



Stirling Council
Schools, Learning & Education

Castleview 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

Welcome to Castlevue School.

In Castlevue we strive to create an atmosphere that is both welcoming and friendly, with our pupils placed at the centre of all we do. Working together with all the people who are important to the lives of our pupils is an integral part of how we plan for our pupils and ensure they have rich, fun and challenging learning experiences.

If you have any questions or concerns regarding the care and education of your child, then I will happily discuss this with you. If you wish to meet with your child's class teacher then please contact the school office and we will make an appointment for you. Details on how to contact us are on the following pages.

If you are considering our school for your child, please call the office and Mrs Meldrum will be pleased to make an arrangement for us to discuss the placement further. Also you can visit our website for further information, <https://blogs.glowscotland.org.uk/st/castlevue/>.

Kind regards

Jaki Robinson
Headteacher



Description of the School

Castleview School is one of the schools located in Raploch Community Campus. Castleview provides nursery and primary education for children with a range of severe and profound additional support needs. The children who attend Castleview School live throughout the Council area and many travel to school in transport provided by the authority. Some of the children also attend their local schools to ensure they have opportunities to develop or maintain relationships with their peers. Children from Castleview School regularly work and play with the children from Raploch and Our Lady's Primaries. We have a thriving Makaton Choir which the children from the primaries and Nursery come along to. The children from all of the schools on the Campus have the opportunity to play together in the large outside space and our Castleview Crew enjoy playing alongside our children in the play area.

Our experienced and highly skilled teachers and Support for Learning Assistants (SLAs) work very closely with our Physiotherapist, Speech and Language Therapist and Occupational Therapist, to meet our children's complex and changing needs. NHS Forth Valley employs a paediatric specialist nurse who works in specialist schools and provisions, including Castleview School. Our school nurse is part of the Children's Community Nursing Team based in Paediatrics within Forth Valley Royal Hospital. School staff work very closely with the nurse to ensure the children's complex health and wellbeing needs are met. We also work closely with the dental Nurses who visit the school regularly and support us with our teeth brushing programme.

Our school has light, spacious and accessible teaching areas which allow flexible organisation of each space for learning. Each of these areas is furnished with tracking hoists and interactive whiteboards. We enjoy specialist resources such as light and dark sensory rooms, a soft play room and a large hydrotherapy pool with light and sound systems. All of these rooms have tracking hoists. Our teaching spaces open onto a large central area where the whole school can gather or where smaller groups can engage in learning in a shared space. There are also rooms for the storage and administration of children's medicines and small group work.

The school shares two gyms and a large, well equipped, expressive arts studio. Lunch is enjoyed by some children in the communal dining hall. Those requiring a higher level of support with their eating and drinking can remain within the school for their meals. All children have access to the shared playground areas.

The school has its own outdoor play and learning area which has a selection of play equipment and adapted bikes and trikes and is accessible from each classroom. The playground has adapted play equipment such as swings, sandpit and roundabout. There are covered areas and an outdoor classroom to allow us to access outdoor learning and provide opportunities for children to extend their learning experiences.



School Information

School address	Castleview School Raploch Community Campus Drip Road Stirling FK8 1RD
Telephone number	01786 272326
E-mail address	castleps@stirling.gov.uk
Website	https://blogs.glowscotland.org.uk/st/castleview/
Twitter	@Castleviewps
School roll	26
Headteacher	Jaki Robinson
Principal Teacher	Rebecca How
Teaching Staff Debbie Calway Lynne Fellingham Karen Low Danica Meiklejohn	Jenni Mullen Vicky Stobie Mhairi Sturt
Admin Support	Lorraine Meldrum
School Nurse	Gillian Boyle
Allied Health Professionals	Sarah Mayberry Jennifer Bell/Una O'Mahoney Deborah Fraser
Music Therapist	Brian Smith
Support for Learning Assistants Diane Brownlie Laura Halliday Lorna Currie Lisa Currie Michelle Ferguson Yvonne Hunter Erin Marshall Sharon Kiloh Caitlin Crombie Fiona Mathieson	Gillian Muirhead Ann-Marie McKenzie Taylor McGill Fiona Morrison Kellyanne Nairns Amy Robertson Morna Robertson Carol Sever Lorraine Laverty Jenna Kelly

