



Stirling Council  
Schools, Learning & Education

Callander Primary School &  
Nursery Class 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

A warm welcome to Callander Primary School and Nursery class. We hope you find the information contained in this handbook useful.

We have a highly committed staff at Callander Primary who provide high quality learning and teaching experiences, and who contribute to the creation of a positive, vibrant learning environment.

Together, we ensure a nurturing, safe, caring ethos where every child is valued as an individual.

Our school motto of:

**“Dream, Believe, Achieve”**

encourages the children to develop a passion for learning and curiosity that will help to develop high aspirations. We encourage the children to develop their own talents and interests and we support this by ensuring the children experience a wide range of activities both within and out with the school day.

We are committed to building close, effective partnerships with families and the wider community so that together we can support the children to become enthusiastic learners who are motivated to achieve endless possibilities. We regularly plan opportunities to share the children’s learning experiences through a variety of different ways. We work closely with both our Parent Council and our Parent Reps group as well as benefitting from a large number of parent volunteers who support our children in class alongside the class teachers.

In consultation with children, families and staff we have developed our Curriculum Rationale which we have recently refreshed. Our rationale represents our ethos, our values and rules as well as all the things we want our learning to include and to be. It has been encapsulated within the infographic opposite.

We are always striving to make improvements to the service we provide for the children who attend Callander Primary School and Nursery Class. All learning experiences and activities are based upon Realising The Ambition, Stirling Council’s Play and Learning Framework and Curriculum for Excellence Learning Outcomes and Experiences. This ensures that children at this school and nursery have a broad education, working towards high expectations and developing their capacities and skills. The school has entered national and local competitions and has been very successful in many of these. We provide pupils with opportunities to participate in a variety of curricular activities out with the classroom and class settings. We also have Citizenship groups and provide opportunities for developing Enterprise skills. More information on these can be found in this handbook.

We are a nurturing school where all children are supported, and included in a safe, caring environment. To ensure we meet the needs of all pupils we have systems in place to provide additional support for individuals as and when that is needed. One of the ways that we aim to meet children’s additional support needs is through the Staged Intervention process which you can read about in detail in this handbook.

Over their time at Callander Nursery and Primary School, we will work with children to develop the skills necessary for them to succeed in education, and in life, with confidence and enjoyment. Our refreshed school rules support this and were developed in consultation with the children, families and staff. We have identified the following three key themes:

## Ready, Respectful, Safe

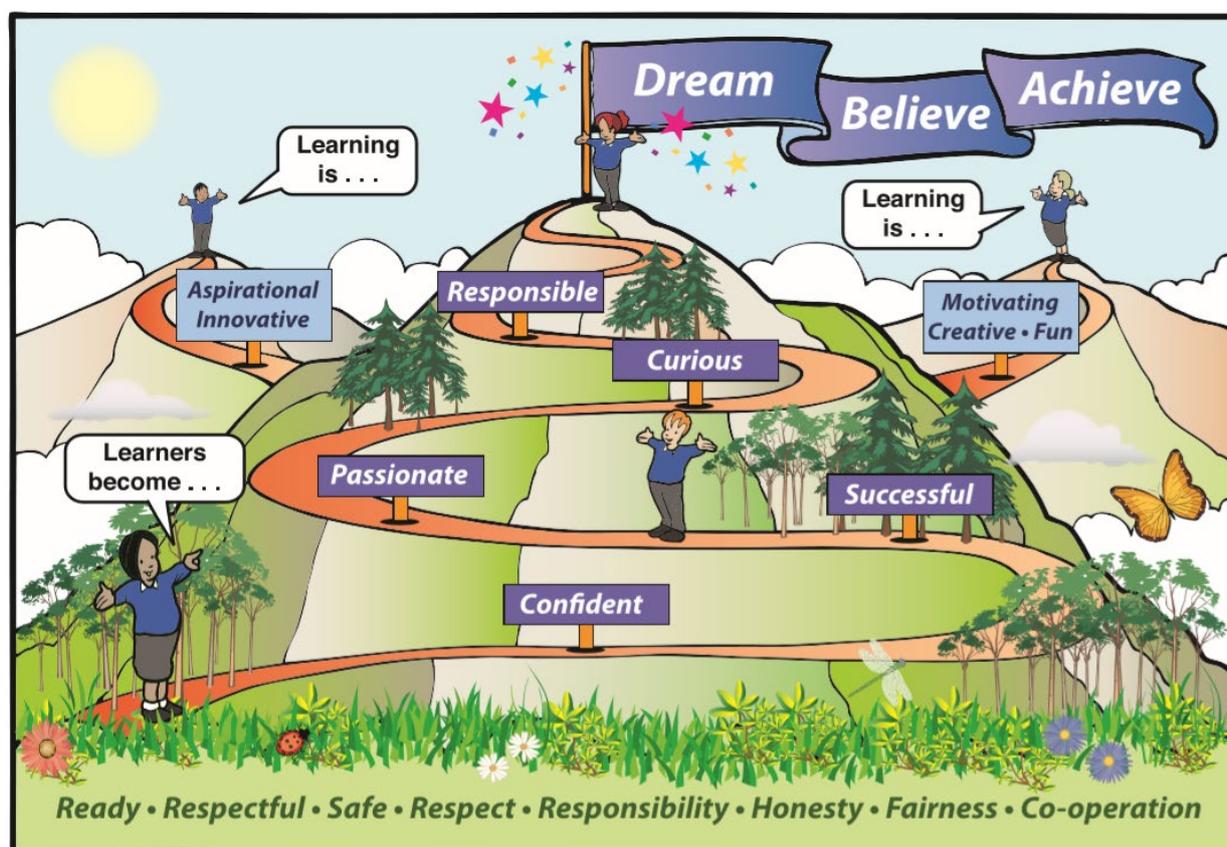
These rules are further underpinned by our core values of

