



Stirling Council Schools, Learning & Education



East Plean Primary School & Nursery Class Handbook

2024/2025

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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
Head of Education and Chief Education Officer
Stirling Council
November 2023

Welcome from the Headteacher

A warm welcome to East Plean Primary School and Nursery.

East Plean recognises and values the contributions each member of our community makes towards our shared vision, which is to ensure all our learners attend, aspire and achieve. We provide our young people with the skills, knowledge and understanding to become effective and successful contributors in their community and society. We have a very strong learner leadership programme in East Plean Primary School. Our leadership approaches have been recognised nationally for making a positive difference for learners. We have a neurodiverse environment with supportive relationships, which reflect our vision, values and expectations. Our ethos promotes learning, creativity and enquiry and supports our learners to have high aspirations and expectations for themselves.

Parents, carers and families play a vital role in their child's education. We value the strong partnerships we form with our parents and families which enrich and support learners to engage effectively in learning and achieve. In East Plean we offer many opportunities for parents to share and support their child's learning experiences from home through nursery and primary school. I hope you will share your child's exciting journey here at East Plean and take up the opportunity to work with us to ensure your child's aspirations are realised.

Mrs. Ruth Donnelly
Headteacher

Description of the School

East Plean Primary School and Nursery's new building stands on the site of the original village school. Our Early Years' area enables our Nursery and Primary 1 classes to work together effectively supporting a wide variety of learning experiences across Early Level.

Learning across stages is further enhanced with all classrooms in P2-7 leading into a shared area which we call "the street". Our classrooms are bright and inviting with windows looking outwards to the playground and inwards to the "street".

Our school library is situated in our "street". The Book Nook provides a warm, inviting space for learners to enjoy reading. The Book Nook can be found in our Nurture Room which is called the Rainbow Room. The Rainbow Room supports pupils' health and wellbeing development as well as being a quiet space for learners to access at break times and lunchtimes.

We have a large dining area and gym hall which provide ample opportunity for children to be physically active all year round as well as providing an area to showcase learning and achievement with parents and the wider community.

Our playground offers a variety of learning and play opportunities for learners across nursery and school. We make good use of Plean Country Park to extend learners' outdoor experiences.

School Information

School address	East Plean Primary School Main Street Plean Stirling FK7 8BX
Telephone number	01786 813286
School e-mail address	epleanps@stirling.gov.uk epleanps@glow.sch.uk
Nursery email address	epleannu@stirling.gov.uk
Website	http://blogs.glowscotland.org.uk/st/eastplean/
School Twitter	@Eastpleanps
Nursery Twitter	@EPleanNursery
Headteacher	Mrs Ruth Donnelly
Depute Headteacher	Miss Sally Atkinson
School Roll	158
Nursery Roll	26 (32/32)
Class Teachers P1 P2 P3 P4 P5 P6 P7 Non class contact Non class contact	Miss Murray Mrs Breslin Miss Forsyth Miss Coyle Miss Fraser Miss Gamble Mrs Thomason Mrs McMaster Miss Clarke
Support for Learning Teacher	Ms Hutchings
Nursery Principal Early Childhood Educator Senior Early Childhood Educator Senior Early Childhood Educator Early Childhood Educator	Mrs Alison Paterson Mrs Julie Buchan Mrs Rebecca McEwan Mr Alexander McBroom

Early Childhood Educator Early Childhood Educator Early Childhood Educator (Maternity Cover) Early Childhood Educator Support for Learning Assistant Support for Learning Assistant	Miss Sharon Doherty Mrs Maria Cooper Mrs Iwona Kaczmarek Miss Jodie Watson Mrs Glenda O'May Mrs Wendy MacKinnon
Support for Learning Assistants Mrs Leann Maitland Miss Angela Reid Mrs Emma Sellstrom	Mrs Fiona McIlwraith Miss Joanna McCormack
Early Childhood Educator Early Intervention	Ms Karen McColl
Health and Wellbeing Officer	Mrs Sylvia Heggie
School Administrator	Mrs Lorna Hardie
Nursery Administrator	Mrs Aileen Jardine
Janitor	Mr Robert Daly
Cleaning Staff	Ms Geraldine Fuller Mrs Elizabeth Stewart
Kitchen Staff	Mrs Nichola Elvin Mrs Alana Graham Ms Louise Kettrick

