and their views will be taken into account. This may not happen in exceptional cases, such as where there is a concern for the safety of a child, young person or someone else.

Stirling educational establishments have long established staged intervention procedures which provide appropriate and proportionate assessment, planning and review to ensure children and young people have their individualised needs met. Further information is detailed in [Staged Intervention Guidance](#).

Inclusion

Additional Support Needs

All children get help with their learning.

A child is said to have 'additional support needs' if they need more, or different, support from what is normally provided in schools or nurseries for children of the same age. The Education (Additional support for Learning) (Scotland) Act 2004 (as amended 2009) created the term **additional support needs** and explains the duties on education authorities to support children and young people's learning.

A child or young person may have additional support needs for lots of reasons including:

- A physical disability
- Being a young carer
- Changing school a lot
- Being bullied
- Having a communication difficulty
- Being looked after by the local authority
- Having a long term illness

Staged Intervention is the process used to identify, assess and plan to meet a child's needs. Every school and nursery has a Pupil Support Co-ordinator with responsibility for ensuring appropriate support for children with additional support needs. For most children the support they require is provided from school, for example, differentiated materials, additional time, movement programmes, and support groups. Some pupils with more complex needs may require input from support services within Stirling Council such as ASN Outreach or the Educational Psychology Service, whilst some pupils may require input from other partner agencies, such as Speech and Language Therapy, to provide more enhanced interventions. Agreed actions will be recorded and reviewed during staged intervention meetings in collaboration with the child, family and staff. Where there is more than one agency supporting a child and this is significant and long lasting, a Coordinated Support Plan may be developed.

If you have concerns about your child, in the first instance, contact your school or nursery.

More information is available on the website or by contacting ASN and Wellbeing Team or find information on [Parentzone Scotland](#) on your child's specific support needs.

Independent Advice

Enquire are a Scottish advice service providing help and information, all advice is independent and impartial. Contact the Enquire Helpline on 0345 123 2303.

Enquire also has two websites, one for parents, carers and professionals, <https://enquire.org.uk/>, and one for children and young people, <https://enquire.org.uk/advice-young-people/>.

Let's Talk ASN helps parents of children with additional support needs who may require support in relation to a dispute or potential dispute with an education authority. The service can be used by anyone who has a right to make a reference to the Additional Support Needs Tribunals for Scotland.

My Rights, My Say is a children's service which provides advice and information, advocacy support, legal representation and a service to seek children's views independently about their support.

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 or nursery. 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 or nursery.

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 or nursery.

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

NHS Forth Valley has a statutory obligation to provide health services for all school age children. The aim is to ensure that all children and young people, throughout their school years, are in the best possible health to benefit from their education.

School Nursing Service

School Nurses are available Monday – Friday between 8.30 am and 4.30 pm all year round, excluding public holidays and weekends. School Nurses are part of the integrated community team and are based in local health centres and clinics.

The School Nurse Team offer health screening, health assessments, health reviews, health promotion and health interventions when required.

A health screen and review of the child's growth is offered to all children in Primary 1. This involves a parent questionnaire and the opportunity of an appointment with the school nurse to discuss any parental concerns.

The School Nursing Team comprises of:

School Nurses
Family Support Workers

Children/young people, parents/carers may request a health appointment at any time by contacting the service on 01786 468272.

Referral to the School Nursing Service can be made by Education, Social Work, GP or any other health care professional using the appropriate Getting it Right for Every Child (GIRFEC) documentation and submitting the referral to fv.schoolnurseteamsecuremailbox@nhs.scot.

School and Nursery Meals

School and nursery lunches are an important part of the day, encouraging our children to eat a nutritious meal. The lunchtime experience plays a huge part in developing a child's relationship with food, understanding where food comes from, the health benefits to our bodies and the opportunity to experiment and taste new foods.

The Scottish Government introduced changes to the Nutritional Standards for Food and Drinks Regulations within Schools in April 2021. The changes to the regulations are based on the most up to date scientific evidence on diet and are designed to support the health of children and young people within our education settings. The food and drink provided across the day is designed to support the Scottish Dietary Goals. This will ensure all children and young people receiving a meal have access to nutritionally balanced lunches. We are committed to provide healthy, nutritious and good value for money meal options in all our Nurseries, Primaries and Secondary Schools.

Every P1 to P5 pupil is entitled to a free meal. We would encourage parents to access this meal as there are benefits to having a meal. The focus is on an enjoyable lunchtime experience for all children.

All 3 and 4 year old children and eligible 2 year olds are entitled to a free meal if they are in nursery for more than 4 hours accessing a funded session. Parents may still choose to provide a packed meal if preferred. During unfunded sessions, parents can purchase a meal if they choose to do so.