## Honesty, Respect, Co-operation, Responsibility, Fairness

At Callander Primary School the children are at the heart of every decision we make. We ensure that they feel listened to and are happy, confident, passionate and enthusiastic young people with a curiosity for the world in which they live. We strongly believe that learning should be fun, innovative and motivating ultimately ensuring the children become successful learners, confident individuals responsible citizens and effective contributors.

If you have any questions or queries with regard to anything within this handbook please do not hesitate to contact the school.

Tanya Starkey  
Headteacher



## Description of the School and Nursery

Situated in the heart of the Loch Lomond and Trossachs National Park, Callander Primary School is part of the McLaren Learning Community which comprises of 11 feeder primary schools and one high school. Callander Primary includes a nursery class offering extended year places and places for eligible two-year olds, a mainstream school covering stages P1 to P7 and an Autistic Spectrum Disorder Provision. The nursery class has recently moved to a new setting based within the estate of McLaren High School.

The school comprises of mainstream classrooms, ASD Provision with sensory space, a general-purpose room (GP), a gym hall, dining hall and separate early years and senior communal areas. All classes and the GP Room have interactive whiteboards to support learning. We currently have eleven classes from P1-P7. Outdoor facilities include a large tarmac playground and a playing field; this includes a bicycle shed as we encourage walking and cycling to school. There is wooden play equipment permanently in place. We have a school garden which is maintained by our ECO group and Gardening group and which is used to promote outdoor learning.

The Nursery consists of two key playrooms with two outdoor spaces. The nursery has access to an interactive whiteboard and also has a dedicated sensory room.

Both the school and nursery have access to nearby Coilhallan woodland for further outdoor learning opportunities.

The primary school building is owned and maintained by Stirling Council. In both the nursery and school, security door systems are in place governing access to the building. We operate a system of signing in and out. CCTV is also in operation around the periphery of the school and nursery buildings. For pupil safety, visitors are asked not to drive into the school car park as we have several children who are transported to school via taxi and as a result will walk through the car park. We have permits for parking in the local Meadows car park situated just a short walk from the school grounds.



## School and Nursery Information

<b>School address</b>	Callander Primary School Bridgend Callander FK17 8AG
<b>School Telephone number</b>	01877 331576
<b>E-mail address</b>	<a href="mailto:callaps@stirling.gov.uk">callaps@stirling.gov.uk</a>
<b>Nursery address</b>	Callander Primary Nursery Class Mollands Road Callander FK17 8JH
<b>Nursery Telephone number</b>	01786 237973
<b>Website</b>	<a href="https://blogs.glowscotland.org.uk/st/callanderps/">https://blogs.glowscotland.org.uk/st/callanderps/</a>
<b>Twitter</b>	@CallanderP
<b>School Roll</b>	266 P1-P7 48 - 3/4 year olds and 10 - 2 year olds Extended day, AM or PM Nursery Provision
<b>Stages of School</b>	P1 to P7 (Nursery class attached)
<b>Headteacher</b>	Tanya Starkey
<b>Depute Headteacher</b>	Clair Harvey
<b>Principal Staff</b> Marina Brunella (Nursery) Kirsty Davies (ASD Provision) Julia Gilbert (ASD Provision)	Sheena Muir Louise Scott Pamela Wallace
<b>Class Teachers</b> Gemma Dempster Louise Scott Allison Bell Andy Titterington Pamela Wallace	Nicola Peedle/Anne McQue Sheena Muir /Anne McQue Anna Gardiner Catriona Vass Lesley Rennie
<b>RCCT Teachers</b>	Andrew Craven/Clair Croy
<b>ASD Provision</b> Kirsty Davies Julie Gilbert Jane Fairley	Carmen Riggins Aimie McMeekin

