



Stirling Council Schools, Learning & Education

Newton Primary School Handbook

2021/2022



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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 from first class services.

Education is key to every child's future and enables us to create a fairer and more inclusive society, where our young people secure positive destinations 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 putting children and young people first, promoting inclusion and 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.

We look forward to working with you, as your child embarks on their transition to a new school.

A handwritten signature in black ink, appearing to read 'Kevin Kelman'.

Kevin Kelman
Chief Operating Officer (People) & Chief Education Officer
Stirling Council
November 2020

Welcome from the Headteacher

I am delighted to wish you a very warm welcome to the Newton Primary School and Nursery Community. At Newton, we are very proud of our positive and inclusive ethos with a strong emphasis on building children's confidence and celebrating success. We take pride in being a friendly and welcoming school where we aim to create a climate for learning based on our shared values of kindness, fairness respect, responsibility and unity.

At Newton Primary we have high and attainable expectations for all the children in our care. We aspire to become a learning community capable of continuous improvement, ensuring we provide the highest quality learning and teaching experiences for all our children. We do this by offering exciting, relevant and challenging contexts for learning within a stimulating environment. Where possible, by allowing children to have choice in their learning, and relating learning to real life relevant experiences, children are more able to link and apply learning across the curricular areas. In doing so giving the children invaluable skills and a real sense of purpose to their learning and ensuring our children feel school is a dynamic, active, caring and happy place to learn and where parents feel confident to trust us with their child's education.

Children, parents and staff identify strongly and are proud to be associated with our school.

Opportunities for leadership are offered to children, staff, parents and carers. We value partnership working, and continue to find new ways to involve and serve our local, wider and global community. We invite all parents and members of our wider community to contribute to the rounded education we offer in Newton Primary School and Nursery. Our 'Newton Families Together' Parent Council offer very positive support to the school.

We encourage children to share wider and personal achievements as this encourages them to be proud of their efforts and helps to build motivation, resilience and confidence. We celebrate these through assemblies, class achievement displays and through social and local media.

Information regarding our school and nursery can be found on our website (<https://blogs.glowscotland.org.uk/st/newtonprimaryschool>) and via Twitter feeds you can follow (@NewtonPrimary01). We hope you and your family will enjoy being important members of our school community, and we look forward to working with you.

We are always happy to show prospective children and their parents round the school so please telephone 01786 237920 to arrange a visit.

Linda Kane
Head Teacher



Keeping Everyone Safe – Covid-19

This school handbook provides helpful information for parents and outlines normal school practice and procedures. In November 2020, the point at which this handbook is updated, we are living in unprecedented times, due to the Coronavirus pandemic and normal procedures have had to change. Safety protocols and procedures have been put in place for a controlled, safe and positive environment in our school. Thorough risk assessments are in place and the school team continue to work to evaluate risks and minimise them as far as is possible; continually reviewing government and local advice to ensure a safe learning environment.

Although this handbook details 'normal' protocols and procedures, 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, Google Classroom and school website. These differences may change throughout the session depending on national or local guidance around the procedures we need to follow for everyone's safety.

As at November 2020, our school meets the strict hygiene and social distancing standards required, with sanitiser stations installed and cleaning of communal areas and frequently touched surfaces taking place regularly throughout the day, these will be regularly reviewed.

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

- Social distancing between pupils and staff and movement around school.
- Class or stage 'bubbles'.
- School start and finish times.
- Break and 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.
- Wearing of school uniform.

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

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

In the event of school closures, contingency plans are in place for blended learning, including Stirling Council's digital learning platform named SPEC 'Stirling's Platform for Education and Communities'. Together, our school; our pupils, our families, our community and our staff, will get through this and come out the other side, stronger and even more resilient.

Description of the School

The name of our school comes from Newton Farm, which goes back as far as the Charter of 1655 when Oliver Cromwell confirmed James Pearson of Kippenross as the owner. The streets, which encircle the school, Newton Crescent and Ochiltree, are named after the Bishop of Dunblane (between 1429 to 1447). The tractor and cross on our badge reflect the rich history of our local area.