The School Day

Start	9.00 am
Break	10.30 am – 10.50 am
Lunch	12.15 pm – 1.10 pm
Finish	3.00 pm

Nursery

Castleview Nursery operates a 38 weeks a year model and will be closed out with term time in line with school closures. Application to Castleview differs from the traditional nursery application process. A decision to attend Castleview is made by a child's family and the team who support them. This is often a multi-agency team including Health Visitor, Educational Psychologist, relevant Therapists and Stirling Council Additional Support Needs Outreach team. The Team Around the Child (TAC) will submit an application to GIRFEC Resource Group (GRG) where a decision is made as to whether or not Castleview is the correct nursery placement. Parents/carers are fully involved in all decision making processes and once a decision is made, we work closely with families to ensure a smooth transition.

School Values and Aims

In Castleview School, we are committed to:

- Children's rights
- Social inclusion
- Raising achievement
- Continuous improvement
- Quality services

In carrying out all aspects of our work we:

- Act with integrity, impartiality, fairness, empathy and mutual respect.
- Value diversity, promoting social inclusion – in an environment where everyone is welcome.
- Work collaboratively with all external partners, including social workers, therapists and other health service professionals.



We aim to:

- Ensure each person is a valued and respected member of our school community.
- Raise attainment through an appropriate, challenging and stimulating curriculum.
- Develop skills for independent living which whenever possible will allow the children and young people to become active citizens in their own communities.
- Promote the important partnerships between schools, parents, children, young people and the wider community.
- Provide a happy, secure and nurturing learning environment for all.

We aspire to be a learning organisation capable of continuous improvement – renowned for the high quality of learning, teaching and care that we provide to support children’s achievement and attainment. We strive to provide quality learning experiences for our children and we endeavour to ensure their families feel welcomed, included and valued.

Learning and Teaching

All schools in Scotland organise learning and teaching according to the Curriculum for Excellence. We also have additional support from the newly devised Milestones to Support Learners with Complex Additional Support Needs. These frameworks support schools to identify and plan learning experiences which promote the development of Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.



Our early years pupils also benefit from staff knowledge of Realising the Ambition, Stirling Play and Learning Framework, the Health and Social Care Standards and the use of the Care Inspectorate Quality Framework.

At Castleview School, we aim to create the optimal learning environment to ensure children experience learning opportunities which are meaningful and impactful and develop the skills and attributes our children need to live full, productive and fulfilling lives.

We do so by:

- Ensuring a consistently high quality of interaction between staff, children and their environment.
- High expectations on the children to communicate by whatever means available to them.
- Having a sound knowledge of the child’s strengths and development needs, capitalizing on their strengths by appropriate use of multisensory approaches.
- Building on existing skills and developing new skills.
- Providing appropriate opportunities for learning in the local community.
- Keeping our focus on building the skills, talents and attributes of our children.
- Ensuring our children experience consistently high standards of teaching and support.
- Fostering the best working relationships with our partner services to ensure that our children access every support and therapy appropriate for them.

Children's Plans have a focus on Health and Wellbeing and Communication. Teachers work with partners to provide a holistic assessment of each child, plan their next steps, design experiences to attain agreed outcomes and evaluate progress.

In addition, our early years pupils have individual personal plans which have been developed to best meet their needs with a focus on wellbeing, learning and development and by setting out their health, welfare and safety needs.



We recognise that the curriculum is the sum totality of the experiences which are planned for the children and young people through their education, therefore the curriculum includes learning through:

- The ethos and life of the school as a community.
- Interdisciplinary projects and studies.
- Opportunities for personal achievement.

In Castleview School we strive at all times to provide high quality, stimulating learning experiences through which the children achieve and make progress. We recognise the importance of the child's active participation in and engagement in their learning experiences. It is through this engagement that real learning occurs and we are skilled at identifying and capturing the learning, skills, achievement and impact for each child.

