



Stirling Council
Schools, Learning & Education

Fintry Primary School
Handbook

2022/2023



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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.

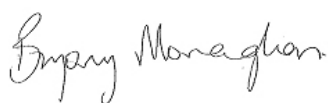
We attach great importance to lifelong learning, giving children the best possible start in life from nursery, through school, to life beyond school.

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; promoting inclusion across all schools, nurseries and communities; and by delivering high quality services which we are continuously improving with the support of our 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 their transition to a new school and progresses through their education.

A handwritten signature in black ink, reading "Bryony Monaghan".

Bryony Monaghan
Interim Head of Education and Chief Education Officer
Stirling Council
November 2021

Welcome from the Headteacher

The staff and pupils would like to welcome you and your child to Fintry Primary School. We hope that your association with the school will be a happy and supportive one in which you are encouraged to be active in your child's learning.

In Fintry we constantly strive to ensure a positive school ethos exists where all our children and staff are respected and valued. One of the benefits of a smaller school is that all the staff can get to know all our families and provide many opportunities to learn in an inspiring environment.

Do not hesitate to contact me if you have any questions about any aspect of school life.

Yvonne Gibb
Headteacher

Keeping Everyone Safe: Covid-19

This school handbook provides helpful information for parents/carers and outlines normal school practice and procedures. Due to Covid-19, and resulting national guidance for schools, protocols and procedures have been put in place for a controlled, safe and positive environment in our school with thorough risk assessments in place and the school team continuing to evaluate and review them.

This handbook details normal protocols and procedures, however, we will continue to inform our community of any changes as a result of the pandemic through our usual communication channels, such as school newsletters, emails and through our digital platforms, e.g. Twitter, Class Dojo, Google Classroom and school website. These differences may change throughout the session depending on national or local guidance around the procedures we need to continue to ensure everyone's safety.

During the pandemic our school has hygiene and physical distancing mitigations in place, with sanitiser stations installed and cleaning of communal areas and frequently touched surfaces taking place regularly throughout the day.

Depending on the situation with the pandemic, changes could take place in the following areas during the school session:

- Physical distancing between pupils and staff and movement around school.
- Break, lunch times and arrangements for lunches.
- Arrangements for PE and Music.
- Parent access to the school building and open door policies.
- Procedures for external visitors to the school.

We will strive to be innovative in our approaches. There may be some activities that have to be carried out differently, or following guidance, may not be able to happen, for example:

- Residential trips and excursions.
- Community events and Parent Council events e.g. discos, Christmas Fairs.
- Volunteers in schools.
- Class assemblies/school shows/information sessions for parents.
- Transition arrangements – nursery to P1 and P7 to secondary school.
- Arrangements for reporting to parents.

In the event of school closures, contingency plans are in place for remote learning, including Stirling Council's digital learning platform, SPEC 'Stirling's Platform for Education and Communities'. Together, our pupils, families, community and staff, have shown flexibility, innovation, determination and resilience and we will continue to work together to ensure the best experiences possible for our young people.

Description of the School

Fintry Primary School was opened on 22 September 1961 by the Rt. Hon. Thomas Johnston. The school and nursery serve Fintry and the surrounding rural district. The school building has five classrooms with an assembly hall. Four classrooms are equipped with an interactive whiteboard and all five classrooms have four computers. Additionally, we have 10 iPads. At present, one classroom is used as a library and another for active learning in Science, Technology, Engineering and Mathematics. The assembly hall is used as a dining hall. School meals cooked on the premises are of a very high standard. The nursery opens for morning sessions and has a capacity for 20 children. The nursery has two spacious rooms for active play and learning. A small kitchen provides an area for food preparation.

Situated at the foot of Dunmore Hill, the school and nursery share a beautiful countryside location. The extensive ground around the school has a number of excellent outdoor facilities, a developed and school garden, an all-weather pitch, a trim trail and a woodland area.