<b>Support for Learning Teacher</b>	Jacqueline Higginson
<b>Visiting Specialist Teachers</b>	Linda Cantlay (Music) Amanda McKie (P.E.)
<b>Nursery Staff</b> Marina Brunella (Principal ECE) Louise Heron, Senior ECE Nicola Almass, Senior ECE Debbie McCallister, ECE Julie Couper, ECE Pamela Colligan, ECE Sam Smith, ECE	Gillian Brown , ECE Jacqui Smith, ECE Clair Tulloch, ECE Aimee Wilson, ECE Rosemary Third, SWECE Sarah Wills, Admin
<b>Administration</b>	Amanda Smith Jane Hutton
<b>Support for Learning Assistants</b> Jacqueline Prosser Christine Campbell Fiona Paterson Jane Hutton	Gemma White Charlotte Wood Rhodine Perry Jill McCaskill
<b>Support for Learning Assistants</b>  <b>(ASD Provision)</b> Amanda Buchanan Katerina Cech Lucy Duncan	Becky Millen  Fiona Paterson Lucy Brown
<b>Janitor</b>	Alistair Wills
<b>Cleaning Staff</b>	Robert Boswell Elaine Wright
<b>Catering Staff</b>	Margaret Shreater (Supervisor) Fiona Guthrie Kerry Shreater Carla Mills

## The School Day

<b>Morning session</b>	9.00 am – 12.15 pm
<b>Morning interval</b>	10.40 am – 10.55 am
<b>Lunch</b>	12.15 pm – 1.00 pm
<b>Afternoon session</b>	1.00 pm – 3.00 pm

## How Learning is Organised

Parents should be aware that the formation of classes can vary from year to year to reflect the changing numbers within specific year groups. There are times when the distribution of children over various stages in the school necessitates the formation of multi-age classes, also known as composite classes. This is where children from two different stages of the school become one class e.g. P3/4. All primary school teachers are trained to teach in differentiated groups, meeting the needs of all learners. A composite class will not exceed 25 in number.

## Nursery Class

Within Callander Primary School there is a nursery class, based at McLaren High School, offering morning and afternoon sessions as well as extended day across 45.6 weeks of the year. Every 3 and 4 year old is entitled to 1140 hours per year of nursery provision. There are also spaces for eligible 2 year olds too. The nursery aims to provide a secure and happy learning environment. Our parents are actively encouraged to become involved in the life of the nursery. All questions regarding the nursery should be addressed in the first instance to either Tanya Starkey, Headteacher or Marina Brunella, Principal Early Childhood Educator.

<b>Morning session</b>	8.00 am – 1.00 pm
<b>Afternoon session</b>	1.00 pm – 6.00 pm
<b>Extended Day session</b>	8.00 am – 6.00 pm



# Values and Aims

At Callander Primary School we aim to encourage every child to aim high and expect the very best. We do this by providing high quality learning and teaching experiences in a safe, secure and welcoming environment. We regard the development of the whole child is of paramount importance. By adopting a variety of teaching strategies and methodologies and with a broad and relevant curriculum, we believe the child should come first. These beliefs are encapsulated in our school aims.

Our school aims are underpinned by the National Improvement Framework for Education.

## Improvement in attainment, particularly in literacy and numeracy

To provide learning and teaching experiences of the highest quality which will encourage the development of a positive attitude towards learning and which will enhance achievement for all.

## Closing the attainment gap between the most and least disadvantaged children

To provide a high-quality education, including learning, teaching and assessment, as well as high quality partnerships to support children and young people with their broader needs. These are essential elements to raise attainment for all children and close the poverty-related attainment gap.

## Improvement in children and young people's health and wellbeing

To provide a welcoming, safe and caring environment where each pupil is valued and supported and to engage all learners in effective and motivating learning experiences.

To provide very effective support systems for all our learners, to promote personal and social development and to foster success in a variety of activity areas.

## Improvement in employability skills and sustained, positive school-leaver destinations for all young people

To develop the skills of creativity, self-reliance and ambition through the wide range of curricular and extra-curricular experiences we offer, and to encourage pupils and staff to engage in the pursuit of lifelong learning and development.

# Ethos

Underpinned by an understanding of Children's Rights, at Callander, we work hard with our learners to promote personal development, encouraging positive attitudes to themselves and others. The children are encouraged to develop tolerance and respect and are shown how to co-operate and share with others. The pupils develop skills in working independently and collaboratively. They are encouraged to take responsibility for their own learning.

Our school rules have been developed in consultation with children, staff and parents:

- Ready
- Respectful
- Safe

We have also adopted five core values which underpin all that we do.

Our values are:

- Honesty
- Respect
- Co-operation
- Responsibility
- Fairness

The importance of praise as a motivating aspect of school life is well researched and understood, and the use of praise permeates all school life. Pupils and staff have high expectations of themselves and others.

We take every opportunity to foster a climate of celebration and success and we encourage children to share their wider achievements with the whole school community.

Our assemblies have a message based on our values or school rules. At these assemblies, merit certificates are awarded for behaviour and attitude. School assemblies are a regular feature of school life. We have close links with the local ministers who visit the assemblies and talk to the children. The school community regularly visit the local church as part of our commitment to Religious Observance. Any parent who wishes to exercise their right to withdraw their child from religious and moral education and/or religious observance should contact the headteacher.

