



Stirling Council
Schools, Learning & Education

Fintry 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

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

Description of the School and Nursery Class

Situated at the foot of Dunmore Hill, the school and nursery share a beautiful countryside location.

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 children have a Chromebook. Additionally, we have 10 iPads. The assembly hall is used as a dining hall and for Physical education. School meals cooked on the premises are of a very high standard.

Fintry Nursery is located within the grounds of Fintry Primary School. The nursery operates in line with the school term and can cater for up to 20 children. It has two spacious rooms for active play and learning, and a kitchen. The Nursery has an interactive whiteboard and encourages digital learning. There is a focus on outdoor learning with access to gardens and the school playground.

School and Nursery 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	56
Nursery Roll	16
Headteacher	Mrs Yvonne Gibb
Class Teachers P1/2 P3/4 P5/6/7	Mrs Lesley Findlay Mrs Pauline Healy/Miss Susie Beattie Mrs Michelle Mitchell
Support for Learning Teacher	Miss Susie Beattie
Support for Learning Assistants	Mrs Helen Greer Mrs Kirsty McKeegan Miss Paige Corbett
Admin Assistant	Mrs Lynne Seaton
Cleaner/Caretaker	Miss Lisa Sinclair
Cook	Mrs Debbie Borland
Catering Assistant	Mrs Angela May
Peripatetic Janitor	Tam Mackie/Andy McLean
Nursery Staff Principal Early Childhood Educator Senior Early Childhood Educator Early Childhood Educator Support worker Early Childhood Educator	Lisa McNeill-Ritchie Juliana Corrigan Sarah Scotland Heather Brisbane

Stages of the School and Nursery

Nursery

- Children aged 3 years old become eligible for a Government funded place at the start of the term following their third birthday:
- Children who are 3 between 1 March and 31 August are eligible for a funded place from the start of school term in August.
- Children who are 3 between 1 September and 31 December are eligible for a funded place from the start of school term in January.
- Children who are 3 between 1 January and 28 February are eligible for a funded place from the start of school term in April (after the Easter holiday).

Deferred Entry to School

Children whose 5th birthday falls on or after the first day of the school term in August and up until the last day of February, can choose to defer entry to primary school. Children who have birthdates within this period are eligible for an additional funded year of early learning and childcare.

Children who reach their 5th birthday by the first day of the school term in August are not eligible for a deferred year.

If you choose to defer your child's entry to school, and your child has a place in a Stirling Council nursery or with a partner nursery or child-minder, you must complete a deferred entry form to note your intention to defer. This should be returned to your early learning and childcare provider by 31 January in the year in which your child is entitled to start school. This will allow your early learning and childcare provider to retain a place for your child with them for an additional year.

If you are new to the Stirling Council area and wish to apply for a deferred year, a deferred entry form should be completed indicating your choice of early learning and childcare provider, and returned to eyadmin@stirling.gov.uk by 31 January in the year in which your child is entitled to start school.

A copy of the deferred entry form along with a copy of the Parent/Carer Frequently Asked Questions Guide to Deferred Entry can be found on the Stirling Council website, <https://www.stirling.gov.uk/schools-and-learning/schools/deferred-entry/>.

Primary 1

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

Primary 2 to Primary 7

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 Nursery Day

Morning session	8.00 am – 1.00 pm
Afternoon session	1.00 pm – 6.00 pm
Full day session	8.00am – 6.00pm

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

Out of Hours Care for School Aged Children

Fintry Primary School has a breakfast club and an afterschool Activity Club providing support for families from 8.00am until 5.15pm

Morning session	8.00 am – 9.00 am
Afternoon session	3.15 pm – 5.15 pm

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 you 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.