For example, the production of a picture, a piece of scenery or an item of food during cookery might require a high level of support from staff. The child is given opportunities to learn by exploring tastes, textures, colours, sounds and other physical properties of the materials involved. They have opportunities to meaningfully contribute to the process by using a variety of supportive approaches and methods, for example through the use of assistive switch devices and communication aids where necessary. The interaction involved in the activity is also an essential part of the whole process which is just as important as the product.

Learning in a variety of real life contexts provides important learning opportunities and are central to a high quality learning experience. These are a regular feature of the weekly timetable. Experiential learning also has an important role in our children's development as individuals. Further, they provide 'real-life' opportunities for children to use skills they have developed in the classroom.

Visits to live theatre and music performances are encouraged as they too provide an additional important dimension to the children's learning experiences as well as being enjoyable.



Our school was purpose built in order to cater for children aged 3-12 with a wide variety of additional support needs. Our campus setting provides daily opportunities for learning and playing with and alongside other children. It means that all of our children have access to the shared playground. All children have the opportunity to develop and grow as part of a lively community of peers.

Our shared dining room is also an important place to make friends and to learn about the basic skills of eating in a communal setting. Together with the playground, the dining room provides important opportunities for personal and social development. The schools' close proximity to one another is ideal for collaborative projects and most can be made of the time available. We join with our partner schools for performances by visiting orchestras and theatre companies, Street Fayres, and fundraising days.

Specialist Learning Spaces

Many of our children learn best through multi-sensory means. We work very hard to identify and meet the sensory needs of our children and make best use of the excellent specialist environments we have on site.

Our environments promote the development of:

- Communication and language skills.
- Improvement of social interaction.
- Self-esteem and confidence.
- Cause and effect and choice making.
- Imaginative play.
- Shape and colour recognition.
- Relaxation and mobility skills.

The school has been designed to provide a variety of sensory environments for learning and teaching. Even those spaces which are not specified as 'sensory' areas, such as the corridors, the large breakout space and community areas within the campus, are well utilised to ensure worthwhile experiences for our children.

Sensory Rooms

Our designated sensory rooms are used to support our children's learning, wellbeing and understanding of their environment. They are interactive, and so children can control their environment using switches, along with a friend or two, or with adult help when needed. The rooms are designed to promote the development of visual skills and focus but also promote communication skills across a wide variety of curricular activities. These flexible learning spaces enable easy changes of focus and ambience and they are very well used as extended learning spaces. The teaching staff continually assess the children's progress within these areas and adapt their use of the rooms accordingly.

Hydrotherapy

Hydrotherapy provides children with unique opportunities for increased confidence, wellbeing, physical, cognitive and social developments. For some pupils, this a safe and enabling environment in which to learn the skills needed to support their health, learning and physical development.

The unique properties of water greatly reduces the effect of gravity on the body. It is easier to initiate movement, stand and walk in water. It offers freedom from all equipment and mobility aids. Children can participate in activities at different depths or with floats. It is an excellent motivator for children taking their first steps on dry land to practise their emergent motor skills.

The close contact between the child and supporting adults is an ideal situation in which to engage in more focussed interaction.

In addition, hydrotherapy plays an important role in the holistic approach to the child's learning. It involves skills such as dressing and showering, communication, interaction, control of the environment, through to enhanced vocalisation, attention to task in the water, social interaction with peers, choice, and empowerment and turn taking.

Soft Play Room

The soft play room holds great appeal for children of all abilities. It allows the development of their confidence and skills in a fun environment. It is ideal for teaching concepts about place and position, such as under, over, through etc. It is also used for reinforcing the understanding of colour and number in the context of play.

This motivational environment offers children with a variety of physical abilities the opportunity to move with greater confidence. The tracking hoist allows children to access the entire room. Above all, the children should feel that they are free to play and learn in a supportive setting.