Our school operates a House System to which all children belong and house points are awarded for positive choices. The House System has been established to promote a sense of community and to develop leadership skills amongst our senior pupils. Pupils from Primary 7 can stand for election to House Captain in September and January. House Captains, working closely with Mrs Scott, principal teacher, are responsible for planning the events at our monthly House Meetings. Our Houses are Venachar, Teith, Bracklinn and Ledi.

With children's rights central to our ethos we have launched **FUNTIM3 FR1DAY** based on Article 31 of the Convention of the Rights of the Child; The Right to Play and Relaxation. These activities are planned with the children and comprise of mixed stage groupings.

We have developed a Positive Relationships strategy which encourages children to reflect on behaviour and choices made. The principle of this approach focuses on restorative practices where children are encouraged to provide solutions to possible issues or conflicts that have arisen. Further details can be found in our Positive Relationship Policy which can be accessed from the school office or via our school website.

Staff will always handle matters in a nurturing, sensitive, caring, manner so that all learners can fully engage in all aspects of learning and teaching.

## Improvement Plan

We operate an agenda of continuous improvement which we ensure through regular and robust self-evaluation procedures which involve parents, children and all staff.

The main priorities for the current session in the school and nursery are:

- To improve attainment in reading and writing across the whole school including whole school strategies for spelling.
- To further improve attainment in numeracy across the whole school including developing staff knowledge of cognitive guided instruction and developing understanding of mathematical vocabulary.
- To further improve our approach to inclusive classrooms.
- To develop play based learning approaches across Nursery through to P7.
- To develop and improve Parent/Carer knowledge of additional support needs including nurturing approaches.
- To develop and implement an innovative approach to transition for nursery and P7 learners moving on to primary school and high school alongside other McLaren Learning Community schools.
- To further develop and embed partnership working within our school community and wider context which has a positive impact on the skills for life, learning and work of our pupils e.g. High schools, Active Stirling, Parents, Community links.
- To increase staff knowledge using a variety of data sources to plan next steps in learning.

## Curriculum

Staff and learners at Callander Primary School are committed to providing a “Curriculum for Excellence” in line with Scottish Government guidelines. We continually review our curriculum to improve outcomes for the children.

Curriculum for Excellence has been implemented across Scotland for all 3-18 year olds – wherever they learn. It aims to raise standards, prepare our children for a future they do not yet know and equip them for the jobs of tomorrow.

Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together. Glow, Scotland's unique, world-leading, online network supports learners and teachers in this.

Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring the change is smooth. Staff will ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of knowledge and skills. It develops skills for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

There is personal support to help all our learners aim high and make the most of their opportunities with additional support wherever that's needed. There is an emphasis by all staff on looking after our children's health and wellbeing – to ensure that the school is a place where children feel safe and secure.

Ultimately, Curriculum for Excellence aims is to improve our children's life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens.

The curriculum is broadly structured under the headings of eight curriculum areas:

- Expressive Arts
- Health and Wellbeing
- Languages
- Mathematics
- Religious and Moral Education
- Sciences
- Social Studies
- Technologies

Languages includes work on Literacy and English, French for all learners with Spanish introduced as a third language to Primary 5, 6 and 7.

## Interdisciplinary Learning

A core principle of Curriculum for Excellence is interdisciplinary learning and staff at Callander plan and implement interdisciplinary activities for all learners.

Interdisciplinary learning is learning which is planned to develop awareness and understanding of the connections and differences among subject areas and disciplines.

It is also focused on learners using the knowledge/learning they have acquired from different curricular areas to explore a theme or issue, meet a challenge, and solve a problem – often something that matters to the class or the school or the local or wider community.

# Learning and Teaching

## Policies

Callander Primary School has a number of policies which reflect the procedures and practice of our school. These policies are reviewed and amended regularly.

Teachers make use of a wide range of learning and teaching methodologies some of which include direct teaching, enquiry based learning, discussion and investigation. Whole class and group teaching takes place and individual learning programmes are designed to best support learning for individuals who require either additional support or challenge.

## Support for Learning

Stirling Council operate a Staged Intervention Process which provides a framework whereby learners can be supported in their learning in a variety of ways. This process supports learners with a variety of additional needs e.g. support in learning, challenge in learning, emotional and health needs.

Callander Primary School benefits from a Support for Learning Teacher, a number of Support for Learning Assistants as well as very effective working relationships with many other agencies who all work together to support the learning development of our children.

This process offers:

- An inclusive approach based on GIRFEC (Getting It Right for Every Child) principles where parents, staff, learners and other appropriate agencies work together to support learning and development.
- An agreed plan of action for individual learners.
- A structured monitoring and review process.



## Assessment

Effective assessment is the lifeblood of learning and teaching and helps children, staff and parents to understand how much and how well children are learning, where their strengths and development needs lie and how to plan the next steps in their learning.

Assessment is planned to ensure that it is a focused and integral part of all learning. Assessment is continuous and is carried out in a variety of informal and formal ways. All learners are encouraged to reflect on their learning and indicate ways to make it “even better”. Staff and learners make very effective use of formative assessment such as “Two stars and a wish”, “Even better if...” and Traffic Lighting in order to reflect and evaluate progress. Assessment ensures staff, children and parents gather evidence and documentation of learning. Staff also utilise Curriculum for Excellence Benchmarks and analysis of the Scottish National Standardised Assessments (SNSA) to support teacher judgements.