School Information

School address	Fintry Primary School Culcreuch Avenue Fintry Glasgow G63 0YB
Telephone number	01360 860204
Nursery telephone number	01360 860549
E-mail address	fintryps@stirling.gov.uk
School Roll	50
Nursery Roll	13
Headteacher	Mrs Yvonne Gibb
Class Teachers P1/2 P3/4 P5/6/7	Mrs Lesley Findlay/Mrs Alison Paterson Mrs Pauline Healy/Mrs Alison Paterson Miss Susie Beattie/Mrs Alison Paterson
Support for Learning Teacher	Mrs Fiona English
Support for Learning Assistants	Mrs Helen Greer Mrs Jackie MacKechnie
Admin Assistant	Miss Morven Dingwall
Cleaner/Caretaker	Miss Lisa Sinclair
Cook	Mrs Debbie Borland
Catering Assistant	Mrs Angela May
Peripatetic Janitor	Tam Mackie
Nursery Staff Principal Early Childhood Educator Senior Early Childhood Educator Early Childhood Educator Early Childhood Educator	Lisa McNeill-Ritchie/Laura Crombie Emma Thomson Juliana Corrigan Sarah Scotland

Stages of the School

There are three classes currently formed as P1/2, P3/4 and P5/6/7.

Due to the small number of pupils attending Fintry Primary, children from two or three year groups form one class. Our learning and teaching approach supports working with mixed ages and ability groups.

A composite class will not exceed 25 in number, composite classes are organised in flexible teaching and learning groups. They operate in the same way as a single stage class allowing children to study at their own level.

The School Day

Morning session	9.00 am – 12.30 pm
Interval	10.30 am – 11.00 am
Lunchtime	12.30 pm – 1.15 pm
Afternoon session	1.15 pm – 3.15 pm

Primary 1

Primary 1 children attend full days from the start of term.

Pupil Absence or Sickness

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

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

Supervision

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

Crisis Management

The school has a crisis management plan for dealing with any emergency situations. All current information is displayed on the school website.

School Values and Aims

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

Our Vision Statement



Together we develop our skills for the future

Our School Aims

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

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

- A nurturing environment where children are safe and protected.
- Ensuring GIRFEC underpins the delivery of our service.
- A Broad General Education.
- Excellent Learning and Teaching.
- Rigorous monitoring and tracking to evidence progression and attainment.
- Early intervention for children and support when difficulties emerge.
- Effective utilisation of resources.
- Involvement of children and parents in the process of planning and evaluation of improvement.
- Quality Continuing Professional Development for staff.
- Collaborative policy and planning.
- Continued links with the local and wider community.

- Developing global and environmental awareness through a planned curriculum and active involvement with partners in learning.
- Celebration of all success and achievement.
- Sharing good practice within and out with the establishment.

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

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

School Improvement Plan 2021/22

The priorities for our school improvement planning in the next session 2021/22 will focus on:

1.2 Leadership of Learning
• Professional engagement and collegiate working • Impact of career-long professional learning • Learners and young people leading learning
2.3 Learning, Teaching and Assessment
• Learning and engagement • Quality of teaching • Effective use of assessment • Planning, tracking and monitoring
3.3 Increasing Creativity and Employability
• Creativity skills • Digital innovation • Digital literacy • Increasing employability skills

The Curriculum

The curriculum at Fintry Primary School is carefully planned to deliver a Curriculum for Excellence and ensure that all children have the opportunity to become confident individuals who are successful in their learning and make an effective contribution as a responsible citizen to school life. Shared values are essential for children to succeed as successful learners, confident individuals, effective contributors and responsible citizens. Our Core Values were established collaboratively and will underpin all our experiences in the life of school. Safe, responsible, respectful, resilient and hardworking. Every child will experience a broad general education that meets its needs. An Excellent curriculum is achieved through four categories.

Curriculum Areas and Subjects

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

Interdisciplinary Projects

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

Ethos and Life of the School

Each child's individuality will be recognised and nurtured. Enthusiasm and confidence will be encouraged and supported by a balanced and challenging curriculum resulting in successful learners. The education provided for all stakeholders will be inclusive using a variety of approaches to learning in a planned and skilled way to ensure that we are aiming high in every aspect of school life.

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

Staff and parents coach running, netball and football at various times throughout the school year. We promote strong links with other local healthy sporting activities such as Swimming. Bikeability is now taught in Primary 5, 6 and 7. We will inform parents of such events as they occur. Additionally, Active Stirling deliver sports sessions in school.

There are three houses, Dunmore, Stronend and Mickle Bin. The houses regularly work together in a variety of activities and the Sports House Cup is presented to the winning house at the end of each term. In 2020 the children set up the Fintry Forum. The Forum meets twice a term to discuss issues involving/arising from school life. All children have a voice in the Fintry Forum.