The School and Nursery Day

P1 – P7	
Morning session	9.00 am – 12.15 pm
Afternoon session	1.15 pm – 3.15 pm

Nursery	
Morning session	8.00 am – 1.00 pm
Afternoon session	1.00 pm – 6.00 pm

There is a short break at 10.30 am – 10.45 am each day for the children of P1 – P7. Lunchtime is at 12.15 pm – 1.15 pm.

Children are supervised in the dinner hall and playground at playtimes and lunchtimes.

Visitors to our school and nursery are asked to report to the school office to sign in before visiting classes or carrying out work.

Our Nursery offers the provision of 1140 hours of Early Learning and Childcare and as a result East Plean Nursery is open 45.6 weeks each year. For further details please contact the school office.

Formation of Classes

Our school currently has seven classes from P1 – P7, with one class at each stage of the school.

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

A composite class will not exceed 25 in number, unlike single stage classes that may contain 30 in P2 and P3 and 33 in P4 – P7.

Where we have composite classes we continue to provide meaningful opportunities for children to learn and work alongside their peers.

School Values and Ethos

It is the shared vision of all within East Plean community that we want our young people to have high expectations and aspirations and that they will become confident, successful, responsible and effective within society. To learn effectively and achieve their potential a child must have their physical needs met, feel safe, secure and loved, be valued and listened to, have clear boundaries, expectations and positive role models. In East Plean Primary School and Nursery we recognise that everyone has the right to learn in a safe, secure and caring environment and so we have updated our “Positive Relationships, Aspire and Achieve” Charter to ensure everyone has a clear understanding of what we provide the learners in our learning community to enable them to achieve their aspirations.

Ethos and Expectations

In East Plean Primary School and Nursery it is the responsibility of all to:

- Embrace the opportunity to learn.
- Demonstrate respect for ourselves and others within our school community through our actions, words and attitudes.
- Demonstrate respect for the resources, equipment and learning environment.
- Contribute positively to the learning environment.
- Cooperate and engage with everyone within the learning community to ensure the best outcomes for all learners.
- Ensure choices and attitudes reflect positively on the school and community.
- Ensure equity, fairness and equality.

School and Nursery Values

Compassion

In East Plean we are kind and caring to everyone. We strive to understand and empathise with others' differences and needs in a completely non-judgemental way.

Trust

In East Plean we show trust by building positive relationships with all in our community. Together we provide a safe environment where all can aspire and achieve.

Respect

In East Plean we show that we respect the rights of others. We do this by listening to each other, embracing who we are as individuals and by looking after our environment.

Determination

In East Plean we show determination by not giving up when faced with challenge. We strive to achieve our goals through effort, attitude and commitment.

House System

The aim of the House System in East Plean Primary School is to embed our school values in thought and action, to promote positive choices, develop citizenship and celebrate success and achievement. Each House will be given responsibility (responsibilities based upon the themes in "How Good is OUR School") to develop and improve one aspect of school life and the wider community each session to develop their understanding of the world around them, the impact they can have and the opportunity to improve it for themselves and others.

The children from P1-7 are grouped into 6 Houses. We aim to provide children opportunities to develop responsibility, independence, creativity, confidence and give them a voice in our community through the House System. Each pupil can be awarded House Points for effort, endeavour, attitude and good choices during the school week. House Points are totalled every fortnight at Assembly with the winning House receiving rewards. Achievements are recognised at Assemblies through the awarding of certificates and recognition in our "Big Book of Praise".

We encourage our young people to make good choices with classroom charters established at the start of each session. We recognise that on occasion incidents will occur when learners will experience relationship breakdowns and disagreements. In line with Stirling Council policy we use a restorative approach, encouraging our young people to talk through the incident, identify what went wrong and support them in making positive choices and repairing relationships. As a nurturing school we recognise that all behaviours are communication and we believe that through active listening and engagement we can empower our learners to make positive choices, develop positive relationships and learn. Through the Staged Intervention process we will provide targeted support as required. Any targeted support will be agreed with parents/ carers and the learner and be monitored through the Staged Intervention process.