Assessment evidence can be represented by, for example, written work, a conversation with a child, a photograph from home or within the early years setting, a drawing, video footage, a model made by a child, a child’s comments on their own learning or on another child’s learning.

Assessment as part of learning relies on staff making sound judgements. In order to make sound judgements, staff should:

- Gather a range of evidence of progress and achievement.
- Share observations and standards through dialogue and discussion.
- Reflect on the implications for learning, teaching and reporting.
- Staff also make use of the more formal forms of assessment which are available at national level to track and benchmark progress.

Children also participate in learner dialogue opportunities with their class teacher on a regular basis. These discussions allow the child and teacher to discuss their individual progress in learning and establish their next targets in learning.

Parents can find more information on approaches to assessment on the following website, [www.educationscotland.gov.uk](http://www.educationscotland.gov.uk) and access the Parentzone icon on the left hand side at the bottom of the home page.

Parents at Callander Primary School will receive regular information on assessment through individual Snapshot profiles (P1-7), online journals (Nursery and Autism Provision), parents evening appointments and also in the summary reports in June of each year.

## Citizenship Groups

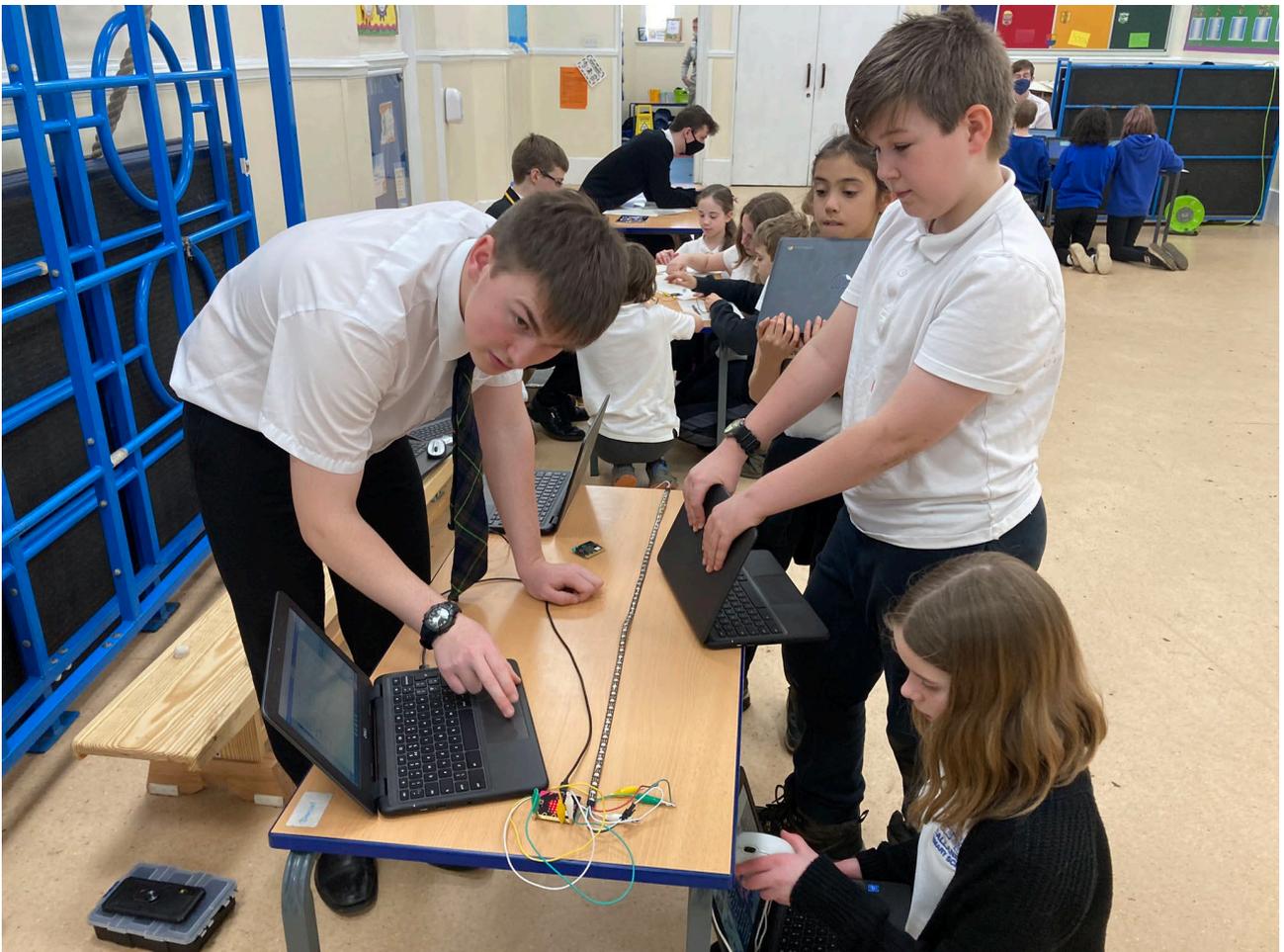
We recognise the importance in developing our learners’ ability to work co-operatively with their peers. We have monthly Citizenship Groups which all children belong to. Children are given the choice of which group they wish to belong and over the course of their seven years at primary school, learners will participate in seven different groups. The Citizenship Groups include children from each stage in the school. Citizenship Groups also provide a valuable forum for learners to be involved in the decision making processes in school and to allow their voices to be heard.