Partnership with Parents

Parents are encouraged to be involved in all aspects of the life of the school. Teachers send daily emails to share information about the child's daily activities. There is regular contact between parents and teachers. This is welcomed and encouraged.

Emails may be sent to parents from the school and so it is vital that we hold up to date contact details for parents/carers. Learning journals are an important way that we can share your child's learning with you and we love parents to comment on them too.

Throughout the school year, children have regular formal reviews of their progress and learning, as well as parents evening and opportunities to come into school to "share the learning". Parents are most welcome to discuss their child's learning or care at any time.

Regular coffee mornings are an ideal way to meet up with other parents and our community partners. On occasion the coffee mornings are run as an enterprise opportunity by our pupils.

We have a small but very active Parent Council who enjoy fund raising and organising social events, such as, the children's Christmas party at the Hilton Hotel.

Stirling Council has a Parental Involvement Strategy. Information is available on the council website.

Religious Observance

Castleview is a non-denominational school. We have active links with the local churches. For our Roman Catholic children, we foster close links with Our Lady's Primary School. Catholic children are welcomed to Our Lady's and can participate in RE lessons and observance. Parents are invited to discuss their wishes when a child enrolls. We invite parents to keep us informed of any preferences around religious observance and we will do our best to support these.

Support for Children

All of the children who attend Castleview School are recognised as having "Additional Support Needs". This description relates to the Education (Additional Support for Learning) Scotland Act 2009. This provides children and their parents or carers rights established in law. We hope always to work in partnership with parents to ensure children's needs are met. However differences of opinions or difficulties can arise. Parents have rights in such circumstances. More information is available from the school or Stirling Council Education Service or from Enquire – The Scottish Advice and Information Service for Additional Support for Learning – see useful contacts at the end of the handbook. Should a parent have any concerns they are strongly encouraged to contact the school in the first instance. Stirling Council has a formal complaints procedure. Details are available on the council website.

The most effective way to meet children's needs is through a team approach and we do this through a Staged Intervention procedure which is fully in line with principles of GIRFEC (Getting It Right For Every Child). At Castleview we work closely with parents and other professional colleagues who support our children. Each child has regular reviews attended by parents, if appropriate the pupil, and all those working with the child. This is an opportunity to review pupils' progress and to plan the next steps in their learning. Reviews can be held at any time should the need arise.

All children in Castleview have Individualised Plans .These plans are regularly evaluated and reviewed in collaboration with families and professionals working to support each child. Some of our children have Co-ordinated Support Plans, (CSPs). These contain objectives which set out the work of our therapists, teachers and others and detail how we all work collaboratively together for the benefit of our children.

Parent Council

In Castleview our Parent Council meet with the aims of engaging the Parent Forum to gather views to support the direction of the school and to support all parents to become involved in creating a wider inclusive school community. If you would like to have any further information about activities and events please look at our Newsletter, School Calendar or contact Parent Council Chair Stuart McCusker, stuartjamesmccusker@hotmail.com.

Educational Psychology

We work alongside our Educational Psychologist (EP) to ensure the children needs are met. Through referral the EP can attend individual reviews and work directly with individual children and families. The EP will also support the staff through staff development and coaching.

Speech and Language Therapists

Our Speech and Language Therapists supports identified children. They collaborate closely with staff around each child to identify learning outcomes and goals. Our therapists work in a variety of ways including providing universal consultation, small group and 1:1 work. Our staff and Speech and Language Therapists collaborate to continually develop appropriate and enhance our communication environment including augmentative and alternative communication throughout the school.

Physiotherapists

Our Physiotherapists also support identified children. They visit the school regularly and advise on suitable equipment, furniture and positioning which enables our children to access all areas of the school and its curriculum. They plan appropriate daily movement programmes for each child and support class teams to carry them out daily. They are available to school staff for universal consultation.

Occupational Therapists

Our Occupational Therapist also provides support to identified children, assessing their needs around equipment required for the activities of daily living. She also supports the staff by collaborating in the planning and implementation of movement programmes for the children. They are available to the school staff for universal consultation.