We appreciate the valuable role parents and carers play and would endeavour to keep them informed of the choices their child is making. Our hope is that parents would support us in ensuring their child makes positive choices in our school community.

Promoting Attendance

In East Plean Primary School we recognise that good attendance and punctuality is essential to ensure learner's progress and achievement in learning. In school we explain to the children why coming to school is important and encourage children to attend regularly and to arrive at school on time. Starting the day at the correct time ensures learners have the opportunity to check in and be ready for the day ahead and to begin learning activities with their class. Good time keeping is a life skill which is an important element of our skills for learning, life and work approach.

We ask parents to support their child's progress by ensuring good attendance and good time-keeping. Parents/Carers are asked to contact the School Office or the Health and Wellbeing Officer to report their child's absence on the first day of absence or to letter the school to inform of any planned absence or holiday. If a child has a dental or doctor appointment during the school day the school should be informed prior to the appointment. Holidays should be taken within the school holiday period. Family holidays taken within term time will be classed as unauthorised absences, and marked accordingly in the register.

It is the vision of all within our school and nursery community that we want our young people to have high expectations and aspirations and that they will become confident, successful, responsible and effective within society. Good school attendance is essential. To ensure progress and as part of our safeguarding procedures we monitor attendance and latecoming. Our Health and Wellbeing Officer will make contact with parents/ carers to discuss attendance and latecoming and support families to ensure adequate supports and strategies are in place for each and every learner, giving them every opportunity to aspire, achieve and realise their goals.

If a child becomes unwell in school the parent will be contacted. It is essential that parents provide the school with an up-to-date name, address and telephone number of an emergency contact and inform the school of any change to parent's contact details to ensure contact can be made in the event of an emergency. Parents are asked to keep the school informed of medical conditions and medications required for their child and to complete the necessary paperwork to ensure their child's needs are met in school.

Health and Wellbeing Officer

As a learning community we recognise that Health and Wellbeing concepts, skills and knowledge are vital in ensuring our young people achieve, aspire and attain successfully. Developing a good self-awareness and a strong sense of self-worth are integral to our health and wellbeing development. We encourage our young people to be respectful, independent, confident and responsible. We foster positive relationships and teach them how to manage relationships successfully through our community charter, restorative conversations and nurturing environment.

Throughout their learning experience in East Plein we support our learners to manage change effectively and to develop resilience and a growth mindset. We work in partnership with learners and families to ensure our learners are healthy, happy, attending and achieving. If learners are happy, healthy and well they can engage in learning successfully, foster positive relationships and realise their potential.

Mrs Heggie is our Health and Wellbeing Officer. Mrs Heggie supports learners in school. She delivers programmes such as Resilient Kids, Drawing and Talking and Seasons for Growth as well as providing support for restorative conversations, friendship, sleep patterns and attendance.

Mrs Heggie can support families and learners with a wide variety of health and wellbeing aspects too.

This can include developing positive and effective routines, supporting social skills and working with families to meet the needs of learners to ensure they are ready to learn and achieve.

Mrs Heggie can also support families and learners to attend school consistently and to arrive on time. This may involve parents and carers visiting our Family Room to talk about targets and actions or may involve Mrs Heggie visiting the learner at home to support their attendance.

Mrs Heggie can be contacted via the school office.

School Improvement Plan

Each year, our school community will gather information from all its members to evaluate our progress and identify next steps for the following year. This information is put together to form a school improvement plan, a copy is available from the school office.

This year our specific targets are:

- To further enhance practitioners' pedagogical skills to ensure high quality learning and teaching in reading.
- To further enhance practitioners' pedagogical skills to ensure high quality learning and teaching in writing.
- To ensure motivating and meaningful learning across the curriculum to develop learners' skills and achievement.
- Through Learning for Sustainability develop learners' ability to lead learning through wider school experiences.
- Nursery:
 - To ensure the nursery environment is a communication rich setting in which literacy skills and progress can be nurtured, enriched and developed.
- Parent Council:
 - To support wider opportunity for all learners to enhance learning, attainment and experience.