Here are some of the groups we have:

- School Parliament/Fundraising Group
- Community Reading

- ECO / Gardening Team
- Healthy Eating
- Playground Squaddies
- Sports Leaders
- Citizen Science
- Digital Leaders
- Love Languages
- First Aid
- Road Safety

Learners in Primary 5 are trained to be Peer Mediators who help children in the playground to resolve minor difficulties. This training then helps in Primary 6 and Primary 7 when learners act as Buddies to our younger children coming to school from the nursery. Learners in Primary 6 and 7 are also trained to be librarians to help organise our school library. In addition to these groups our children also have several opportunities to represent our school at events across the year.



# Partnership with Parents and the Community

The positive impact of maintaining an effective partnership with parents is well documented. Your help and support are vital to your child's development and progress through school.

## Communication with the Home

We currently send a termly newsletter and have a school app, Facebook pages and website, giving items of basic information such as holiday dates, together with information of interest about the life of the school. We also share information regarding news, achievements and events through email, text, Facebook page and our school Twitter account. If there is anything that you are not sure of, please do not hesitate to phone the school.

Facebook pages:

- Callander Primary Staff and Parent Link
- Callander Primary P1 Transition
- Callander Nursery Exclusively for Parents/Guardians and Staff

Twitter: **@CallanderP**

## Open Door Policy

Parents and other visitors are always welcome in our school and nursery. We aim to present an approachable community, proud of its achievements, whether these are in positive relationships, effective citizenship, or in high academic standards.

Part of this policy includes an assurance to parents that if they are experiencing a problem at school with their child, then they will be able to discuss the situation with the headteacher, or the depute headteacher as soon as possible.

Within the Open Door Policy, we have a means whereby parents can talk to the class teacher out with normal school hours i.e. from 3.00 - 3.30pm if there are concerns about a child. If this option is used, parents should phone and make an appointment with the class teacher involved.

## Reporting to Parents

We have Snapshot profiles for children in Primary 1 to 7 and online journals for our children within the Nursery and Autism provision that are updated regularly each term.

There are two formal Parent Consultation times in the school year. In response to feedback from parents these are normally held in November and March. These are held on consecutive days - one in the afternoon, and one in the evening. Parents will be given the choice of which day they wish to attend. Parent Consultations take the form of a ten-minute discussion with the class teacher in the classroom. If your child has input from the support for learning teacher, we will be able to arrange an appointment on Parent Consultation times for you to meet Mrs Higginson and discuss your child's progress.

There is also a more informal “Meet the Teacher” event held in September which introduces parents to the teacher and the routines of their child’s new class.

Written reports will be issued to parents at the end of the summer term.

## Parental Involvement

Parents are encouraged to come into the school during the day to support a variety of projects. Support of this type is invaluable and very much appreciated by staff and children alike. Any parent wishing to help in this way is asked to contact the school office. In addition, parents are encouraged to share any individual talents they may have, with our school community. We have a Parental Volunteer Policy and information leaflet which is shared with all parental volunteers.

Each class has a Class Parental representative. This group meets with the headteacher and depute headteacher at least once per term exploring curricular and school matters.

## Parent Council

We are fortunate to have a very active Parent Council (CPPC) at Callander Primary School who contribute a great deal to the life of the school. They meet regularly and are always looking for new members to join them. Currently, during Covid restrictions, these meetings are being held termly and online. There is a Callander Primary Parent Council website which can be found on [www.callanderprimary.org.uk](http://www.callanderprimary.org.uk) and a Parent Council Facebook page.



# Uniform

School uniform is optional; however, we encourage the wearing of a school jumper as it promotes a sense of unity and inclusiveness. We are pleased that all our parents support the school by ensuring that their children wear their uniform.

From P1-6 children wear the royal blue school sweatshirt.

For easy identification, P7 pupils wear black sweatshirts. This helps other pupils in school, in particular the new intake of P1 and other early years children to identify senior pupils in school.

In addition to the school sweatshirts children should can wear a white polo shirt/shirt and dark trousers/skirt/pinafore.

Sweatshirts and Polo shirts are available with the school logo from Logo- Xpres. Clothing with the logo is not essential.

For physical education, all children need gym shoes/trainers, shorts and a t-shirt. Simple and easy to change clothes are best for children in the early years. In line with Stirling Council policy, football colours or strips are not permitted.