Opportunities for Personal Achievement

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

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

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

Stages of Curriculum for Excellence

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

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

Additional Support Needs

At various times in their school career some children may require additional support. If you have any concerns that your child has additional support needs then contact the headteacher for advice and information. The focus of this support may range from a minor difficulty with a new concept or work missed through absences, to a more specific difficulty which will require specialist help throughout their schooling. At Fintry we have a Staged Intervention Programme to support children in their learning.

Children's learning and development is carefully tracked and monitored to ensure that any difficulties are picked up early and that the appropriate interventions are put in place. We aim to provide a curriculum that supports all children. Getting it Right for Every Child (GIRFEC) aims to ensure that children are fully supported as they grow and develop. A support network for children on Staged Intervention has been established to provide assistance and advice and involves the headteacher, support for learning teacher, learning support specialists and where appropriate, outside agencies.

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

Partnership with Parents and the Community

Fintry Primary School recognises that good teamwork among parents, children and school is the key to a successful education of your child.

A school newsletter, regular emails and information on our website provides information on key events in school.

Reporting will be on-going through each session and will comprise of a range of activities which can include children presenting their learning through showcases, open days and assemblies.

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

Our Digital learning Journeys will be used by the class teacher and your child to share information about learning and achievements; the books will be sent home at regular intervals.

Progress records for all pupils are sent to you once each session. A policy of continuous assessment and diagnostic testing where appropriate is operated throughout the school.

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

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

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

Car Safety

In the interest of safety, parents are strongly advised that children should be set down/uplifted from cars at the Sports Club car park and use made of the crossing point.

Parent Council

- **Chair:** Mrs Louise MacMillian/Mrs Joanne Smith
- **Secretary:** Mrs Tilly Klien
- **Treasurer:** Mrs Lynsey Laidlaw

Fintry Primary Parent Council plays a supportive role in developing the school aims.

Parents are free to contact the Committee members who will offer assistance about school matters.

Homework

Homework is given regularly at all stages and in addition where a teacher feels a particular child or group of children may benefit from it; your co-operation is asked to ensure that homework is completed.

Good partnership working with parents is very important to the staff at Fintry and we agree that homework opens up the communication between school and parents. Homework lets you see what children are learning; it allows discussion and helps you to support them with their school work. Additionally, homework fosters independent organisation and learning.

School Uniform

We strongly encourage the wearing of school uniform. It promotes a sense of unity and inclusiveness. It avoids competing socially with new styles of clothing.

Most children wear the purple school sweatshirt which may be ordered through the school. It would be worn with dark trousers/skirt/pinafore, with a white polo shirt.

Please note ALL articles of school wear (and property) should bear the owner's name clearly marked. Wellingtons may not be worn in class so if the weather is wet, suitable indoor shoes should be brought to school.

Physical Education Clothing and Footwear

T-shirt, shorts and black gym shoes for Health and Safety reasons, pupils should wear these for PE. Kits should be brought into school on Monday and taken home on Friday. No jewellery should be worn on PE days. Gym bags may be purchased from school.

Outdoor Clothing

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

Secondary School

At the end of P7 pupils normally transfer to:

Balfron High School
Roman Road
Balfron
Glasgow
G63 0PG

Tel: 01360 440469

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

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 just 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.

If you decide to access funded and unfunded hours across more than one provider then the provider you choose to attend most of your hours with will be deemed the priority provider and will deliver the funded element.

Unfunded Sessions

A child can attend more than just the 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/nurseryholidays>.

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. They will be closed on the same days as the nurseries in model 1 with the exception of the summer holidays. Nurseries in model 2 will be closed for 2 weeks and 3 days over the summer (13 days). They will agree their closed periods together across the learning community and in consultation with families, to ensure they are not all closed at the same time. The closure period for each nursery in model 2 for summer 2021 will be advised to families no later than the end of term in December 2020.

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 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 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 in a setting for more than 4 hours. Your child is entitled to a free meal when attending a funded session with any funded provider. This includes local authority nurseries, and all other funded provider nurseries and childminders. A session is a full day or a half-day, morning or afternoon.

The National Standard guidance states a meal can be a light or main meal, a breakfast, lunch or an early evening meal. The meal need not be a hot meal but all meals and snacks must meet the most up to date nutritional guidance provided for ELC. Currently this is included in the NHS document called Setting the Table.

In local authority nurseries, meals and snacks will be provided as follows.

Free meal entitlement in a funded session

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 during the session.

Lunch costs in unfunded sessions

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.

Snacks

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 session. If you purchase additional unfunded sessions, the provision of snacks will be included in the session cost but you would still need to bring a packed lunch or purchase a lunch.