Our Annual Standards and Quality Report provides a clear picture of the progress we have made in relation to our targets. This is shared with parents. Our Standards and Quality report and School Improvement Plan are available on our school website and school app.

Curriculum

Learning and Teaching

Learning and teaching within East Plean Primary School and Nursery follows Scottish Government guidelines and embraces the principles and practice of a "Curriculum for Excellence". This is a flexible and coherent curriculum for children from 3-18 years. It aims to ensure all learners have the skills, knowledge, attributes and confidence for lifelong learning, work and life in our ever changing society.

We are working hard here at East Plean Primary School and Nursery to develop comprehensive programmes and contexts to ensure we provide meaningful, relevant learning opportunities which embrace the principles of Curriculum design. Excellent learning and teaching meets the needs of pupils, ensuring attainment and achievement. We would like our young people to have high aspirations for their future. The opportunities and learning experiences we provide here at East Plean Primary School and Nursery are designed with that in mind.

The curriculum is structured under eight curriculum headings:

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

Curriculum for Excellence provides teachers and keyworkers the opportunity to deliver meaningful contexts across all curricular areas demonstrating the relevance of skills, knowledge and understanding. We make good use of the community, visitors and visits to enrich learning. It is important the children can make the connections between learning in school and the real world in which they live.

A variety of approaches are used to engage, motivate and progress learning. Children may work independently, in groups or as a whole class. Children may be given group challenges in which they work together to complete a task. Creativity and playful approaches are being developed across the school, providing rich opportunities for learners to develop skills, knowledge and understanding through enquiry, curiosity, problem solving and practical application.

We have a focused approach to the development of skills in East Plean Primary School. We believe that developing skills for learning, life and work is essential if learners are to realise their aspirations. Each term classes will focus on developing different skills with learning experiences designed to develop these skills effectively.

If you would like to find out more information on Curriculum for Excellence and how it impacts on your child have a look at Education Scotland's website, <http://www.educationscotland.gov.uk>.

Learner Leadership

In East Plean Primary School skills for learning, life and work are at the heart of our curriculum rationale. We recognise the role learner leadership plays in providing meaningful and enriching experiences for our learners to develop and embed valuable leadership and life skills.

Learner leadership opportunities in East Plean include:

- **House Captains:** Primary 7 learners are elected by learners from Primary 1-7 to lead each House and lead school improvement. House Captains ensure pupil voice is exercised effectively across our school community.
- **Buddies:** Primary 6 learners provide pastoral support to ensure a smooth transition for Primary 1 learners. Buddies Primary 1 learners in social aspects of school; dining room, playground and House Meetings.
- **Curriculum Ambassadors:** Primary 7 learners complete training to be able to support learning in all classes across the school. This support provides opportunity for learners to practise and reinforce skills and concepts in a supportive and nurturing ethos.

- **Sports Leaders:** Primary 6 and 7 learners work in partnership with Active Stirling to lead extra- curricular sport clubs for younger classes, ensuring equity of opportunity across our school community.
- **Reading Leadership:** Learners from senior classes lead our focus on reading across the school, introducing new reading materials, highlighting reading recommendations and leading reading activities across the school.
- **Eco Leaders:** Representatives from each class across the school work together to promote Eco approaches and activities to support our Eco Schools programme.
- **Peer Mediators:** Senior learners complete training with Educational Psychology to become qualified Peer Mediators. Their role is to support positive relationships in the playground at playtimes and lunchtimes. Peer Mediators lead their peers through the restorative approach to repairing relationships, where appropriate.
- **Wellbeing Coaches:** Wellbeing Coaches (P6 learners) help create and support a communication friendly environment that benefits all learners. The leaders audit school and class environments to ensure consistency and provide regular feedback to Our Communication Champion. Our Wellbeing Coaches also audit classrooms to ensure class consistency with use of Marvel’s Moments, Calm areas and Marvel’s Resilience Tools. They learn and share key Makaton vocabulary with all learners. Our Wellbeing Coaches consult and share areas of development for whole school wellbeing.
- **Leaders of Learning Group:** A group of trained Primary 6 learners work in partnership with other schools to ensure we provide the very best learning experiences for all in our school community. The group ensure learners have a voice in shaping the quality of learning, making positive change to their own and others’ experience. As part of their work they gather quality feedback highlighting areas of strength and areas for improvement across our school community.
- **Class roles and responsibilities:** Learners are given opportunity to lead within their own class daily. The roles vary depending on stage but can include digital leader, equipment monitor, messenger and librarian.