For health and safety reasons, children should not wear jewellery of any kind whilst participating in physical activities. If earrings cannot be removed, please make sure that each earring is taped over on PE days.

The gym kit can be kept in school but should be taken home at the end of each term for cleaning or replacement and returned at the start of the new term or alternatively children can come to school in their PE kit on their PE days.

We also request that children are provided with a pair of indoor shoes to change into after being outside. These shoes can be the same pair the children wear for P.E.

It is very helpful if all clothes and belongings are marked clearly with your child's name.

You can order from Logo- Xpres via their website or you can collect an order form from the school office. Logo -Xpres can also provide a gym t-shirt in your child's House Team colour (red, blue, yellow or green). Alternatively you can purchase uniform from local supermarkets or online. We also have a school uniform swap shop available to all.

Any questions regarding school uniforms should be directed to the school office.

# Secondary School

At the end of P7 pupils usually transfer to:

McLaren High School  
Mollands Road  
Callander  
FK17 8JH  
Tel: 01877 330156

## Extra-Curricular Activities

Callander Primary School working together with Active Stirling provide a number of sporting lunch time and after school clubs throughout the school year, as well as other clubs run by staff and volunteers including Digital Club, Astronomy, Dance Club and Ukulele. Information on these clubs is shared with parents through the website and email.

There is a Homework Club run for all Primary 4 to Primary 7 learners during a lunchtime twice weekly. We also support learner led clubs throughout the year. We are always open to new suggestions for clubs and groups; so if you can spare an hour or so during term time and would like to run a club for the children please contact the school.



## Educational Excursions

Classes are often involved in excursions which complement learning. This places learning in a real context for our children. Excursions can therefore take place throughout the school year. Parents will be notified, and their permission sought for school trips. We follow the guidelines contained in Stirling Council Excursions Policy when undertaking the planning and implementation of any trip out with school.

## Homework

We have a Homework Policy which was developed in consultation with our Class Representatives and then the wider parent body. It is school policy that homework will be completed entirely at the discretion of parents as we recognise that many families lead very busy lives beyond school hours. Children can attend the homework club at lunchtimes on Wednesdays. Failure to complete any homework activity will never result in any action by teaching staff.

## Emergency Contacts

If a child is injured or becomes ill at school, parents may need to be contacted and asked to come into school to collect their child. For this reason, it is vital that the information held at the school, contains up to date contact numbers. Please notify the school office of any changes to addresses, phone numbers or emergency contacts.

## Critical Incident Response Plan

The school has a critical incident response plan for dealing with any emergency situations. This also includes a school closure plan due to inclement weather.

## Supervision and Wet Weather Arrangements

Children should be given opportunities to play outside unless the weather is extreme. Parents are asked to ensure that their child has suitable waterproof outdoor clothing including footwear and a waterproof jacket with a hood. Umbrellas are NOT safe in the playground. However, when it is particularly wet, the school doors will be opened at 8.55 am to allow children to come indoors. This arrangement is dependent upon adequate staff availability for supervisory duties.

During wet intervals and lunch breaks school staff are on duty in designated areas of the school building. Each class is also supported by Primary 7 monitors.



# Funded Early Learning and Childcare

Stirling Council will provide 1140 hours of funded ELC a year for children aged 3-5 and eligible 2 year olds.

There is a wide choice of providers offering funded hours. This includes local authority nurseries, private, voluntary and independent nurseries and childminders.

You will be entitled to 25 free hours a week or 30 free hours a week depending on the number of weeks the setting is open over the year.

You can choose to take this in different ways, full days or half days or a combination of both.

There is no payment to access funded hours. All providers must offer funded places in line with the National Standard. This means you can choose to take only your funded hours and you do not have to buy any additional sessions, hours or weeks. This applies in all funded provider settings.

Please note, the minimum attendance at any local authority nursery will be one full day or 2 half days.

## Unfunded Sessions

A child can attend more than their funded sessions in a local authority nursery, subject to availability of places. We need to prioritise children accessing their funded hours first. Once admissions for the new academic year, starting in August, have been finalised in the preceding February/March, we will confirm your unfunded sessions with you and provide them until the end of your contract period. You would also need to agree to our contract terms for funded and unfunded sessions. The nursery can advise you further on this.

Fees for unfunded sessions are available on Stirling Council's website. Fees for other funded provider nursery or with a childminder will vary and you should contact the provider directly for information.

## Opening Dates

The open and closed dates for the next academic session for all nurseries in each model can be found on our website, <https://www.stirling.gov.uk/schools-and-learning/nursery-and-childcare/nursery-terms-and-holidays/>.

### **Model 1:** 48.2 weeks

Settings in model 1 will be open 48.2 weeks a year, including over the summer.

### **Model 2:** 45.6 weeks

Settings in model 2 will be open 45.6 weeks a year

### **Model 3 and 4:** 38 weeks

Settings open 38 weeks a year will be closed out with term time in line with our primary school holiday closures.