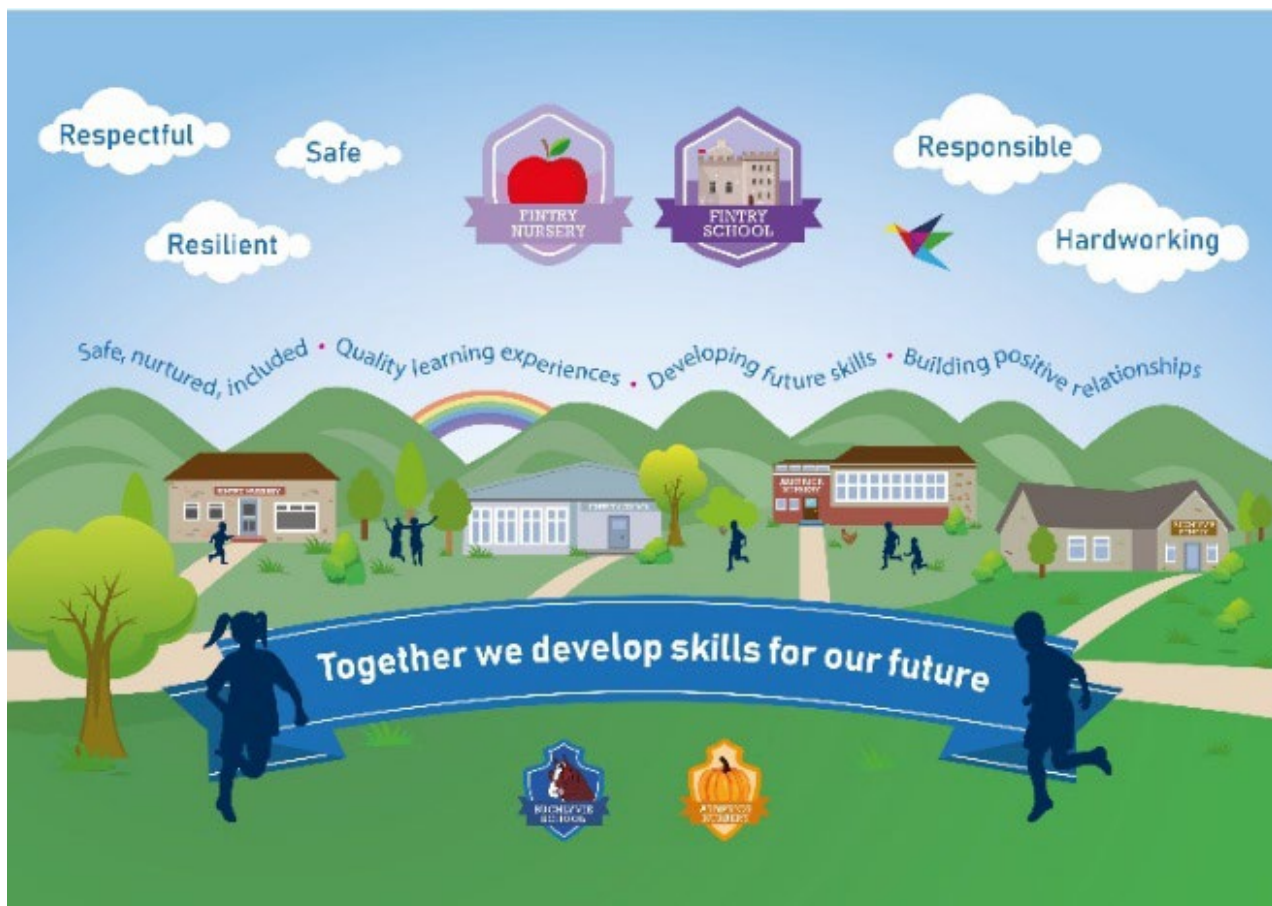
Supervision

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 vision at Fintry Primary and Nursery Class is to inspire children to be motivated to learn and achieve their potential.

Our Core Values:

Safe Respectful Responsible Resilient Hardworking

At Fintry Primary and Nursery Class we aim to:

- Sustain a welcoming, positive ethos, which promotes health, wellbeing and respect for all, where individuals feel safe, nurtured and included.
- Experience high quality teaching and learning that is active, challenging and inspiring with an emphasis on skills for learning, life and work.
- Develop our skills to become a Successful Learner, Confident Individual, Effective Contributor and Effective Learner.
- Develop positive, productive relationships with our learners, staff, parents and the wider community.

School Improvement Plan 2023/24

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

1.1 Self-evaluation for self-improvement

- Collaborative approaches to self-evaluation
- Analysis and evaluation of intelligence and data
- Ensuring impact on learners' successes and achievements

2.3 Learning, Teaching and Assessment (Focus on writing)

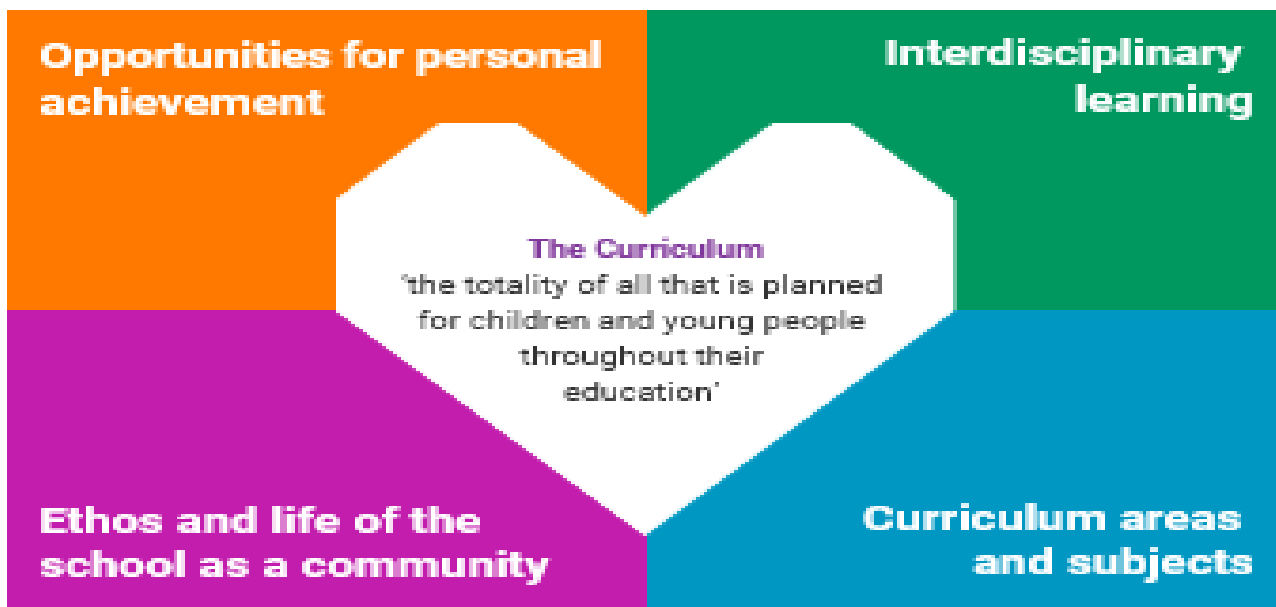
- Learning and engagement
- Quality of teaching
- Effective use of assessment
- Planning, tracking and monitoring