Digital Technology

In East Plean Primary School we provide learners from Nursery to Primary 7, through a progressive programme, opportunity to develop digital technology skills, understanding and experience of various forms of digital technology. Our digital technology programme includes learning to use a variety of equipment, teaching and learning about keeping safe on digital platforms and digital technology skills for learning, life and work. Primary 4- 7 learners have their own Chrome book to use in school and available to use at home should remote learning be required.

Assessment

Assessment is a vital part of learning and teaching. It enables teachers and learners to identify progress in learning and next steps. It ensures appropriate progress is made in learning and that children are challenged and supported appropriately.

Evidence is gathered to ensure that assessments are accurate and provide a clear picture. Observations, photographs, home learning, completed class tasks are examples of evidence used to form the picture of learning. Teachers collect a range of evidence, discuss learning with colleagues, adapt and develop teaching and learning opportunities as well as using formal assessment tools where necessary to ensure the judgements they make on learners' progress are accurate and effective.

Children are encouraged to reflect on their learning. They are asked to think about what they have learned, how they know they have learned and to identify how or where they might use this skill or learning. Responses are gathered in jotters and in termly assessments and evaluations.

Children are also encouraged to give each other feedback on tasks. Comments might include, "You used really good describing words in your writing" or "You explained the strategy you used in your number task clearly, it works well."

Assessment and Reporting to Parents

Assessment of learning is an integral part of teaching and learning and is therefore an on-going process. Parents are offered individual interviews to discuss their child's progress twice each session. Information gained from assessment will be used by the teacher to inform their report. Parents may make an appointment to see any member of staff if they have concerns about their child's progress at any time. Parents may also be asked to come to school if staff have any concerns about progress in any area of their child's development.

There are many opportunities to share children's progress and achievement with parents and carers through Pupil Progress meetings, open evenings, home learning, sharing learning sessions and pupil performances during the school session. These are extremely beneficial for learners and we encourage parents to come into school to share the learning journey, provide their child with feedback about their progress and successes and support their child in this way.

Support for Learning

At East Plean Primary we believe that EVERY CHILD is unique. We embrace a wide variety of creative teaching strategies to meet the needs of different learning styles represented in our highly neuro-diverse school environment.

Our Support for Learning teacher works co-operatively in all classrooms. Children can require additional support in learning at different times and in different ways. This support can be identified through discussion with class teachers, parents and other professionals working in schools. Our robust Staged Intervention process ensures children's needs are addressed and supported.

Additional support can be offered through group work with our Support for Learning teacher, Assistants or in 1:1 settings as appropriate. Children may also access our Nurture Room to support aspects of their Health and Wellbeing. Advice may be sought from other agencies, such as Psychological Services, Speech and Language Therapists or Social Work, who assist us in meeting the individual needs of the child.

Partnership with parents is core to supporting learners' needs. Including parents in discussion, assessments, strategies and supports is fundamental to getting it right for every learner in East Plean. East Plean "Supporting Neurodiversity" Parent/ Carer Group, led by parents, provides support, encouragement and guidance to parents supporting their learners. For further information about East Plean Parent "Supporting Neurodiversity" Group please contact the school office.

Partnership with Parents

Home Learning

Home learning enables children and young people to develop a responsibility for learning. It provides a vehicle in which parents/carers can be actively involved in a child's day to day learning in school, providing encouragement, support and ensuring positive engagement in the learning process. Home learning experiences provide children opportunities to reinforce skills and concepts independently and in a variety of ways. Through completion of a variety of learning tasks children grow to value and be enthused by learning and develop the skills required for lifelong learning and world of work. Home learning provides families the opportunity to learn together and experience the fun and enjoyment of sharing time, activity and success.