In addition to meals, all nurseries will provide a morning snack and afternoon snack. There will be no cost for this during funded or unfunded sessions. Snacks will include Scottish Government funding milk and a portion of fruit/vegetables-

Our Nurseries and Primary schools offer a two course lunch menu with a choice of main meal, and either a starter or dessert. The menu runs on a three week cycle and has plenty of healthy and popular meals on offer for pupils. Menus and current prices can be viewed on the Council's website, <https://www.stirling.gov.uk/schools-and-learning/schools/school-menus/>.

Pupils and parents have an opportunity to provide feedback and have their say regarding the development of future menus and always welcome suggestions for improvement.

Where a child or young person has an allergy or requires a specific diet, this can be catered for in most circumstances however, this must be communicated clearly to the Catering Supervisor, discussed and a clear plan agreed. Full allergen assessment information will be available in every school kitchen. The special diet policy must be followed at all times and documentation completed by parents.

Parent Pay

Parent pay is a web-based application that provides a facility for parents to pay online for school & nursery meals, trips, music tuition etc.

Parents will benefit from being able to make on line payments for meals using a secure website at any time that is convenient. Parents can view all transactions online and see their running balances. This makes it a safer method of payment, instead of children taking cash into schools and nurseries. For more information, please go to [ParentPay website](#).

Food for Life served here

Stirling Council has been a member of the FFL accreditation scheme since 2012. The FFL accreditation providers must achieve the thirteen standards of the Bronze Food Life which include – 75% of all dishes on the menu to be freshly prepared on site.

The Food for Life Catering Mark is an endorsement from the Soil Association Scotland that as caterers we have taken steps to ensure that the food that we serve uses fresh ingredients which are free from undesirable additives and trans fats, are better for animal welfare and comply with national nutrition standards.

- Our meals do not contain any undesirable food additives, hydrogenated fats or GM ingredients.
- Over 75% of our dishes are freshly prepared every day by our cooks.
- All of the meat we use is traceable and from farms which satisfy UK welfare standards.
- All of the eggs we use are free range from cage free hens.
- We offer a seasonal menu.
- We provide ongoing training for our dedicated team of catering staff.
- We ensure our meals comply with the national nutritional standards set out by the Scottish Government.
- We provide information for children about where their food comes from.
- Poultry, eggs and pork are produced in line with the standards set for the Freedom Food Scheme, a welfare minimum or 10% of ingredients are organic. All of the milk we use in our recipes and the children drink is certified local organic milk.
- A range of locally sourced items are on the menu.
- No fish is served from the Marine Conservation Society “fish to avoid list”.

We are proud of our Silver Food for life accreditation for all our meals, promoting food provenance, freshly preparing foods free from nasty additives colourings and preservatives. More information about the standard can be found on the Soil Association website, <https://www.soilassociation.org/certification/foodservice/>.

We would like to continue to reassure our Parents that the school and nursery meals service within Stirling Council are working hard to provide a safe environment for pupils and staff and are working to Covid 19 protocols.

Breakfast clubs

There are currently 13 breakfast clubs being run by Stirling Council and 3 by Parents groups. They operate for 1 hour per day, 5 days per week during term time. On average, 343 pupils attend the breakfast clubs per day. Facilities Management provide a Catering member of staff and schools provide a Support for Learning Assistant (SLA) to set up and deliver the service each morning. Check out your school website to see if your school is providing a breakfast club service.

In order to ensure a compliant Breakfast service, in line with all relevant guidance on food provision and in line with national and local guidance for schools we are now operating a different menu which consist of:

Day	Options Available
Monday	1 slice of bread toasted, spread with Summer County margarine. Yogurt Milk to drink
Tuesday	Kellogg's Cornflakes or Kellogg's Multigrain shapes with milk/Porridge or Readybrek Honey to sweeten Tinned Fruit Milk to drink
Wednesday	1 slice of bread or ½ a bagel toasted, spread with Summer County margarine Fresh prepared fruit Milk to drink
Thursday	Kellogg's Cornflakes or Kellogg's Multigrain shapes with milk/Porridge or Readybrek Honey to sweeten Tinned Fruit Milk to drink
Friday	A full Kara roll toasted, spread with Summer County margarine. Fresh prepared fruit Milk to drink

All our Catering staff receive regular training in Food Hygiene, Health and safety, Cross Contamination, Allergen and Special diets policy. Each member of staff hold individual training certificates with all Catering Supervisors trained to Rehis accredited Intermediate Food Hygiene standard.