Attendance

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

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

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

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

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

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

At no time during the school day should a child be removed by a parent from the school without informing the staff of the school. This includes lunchtime "disappearances". If a child is reported missing we will try to contact the parents 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 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/learning-education/schools/school-meals-uniforms/footwear-clothing-grant-school-meals/> and completing the online form.

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

We have 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 deputy 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 for 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

For other 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 2022

The 2022/2023 school year starts on 17 August 2022, this is the **only** date for beginning school education for that year.

All children who are five years old on or before 17 August 2022 are of school age and **must** start their primary school education on 17 August 2022, children who are five years old between 17 August 2022 and 28 February 2023 **may** start their primary school education on 17 August 2022.

If your child is starting their primary school education in August 2022 you **must** enrol him/her at their catchment school **by 28 January 2022**. 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.

Gaelic Medium Provision

Gaelic Medium Provision 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 2022. 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 2022/2023

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 2022-2023, to do so in writing **by no later than 15 March 2022**. 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/learning-education/schools/enrolling-your-child-at-school/placing-requests/placing-request-form>

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

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

Schools Information

Information on local authority schools in Stirling Council 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 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.



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.

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

Most children get all the help they need from their families and communities but for some, they may need extra help at times.

Children from birth to 18 or their parents, will have access to a named person to help them get the support they need. The named person will be a clear point of contact for families. For school age children, the named person will be a promoted member of staff.

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 should be included in decisions that affect them. There is no obligation on children 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 child's plan will be available when a child needs a range of extra support to meet their additional support need(s).

This plan will explain what should improve for the child, the actions to be taken and why the plan has been created.

The child and parent(s) will know what information is being shared, with whom and for what purpose, and their views will be taken into account.

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
Registered Staff Nurses

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.

School and Nursery Meals

Schools and nursery lunches are an important part of the day, encouraging our children to eat a nutritious lunch. 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.

Every P1 to P4 pupil is entitled to a free meal. P5 pupils will be entitled to a free meal from January 2022. 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.

Menus and current prices can be viewed on the Council's website, <https://www.stirling.gov.uk/learning-education/schools/school-meals-uniforms/>.

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/>.

From August 2020 every nursery child who has a place in the morning session have been receiving a free meal. The menu is based on our current Primary menu with a few adjustments to meet "Setting the table Guidance".

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.

We provide meals for specific dietary requirements such as vegetarian, medically prescribed diets and allergens. Parents are required to inform their headteacher as soon as possible to enable meetings to be set up.

Transport

Stirling Council provides free transport to 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/schooltransport>.

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 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 2021/2022

Autumn Term Starts Ends	Monday 16 August 2021 Tuesday 17 August 2021 Wednesday 18 August 2021 Friday 8 October 2021	Staff Development Day Staff Development Day Pupils return
October Holiday Starts Ends	Monday 11 October 2021 Friday 15 October 2021	
Winter Term Starts	Monday 18 October 2021	
Winter Term Ends	Tuesday 21 December 2021	
Christmas Holiday Starts Ends	Wednesday 22 December 2021 Tuesday 4 January 2022	
Spring Term Starts	Wednesday 5 January 2022	
	Monday 14 February 2022 Tuesday 15 February 2022 Wednesday 16 February 2022 Thursday 17 February 2022 Friday 18 February 2022	Staff Development Day Staff Development Day Local Holiday Local Holiday Local Holiday
Spring Term Ends	Friday 1 April 2022	
Spring Holiday Starts Ends	Monday 4 April 2022 Friday 15 April 2022 Monday 18 April 2022	Good Friday Easter Monday
Summer Term Starts	Tuesday 19 April 2022	
	Friday 29 April 2022 Monday 2 May 2022 Friday 3 June 2022	Staff Development Day Local Holiday Queen's Platinum Jubilee
Summer Term Ends	Friday 24 June 2022	
Summer Holiday Starts	Monday 27 June 2022	

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	
To Be Confirmed	Monday 14 August 2023 Tuesday 15 August 2023 Wednesday 16 August 2023	Staff Development Day Staff Development Day Pupils return

Register of Personal Data Processing

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

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

Privacy Notice

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

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

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

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

Privacy Notices are available on the Council website, <https://www.stirling.gov.uk/council-democracy/access-to-information/register-of-personal-data-processing-privacy-notice/>.

Parentzone

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>.