East Plean Primary School provides each pupil in Primary 1 to 7 with a home learning journal. This is brought home weekly or fortnightly depending on their stage. It will contain a variety of written, practical and oral tasks for the pupils to complete with the support of family at home.

The tasks will relate to class curricular learning and will:

- Reinforce skills and concepts.
- Allow practise and development of knowledge and skills.
- Provide opportunities for families to research/create/have fun together.
- Incorporate reading development and practise.
- Support a variety of learning styles.
- Be appropriate for the learner's needs and abilities.

How can you support your child's learning?

When schools and families work together, children do better. Children learn something well when they talk about it or explain it to someone else, so asking your child about their home learning really helps them.

If a parent has concerns about their child's progress in any area they can contact the class teacher at any time to discuss. Appointments with class teachers can be made by contacting the school office.

Parent Council

As a parent/carer of a pupil at East Plean Primary School you are a member of the Parent Forum. Parents are offered the opportunity to be members of the Parent Council with an Annual Meeting to re-elect members. We would encourage you to come along to the Parent Council and support the life and work of our school community. You will be made most welcome and your time and talents will be appreciated. Our school noticeboard and website carries information about the Parent Council. Please contact the school for further details.

Parent Volunteers

We are delighted to welcome volunteers into our learning community in East Plean. We recognise that volunteers can bring a wide range of qualities, skills and talents to enrich the learning experiences for our learners. Anyone interested in volunteering should contact the Headteacher.

Communication with Parents

It is most important that parents are kept fully informed of the work of the school in general and the progress of their children in particular. Newsletters, our school website, text messaging, Twitter, School App, Parent Meetings, Open Evenings and Parent Council meetings are some of the ways in which we communicate regularly with parents.

There is an 'open door' policy in operation in this school. Parents are welcomed and indeed often asked to visit their child's class and meet with the teacher. This is by arrangement at mutually suitable times. The headteacher is available by appointment, or if necessary, on request. School e-mail address is epleanps@glow.sch.uk.

Pupil Safety

Since the great majority of our pupils live within walking distance of the school, to encourage healthy lifestyles and to avoid the hazards caused by traffic congestion in the vicinity of the school, walking to school is encouraged. If it is necessary for a child to be brought by car then they should be dropped off at Balfour Crescent and cross with the crossing patrol in the morning and at 3.15 pm. To ensure the safety of all our school users, parents/ carers are asked not to use the school car park. If parents give permission for their child to travel to school by bicycle or scooter helmets must be worn.

Uniform

School

We encourage the wearing of school uniform. Primary 1 – 6 pupils wear a red sweatshirt (with the school badge logo) and white polo shirt. Primary 7 senior pupils wear a white shirt, senior tie and a black sweatshirt (with the school badge logo). This was designed by P7 pupils. These garments can be ordered from the school office. Prices are available on request. No football colours/items of clothing are allowed in school. Hoodie sweatshirts are not part of East Plean's uniform.

In the interest of safety and hygiene pupils must be appropriately dressed for PE.

PE clothing:

- T-shirt (not football strips)
- Shorts
- Gym shoes (please remember to name these articles)

All jewellery must be removed before PE. In the interests of health and safety it is easier if pupils do not wear jewellery to school. Please also name all items of clothing that are likely to be removed in school, particularly sweatshirts, jumpers, jackets and gym shoes to prevent them going missing.

Nursery

A Nursery uniform is available. This consists of a white or red polo t-shirt and a red sweatshirt with our Nursery Logo. These items can be ordered from the Nursery or School Office.

Transition

Nursery and Primary 1

Transitions are the moves children and young people make from home to nursery, from nursery to Primary 1, from stage to stage within primary school, from primary school to high school, and from secondary school to further learning or employment. Transition is a period of change. Moving from something familiar, safe and comfortable with established trusting relationships to something new, unknown where new relationships have to be made.