Health

Castleview has access to the services of a school nurse. She gives appropriate training to staff and is always happy to discuss any of our pupil's health issues with parents. Where appropriate other health professionals may have some involvement in school, e.g. attending meetings. Within our school we have staff trained in first aid and paediatric first aid.

From time to time other health professionals support some pupils and parents. We are glad to work with these colleagues as appropriate.

Big Noise

Castleview School is fortunate to share in the work of Big Noise on campus! All of our children participate in experiences and opportunities to learn and develop their skills through the exploration and enjoyment of music. This exposes our children to valuable opportunities to experience a wide variety of musical experiences and to develop their talents and interests.



School Improvement

Throughout the year school staff monitor and evaluate their work. The results are published in the annual Standards and Quality Report which is sent home to parents. Both the School Improvement Plan and the Standards and Quality Report are available on the school website.

School Uniform

Parents who are eligible for a Clothing Grant can use this to buy school uniforms through the school. Castleview School's uniform consists of a jade green sweatshirt embroidered with the school logo. Embroidered polo shirts are available in navy blue, jade and white. The school can accept the grant against school uniform items. The school secretary will explain the details to you.



Transition to Secondary

Castleview supports pupils up until primary seven. School staff will support application to a secondary placement in partnership with the family and the wider team around the child (TAC). Discussion can be had around suitability for mainstream secondary, but Stirling Council also has a number of specialist provisions and appropriate placement will be sought. Timely and well planned transition for individuals will allow staff to know the children well before they begin their secondary education. Parents are fully involved and consulted in planning and implementing individual transition arrangements and will have opportunities to visit the setting and meet staff.

School Security

Parents will be aware that schools in Stirling Council have a system of controlled entry for all entrance/exit doors. This is intended to protect our children within the school building. The main entrance is controlled from the school office and parents are asked to be patient when trying to gain admittance to the school as office staff may be attending to other visitors.

Excursions

We are very fortunate to have our own wheelchair accessible minibus and we use it to enable our children to participate in regular learning experiences away from school. The safety and security of our children is paramount and staff adhere to all guidance and policy when they support our children working away from the school. The minibus is driven by staff who have completed MIDAS training.

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 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

Nursery Holidays 2022-2023 (38 weeks)

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

In-service (2 days)	Monday 15 August 2022 – Tuesday 16 August 2022
Children return	Wednesday 17 August 2022
October Holiday	Monday 10 October 2022 – Friday 21 October 2022
Christmas/New Year	Friday 23 December 2022 – Friday 6 January 2023
Children return	Monday 9 January 2023
In-service (2 days)	Monday 13 February 2023 – Tuesday 14 February 2023
Local Holiday	Wednesday 15 February 2023 – Friday 17 February 2023
Children return	Monday 20 February 2023
Spring Holiday	Monday 3 April 2023 – Friday 14 April 2023
Children return	Monday 17 April 2023
In-service (1 day)	Friday 28 April 2023
Local Holiday	Monday 1 May 2023
Summer Holiday	Monday 3 July 2023
In-service (2 days)	August TBC

Nursery Holidays 2023-2024 (38 weeks)

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

In-service (2 days)	Monday 14 August 2023 – Tuesday 15 August 2023
Children return	Wednesday 16 August 2023
October Holiday	Monday 9 October 2022 – Friday 20 October 2023
Christmas/New Year	Monday 25 December 2023 – Friday 5 January 2024
Children return	Monday 8 January 2024
In-service (2 days)	Monday 12 February 2024 – Tuesday 13 February 2024
Local Holiday	Wednesday 14 February 2023 – Friday 16 February 2024
Children return	Monday 19 February 2024
Spring Holiday	Friday 29 March 2024 – Friday 12 April 2024
Children return	Monday 15 April 2024
In-service (1 day)	Friday 3 May 2024
Local Holiday	Monday 6 May 2024
Summer Holiday	Monday 1 July 2024 – Friday 9 August 2024
In-service (2 days)	Monday 12 August – Tuesday 13 August TBC

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>.