3.2 Raising Attainment and Achievement

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

The Curriculum

The curriculum at 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. Every child will experience a broad general education. Our school and nursery curriculum is achieved through four contexts. Early Learning at nursery is supported by *Realising the Ambition*, *Health and Social Care Standards* and *Stirling's Play and Learning Framework*.



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: science, engineering, technology and mathematics provide rich opportunities for investigation and discovery.

Ethos and Life of the School

Positive relationships are at the heart of our community. Our *Relationships and Positive Behaviour Policy* supports a positive school ethos. Each term, the whole school works towards a whole school reward. Children and adults give points to learners who are following the school values and school charter.

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

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

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

There are three House Groups: Dunmore, Stronend and Mickle Bin. Primary 7 lead as house captains and vice captains. The houses regularly work together in a variety of activities. 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 which work in House Groups. The Forum meets three times in term 1, 2 and 3 to discuss issues relating to school life. All children have a voice at 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.

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

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

Stages of Curriculum for Excellence

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

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

Additional Support Needs

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

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

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

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 relationships between 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 our curriculum and key events in school. Fintry Primary shares school events through Twitter.

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

August	Term 1 Newsletter Weekly Reminder Termly Curriculum Overview for class showing 4 Contexts for Learning Google classroom announcements, posts and messages Assembly Certificates Social Media School Website
September	Weekly Reminder Meet the Teacher Google Classroom announcements, posts and messages Staged Intervention Review Meetings Assembly Certificates Social Media School Website
October	Term 2 newsletter Weekly Reminder Termly Curriculum Overview for class showing 4 Contexts for Learning Google Classroom announcements, posts and messages Primary 1 Introduction to Reading workshop Whole school Harvest assembly Assembly Certificates Social Media School Website
November	Weekly Reminder Parental Consultations Sharing Learning and parental comments for children Google Classroom announcements, posts and messages Assembly Certificates Social Media School Website

December	<p>Weekly Reminder Christmas Show Carol Service Google Classroom announcements, posts and messages Assembly Certificates Social Media School Website</p>
January	<p>Term 3 newsletter Weekly Reminder Scottish Poetry Competition Termly Curriculum Overview for class showing 4 Contexts for Learning Google Classroom announcements, posts and messages Assembly Certificates Social Media School Website</p>
February	<p>Weekly Reminder Google Classroom announcements, posts and messages Staged Intervention Review Meetings P1 Introduction to Numeracy Assembly Certificates Social Media School Website</p>
March	<p>Weekly Reminder Parental Consultations Google Classroom announcements, posts and messages Whole school Spring assembly Assembly Certificates Social Media School Website</p>
April	<p>Term 4 newsletter Weekly Reminder Termly Curriculum Overview for class showing 4 Contexts for Learning Google Classroom announcements, posts and messages Assembly Certificates Social Media Stage Assemblies School Website</p>
May	<p>Weekly Reminder Google Classroom announcements, posts and messages Assembly Certificates Social Media School Website</p>

June	Weekly Reminder End of year reports
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Parents' meetings will be held throughout the session during which you may discuss your child's progress with their teacher and when necessary the headteacher.

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

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

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

Road 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:** Mr Richard Burrell
- **Secretary:** Dr Emma Parry
- **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.

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

Physical Education Clothing and Footwear

T-shirt and shorts are worn. Training shoes or black plimsolls should be worn during PE for Health and Safety reasons. PE. Kits should be brought into school on Monday and taken home on Friday so that they are available when needed. No jewellery should be worn on PE days, therefore it is advisable that if you are considering having your child's ear's pierced that this is done during the summer holidays.

Outdoor Clothing

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 outdoors.

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 Fintry at planned purposeful activities during the year.

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 (38 weeks)

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

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

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>.