## Settling In

Our early years staff are very experienced and skilled in helping children to settle. However, during the settling in period it is a requirement that you, or another nominated adult, aged 16 years or over, is available to collect your child earlier than the agreed settling-in end time on the rare occasion this may be necessary.

Your funded hours will start from the first day of the term your child becomes eligible. For children who are eligible for funding in term 1 (August), settling-in will, where possible, be arranged with you to take place over the summer before term starts. Children who are eligible in term 2 (January) and term 3 (April) will, where possible, be settled in at the end of the term before they start.

We have a few local authority nurseries, funded provider nurseries and childminders that are open term-time only. As they are closed over the summer they will not be able to settle children in during the summer months before the new term starts in August.

## Meals and Snacks

All three and four year olds and eligible two year olds will be entitled to a free meal if they are accessing a funded session in a setting for more than 4 hours. A session is a full day or a half-day, morning or afternoon. Lunch will be offered to children attending a funded full day session or a morning session. Children attending a funded afternoon session will be offered a light meal (substantial snack) during the session.

If your child is attending additional unfunded sessions, you can purchase a lunch from the nursery. The cost of a lunch in a local authority nursery is detailed on our website. The nursery can advise you about the process for paying for lunches. You may still choose to provide a packed lunch if you prefer. You can do this during a funded or unfunded session.

In addition to the free meal, all local authority nurseries will provide a morning snack and an afternoon snack. There will be no cost for this during a funded or unfunded session. Snacks will include Scottish government funded milk and a portion of fruit/vegetables.

# Attendance at School and Nursery

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](mailto: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](mailto: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](mailto: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](http://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](http://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](mailto: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](http://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](http://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.fvschoolnurseteamsecuremailbox@nhs.scot](mailto:fv.fvschoolnurseteamsecuremailbox@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
<b>Monday</b>	1 slice of bread toasted, spread with Summer County margarine. Yogurt Milk to drink
<b>Tuesday</b>	Kellogg's Cornflakes or Kellogg's Multigrain shapes with milk/Porridge or Readybrek Honey to sweeten Tinned Fruit Milk to drink
<b>Wednesday</b>	1 slice of bread or ½ a bagel toasted, spread with Summer County margarine Fresh prepared fruit Milk to drink
<b>Thursday</b>	Kellogg's Cornflakes or Kellogg's Multigrain shapes with milk/Porridge or Readybrek Honey to sweeten Tinned Fruit Milk to drink
<b>Friday</b>	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

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

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

## Nursery Holidays 2022-2023 (45.6 weeks)

Settings open 45.6 weeks a year will be closed for 32 days a year, or 6.4 weeks a year.

In-service (2 days)	Monday 15 August 2022 – Tuesday 16 August 2022
<b>Children return</b>	<b>Wednesday 17 August 2022</b>
Christmas/New Year (7 days)	Monday 26 December 2022 – Tuesday 3 January 2023
<b>Children return</b>	<b>Wednesday 4 January 2023</b>
In-service (2 days)	Monday 13 February 2023 – Tuesday 14 February 2023
<b>Children return</b>	<b>Wednesday 15 February 2023</b>
Local Holiday	Friday 7 April 2023
<b>Local Holiday</b>	<b>Monday 10 April 2023</b>
Spring Holiday	Tuesday 11 April 2023 – Friday 14 April 2023
<b>Children return</b>	<b>Monday 17 April 2023</b>
In-service (1 day)	Friday 28 April 2023
<b>Local Holiday</b>	<b>Monday 1 May 2023</b>
Summer Week 1 (5 days)	Please contact the nursery direct for closed days.
Summer Week 2 (5 days)	Please contact the nursery direct for closed days.
Summer Days (3 days)	Please contact the nursery direct for closed days.

## Nursery Holidays 2023-2024 (45.6 weeks)

Settings open 45.6 weeks a year will be closed for 32 days a year, or 6.4 weeks a year.

In-service (2 days)	Monday 14 August 2023 – Tuesday 15 August 2023
<b>Children return</b>	<b>Wednesday 16 August 2023</b>
Christmas/New Year (7 days)	Monday 25 December 2023 – Tuesday 2 January 2024
<b>Children return</b>	<b>Wednesday 3 January 2024</b>
In-service (2 days)	Monday 12 February 2024 – Tuesday 13 February 2024
<b>Children return</b>	<b>Wednesday 14 February 2024</b>
Local Holiday	Friday 29 March 2024
<b>Local Holiday</b>	<b>Monday 1 April 2024</b>
Spring Holiday	Tuesday 2 April 2024 – Friday 5 April 2024
<b>Children return</b>	<b>Monday 8 April 2024</b>
In-service (1 day)	Friday 3 May 2024
<b>Local Holiday</b>	<b>Monday 6 May 2024</b>
Summer Week 1 (5 days)	Please contact the nursery direct for closed days.
<b>Summer Week 2 (5 days)</b>	<b>Please contact the nursery direct for closed days.</b>
Summer Days (3 days)	Please contact the nursery direct for closed days.
<b>In-service (2 days)</b>	<b>Monday 12 August – Tuesday 13 August TBC</b>

# 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>.