Within East Plean Primary School and Nursery we, along with parents and carers, want to ensure we provide the care, support and learning to ensure all transitions go smoothly. We offer a number of specific, planned opportunities and activities across our learning community to ensure transition is a positive experience for children and their families as well as providing children with skills and knowledge to manage change successfully.

Children beginning nursery sessions will receive a home visit from the headteacher and nursery staff before being invited to visit the nursery with their parent/carer to meet our nursery team at which time expectations and routines will be explained to ensure a positive start for our youngest learners.

With our Nursery and Primary 1 sharing the learning area, transition for Primary 1 is a very natural process for the children. Activities throughout their time at Nursery mean the children are equipped and ready for the next step in learning. Between April and June of each year we offer specific events and activities for parents/ carers and children to visit the classroom, experience a school lunch and meet staff.

Secondary School

Going from a small primary to a large high school could be a challenging experience. To make the transition from primary to high school successful the following arrangements are in place:

- Pupils have visits from high school staff during the primary 6 and 7 years.
- Pupils have the opportunity to visit the high school during the primary 6 and 7 years.
- Primary 7 teacher meets staff from the high school to discuss progress and individual support.
- East Plean learners have opportunity to meet and get to know the learners from other Learning Community primary schools during their Primary 7 year.

Our primary to high school transition programme is flexible and takes account of pupil responses, identified needs and parent concerns. This approach has proven successful for pupils moving from our primary school to Bannockburn High School.

The catchment high school for East Plean Primary School is:

Bannockburn High School
Broomridge
Bannockburn Road
Bannockburn
Tel: 01786 813519

Copies of our school and nursery policies are available from the school office on request.

Appendices

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Appendix 1: 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.

Appendix 2: 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 school 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.

Appendix 3: 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.

Appendix 4: 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.

Appendix 5: 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 educ-comments@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>.

Appendix 6: 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 2024

The 2024/2025 school year starts on 14 August 2024, this is the **only** date for beginning school education for that year.

All children who are five years old on or before 14 August 2024 are of school age and **must** start their primary school education on 14 August 2024, children who are five years old between 15 August 2024 and 28 February 2025 **may** start their primary school education on 14 August 2024.

If your child is starting their primary school education in August 2024, or if you are choosing to defer their entry into primary school to August 2025, you **must** enrol them at their catchment school **by 26 January 2024**. 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: rvsrdeps@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 2024. 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 2024/2025

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 2024-2025, to do so online **no later than 15 March 2024**. 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

Appendix 8: Additional Support for Learning

Additional Support Needs

Children and young people who need extra or additional support, than other children or young people their age, to help them access and make progress in their learning are considered to have 'additional support needs'. They may only need support for a short time, or they may need support the whole time they are in education.

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

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 appropriate.

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

More information is available on Stirling Council's website. Information on support needs can also be found at [Parentzone Scotland](#).

Getting Independent Advice

If you want independent advice about additional support for your child, there are national organisations who offer this.

[Enquire](#) is the Scottish advice service for additional support for learning.

[My Rights, My Say](#) provides advocacy support for young people aged 12-15 years of age, who have a right to be involved in decisions that affect them. The website provides advice and resources.

Mediation

Mediation support services are available to families with children who have additional learning needs. Good communication among parents and carers, school and Stirling Council Education Services is the key to positive relationships and partnerships.

The Education (Additional Support for Learning) (Scotland) Act 2004 includes a requirement for education authorities to have in place arrangements for mediation, involving independent mediators, to aim to resolve disputes between parents and carers and the authority and/or school, regarding a child or young person who has additional support needs.

Stirling Council's independent mediation provider is Resolve Mediation Service. You can find out more about the service and mediation here <https://resolvemediation.org.uk/>.

[Let's Talk](#) is a national advocacy service funded by the Scottish Government. It is for parents of children with additional support needs who need support in relation to a dispute or potential dispute with an education authority.

Information on the right to appeal decisions of education authorities regarding the provision of educational support under the Education (Additional Support for Learning) (Scotland) Act 2004 can be found at [Additional Support Needs | First-tier Tribunal for Scotland \(Health and Education Chamber\)](#).