All kitchens follow our BSI accredited Management system (ISO 9001:2015) along with Cooksafe and HACCP guidance complying with all Environmental Health Guidance.

We constantly strive to improve our service and welcome feedback to develop our menu and other services we provide.

School Transport

Stirling Council provides free transport to school age children who live more than two miles from their catchment school, or where there is no safe walking route available.

Further information is available on the Council website, <https://www.stirling.gov.uk/schools-and-learning/schools/school-transport/>.

Unexpected Closures

While nurseries and schools have contingency planning in place to cope with a number of circumstances, sometimes it is necessary to close nurseries or schools or amend the normal 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.

School and Nursery Holidays

We operate a set pattern of school holidays which are agreed annually in consultation with trade unions and reflect our formula.

Autumn term

Starts on the Monday of the second full week in August.

October holiday

Starts on the Monday of the second full week in October.

Christmas holiday

Two full weeks to include two public holidays on 1st and 2nd January.

Easter holiday

Starts on the first Monday in April, for two weeks, regardless of when Easter weekend falls.

***Please note:** A full week is a week that commences on a Sunday.

School Holidays 2022-2023

Autumn Term Starts Ends	Monday 15 August 2022 Tuesday 16 August 2022 Wednesday 17 August 2022 Friday 7 October 2022	Staff Development Day Staff Development Day Pupils return
October Holiday Starts Ends	Monday 10 October 2022 Friday 21 October 2022	
Winter Term Starts	Monday 24 October 2022	
Winter Term Ends	Thursday 22 December 2022	
Christmas Holiday Starts Ends	Friday 23 December 2022 Friday 6 January 2023	
Spring Term Starts	Monday 9 January 2023	
	Monday 13 February 2023 Tuesday 14 February 2023 Wednesday 15 February 2023 Thursday 16 February 2023 Friday 17 February 2023	Staff Development Day Staff Development Day Local Holiday Local Holiday Local Holiday
Spring Term Ends	Friday 31 March 2023	
Spring Holiday Starts Ends	Monday 3 April 2023 Friday 14 April 2023	
Summer Term Starts	Monday 17 April 2023	
	Friday 28 April 2023 Monday 1 May 2023	Staff Development Day Local Holiday
Summer Term Ends	Friday 30 June 2023	
Summer Holiday Starts Ends	Monday 3 July 2023 Friday 11 August 2023	
	Monday 14 August 2023 Tuesday 15 August 2023 Wednesday 16 August 2023	Staff Development Day Staff Development Day Pupils return

School Holidays 2023-2024

Autumn Term Starts Ends	Monday 14 August 2023 Tuesday 15 August 2023 Wednesday 16 August 2023 Friday 6 October 2023	Staff Development Day Staff Development Day Pupils return
October Holiday Starts Ends	Monday 9 October 2023 Friday 20 October 2023	
Winter Term Starts	Monday 23 October 2023	
Winter Term Ends	Friday 22 December 2023	
Christmas Holiday Starts Ends	Monday 25 December 2023 Friday 5 January 2024	
Spring Term Starts	Monday 8 January 2024	
	Monday 12 February 2024 Tuesday 13 February 2024 Wednesday 14 February 2024 Thursday 15 February 2024 Friday 16 February 2024	Staff Development Day Staff Development Day Local Holiday Local Holiday Local Holiday
Spring Term Ends	Thursday 28 March 2024	
Spring Holiday Starts Ends	Friday 29 March 2024 Friday 12 April 2024	Good Friday
Summer Term Starts	Monday 15 April 2024	
	Friday 3 May 2024 Monday 6 May 2024	Staff Development Day Local Holiday
Summer Term Ends	Friday 28 June 2024	
Summer Holiday Starts Ends	Monday 1 July 2024 Friday 9 August 2024	
To Be Confirmed	Monday 12 August 2024 Tuesday 13 August 2024 Wednesday 14 August 2024	Staff Development Day Staff Development Day Pupils return

Register of Personal Data Processing

Data Protection laws say that the Council must be transparent about how we process personal data.

This Register of Data Processing sets out the Council's activities that involve the collection and use of personal information and the reason why we can process your information lawfully.

Privacy Notice

For each activity, we publish a Privacy Notice setting out how personal data is used.

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

Your information is also analysed internally to help us improve our services. This is covered in our Fraud Privacy statement.

Privacy Notices are available on the Council website, <https://www.stirling.gov.uk/council-and-committees/managing-information/register-of-personal-data-processing/>.

Parentzone Scotland

Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science.

Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels.

Parentzone Scotland can be accessed at <https://education.gov.scot/parentzone>.