Our modern purpose-built school is situated to the north east of Dunblane. Our school is non-denominational and opened in August 1996. The school provides attractive, bright and pleasant accommodation for over 450 children, has fifteen classrooms and communal open areas, a large refurbished library space and music room, a fully equipped gym, production kitchen and dining hall.

Outdoors, there is an extensive asphalt play area, with Trim Trail, an outdoor classroom and a large fenced playing field.

Both the nursery and school enjoy their own gardens where we plant for wildlife, grow our own vegetables and fruit trees. We make use of the immediate environment and local woods around the school and within Dunblane for outdoor learning.



Within the school building we also have a very welcoming nursery class. Our nursery offers a bright and attractive large playroom as well as an extensive garden for outdoor play. We provide morning and afternoon sessions as well as extended day provision for children. The provision has capacity for 32 children at any one time aged 3-5 years, from 8 am – 6 pm 46 weeks per year.

School Information

School address	Newton Primary School Newton Crescent Dunblane Perthshire FK15 0DZ
Telephone number	01786 237920
Nursery telephone number	01786 237925
E-mail address	newtonps@stirling.gov.uk
Website	https://blogs.glowscotland.org.uk/st/newtonprimary/school/
School Roll	368
Nursery Roll	31
Headteacher	Mrs Linda Kane
Depute Headteachers	Miss Emma Alison Mrs Lyndsey-Anne Brown
Principal Teachers Miss Shona Ingram (Acting) P2 Teacher Mrs Kirsty Fitzgerald P7 Teacher (Part-time)	Miss Lynsey Russell (MLOA) Mrs Lynsey Campbell P7 Teacher (Part-time)
Class Teachers Miss Carrie Johnstone Miss Samantha Kemp Miss Hazel McDonald Miss Sian Kenny Miss Elizabeth MacEachern Miss Jess Duncan Mrs Jenny Whitehead Mr Alasdair Lunan	Mrs Louise Aitken (Part time) Mrs Kirsty Sharp (Part time) Mrs Clare Miller (Part time) Mrs Elinor Coombs (Part time) Mrs Joanne Spence Mr Andy Edwards (Part time) Miss Alex Guthrie (MLOA)
Support for Learning Teacher	Mrs Helen McNally
Music Specialist	Mrs Karen Moore
School Admin	Mrs Natalie Currie
School Janitor	Mr Tam Thomson

Support for Learning Assistants	Mrs Mhairi Stainton Mrs Mary Rennie Mrs Carol Cartner Mrs Pauline Cadden Mrs Fiona Grant Ms Lisa Nicholas Mrs Pamela Simpson
Kitchen Staff	Mrs Lorna Rayner Mrs Gail Penman Mrs Linda Bilsland Ms Kerry McBride Ms Alison Marshall
Cleaning Staff	Mrs Elizabeth Murdoch (Charge hand) Ms Heather Alexander Mrs Gail Penman Ms Kerry Gibson

The School Day

Morning session	9.00 am – 12.30 pm
Lunch	12.30 pm – 1.15 pm
Afternoon session	1.15 pm – 3.00 pm



School Contact Information

School Office hours are 8.30 am – 3.30 pm. By telephone please call 01786 237920. If the person you need to talk to is available, you will be put through to them by the school administrative assistant. Otherwise a message will be taken and forwarded to the appropriate person and they will get back to you as soon as possible.

If you prefer to come to the school in person, please make an appointment in advance where possible. If you arrive at school and don't have an appointment, a member of the Senior Leadership Team (SLT) will meet with you if we are free to do so, otherwise an appointment will be arranged for as soon as is possible.

How We Contact Parents/Carers

If we need to contact you, we will telephone using the home, mobile or work numbers you have given us. Please note, when the school or nursery calls you, the school number will not be displayed – this is due to the phone being linked to the IT system, not a telephone exchange – therefore if you do not answer, we will try again one more time to give the indication it is school calling. In an emergency, if there is no reply to these numbers, we will telephone your emergency contact. Please inform us of any changes to your contact numbers as soon as possible.

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 3 working days.
- 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.

Equalities and Children's Rights

Everyone deserves to be treated equally, fairly and without prejudice.

By signing the UNCRC, Scotland and the UK agree that the rights of children should be protected and promoted 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.

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.