Children between the ages of 12 and 15 years who have capacity to make a reference can also make 2 types of reference:

- A reference in relation to a co-ordinated support plan (CSP).
- A reference appealing against the education authority's assessment of the child's capacity or wellbeing.

Appendix 9: 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.

Appendix 10: 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.

Role of the Named Person

Children, young people and families need to know who they can contact when they need access to relevant support for their own, or their child or young person's wellbeing.

Within the GIRFEC approach, the role of a named person is to provide a clear point of contact within universal services, if a child, young person or family want information, advice or help.

The support of a named person is available to all children, young people and their families. A named person will predominantly be based within health or education services, usually in the form of a Teacher/Depute or Head Teacher, or a Health Visitor. However, there is no obligation on children, young people and families to accept the offer of advice or support from a named person.

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 should capture everyone's views, and it should reflect the child or young person's voice also.

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 processes, which provide appropriate and proportionate assessment, planning and review to ensure children and young people have their individualised needs met. Your child's school or nursery can provide you with further information on the staged intervention process.

Appendix 11: 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 07387 243095.

Appendix 12: 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.

Appendix 13: 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](#).

From Monday 23 October parents will be able to pre order their child's school lunch online.

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.

Appendix 14: School and Nursery Holidays

School holidays are set on an annual basis and reflect the agreed formula by Stirling Council which operates a set pattern.

Autumn term

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

October holiday

Week starts on the Monday of the second full week in October.

Christmas holiday

Two full weeks to include four public holidays on 25th, 26th December and 1st, 2nd January.

Easter holiday

The first Monday in April, for two weeks, regardless of when Easter weekend falls.

A full week is a week that commences on a Sunday.

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
Children return	Wednesday 16 August 2023
Christmas/New Year (7 days)	Monday 25 December 2023 – Tuesday 2 January 2024
Children return	Wednesday 3 January 2024
In-service (2 days)	Monday 12 February 2024 – Tuesday 13 February 2024
Children return	Wednesday 14 February 2024
Local Holiday	Friday 29 March 2024
Local Holiday	Monday 1 April 2024
Spring Holiday	Tuesday 2 April 2024 – Friday 5 April 2024
Children return	Monday 8 April 2024
In-service (1 day)	Friday 3 May 2024
Local Holiday	Monday 6 May 2024
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.
In-service (2 days)	Monday 12 August – Tuesday 13 August TBC

2023-2024 School Holidays

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	
	Monday 12 August 2024 Tuesday 13 August 2024 Wednesday 14 August 2024	Staff Development Day Staff Development Day Pupils return

2024-2025 School Holidays

Autumn Term Starts Ends	Monday 12 August 2024 Tuesday 13 August 2024 Wednesday 14 August 2024 Friday 11 October 2024	Staff Development Day Staff Development Day Pupils return
October Holiday Starts Ends	Monday 14 October 2024 Friday 25 October 2024	
Winter Term Starts	Monday 28 October 2024	
Winter Term Ends	Friday 20 December 2024	
Christmas Holiday Starts Ends	Monday 23 December 2024 Friday 3 January 2025	
Spring Term Starts	Monday 6 January 2025	
	Monday 10 February 2025 Tuesday 11 February 2025 Wednesday 12 February 2025 Thursday 13 February 2025 Friday 14 February 2025	Staff Development Day Staff Development Day Local Holiday Local Holiday Local Holiday
Spring Term Ends	Friday 4 April 2025	
Spring Holiday Starts Ends	Monday 7 April 2025 Monday 21 April 2025	Easter Monday
Summer Term Starts	Tuesday 22 April 2025	
	Friday 2 May 2025 Monday 5 May 2025	Staff Development Day Local Holiday
Summer Term Ends	Friday 27 June 2025	
Summer Holiday Starts Ends	Monday 30 June 2025 Friday 8 August 2025	
To Be Confirmed	Monday 11 August 2025 Tuesday 12 August 2025 Wednesday 13 August 2025	Staff Development Day Staff Development Day Pupils return

Appendix 15: 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/>.

Appendix 16: 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.

Appendix 17: 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/>.

Appendix 18: 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>.