**Stirling Council**

**Children, Young People & Education**

**Our Lady’s Primary School**

**Handbook**

**December 2015**

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**Stirling Council**

 **Children, Young People and Education**

**Director’s Foreword**

Education is key to every child’s future and enables us to create a fairer and more inclusive society, to promote economic success and to secure positive life chances for all.

The Education Service wants all children and young people growing up in Stirling to be safe and happy, to enjoy good health, to be listened to and respected, to engage in a wider range of active learning opportunities and to achieve positive outcomes.

The Education Service will realise this ambition by putting children and young people first, by promoting inclusion and by delivering a high quality service.

We are committed to raising standards of achievement and attainment within a context of lifelong learning. To do this requires effective teaching and learning in order to meet learners’ needs and to tackle the barriers which may prevent success. This commitment is outlined in the Stirling and Clackmannanshire Education Service Strategic Plan 2014-2017, [http://www.stirling.gov.uk/ educationstrategicplan.](http://www.stirling.gov.uk/services/education-and-learning/schools/schools-management-and-inspection/schools-assessment-and-performance)

The Education Service attaches great importance to life long learning, giving children the best possible start in life and supporting children as they progress from nursery to school and beyond.

The needs of our children and young people will be best met by working effectively together with parents, partners and public services.

We place a very high value on raising children’s confidence and sense of self-worth. Giving them experiences of success is critically important. This is fully consistent with Curriculum for Excellence through which we aim to support children and young people to develop as confident individuals, effective contributors, successful learners and responsible citizens.

We want parents to be involved in their children’s learning. The Parental Involvement Act aims to strengthen parental involvement in education and to provide a flexible system for parental engagement and representation.

Our key priority is to help all people in Stirling to succeed, especially our children and young people. We are committed to Getting it Right for Every Child, and as Stirling Council moves towards a new Children’s Service, we will work tirelessly to support learners, their families, staff and our wider communities to ensure every child reaches their full potential.



David Leng

Director of Children, Young People and Education

Stirling and Clackmannanshire Councils

December 2015

# WELCOME FROM THE HEADTEACHER

On behalf of the staff, parents and children, I extend a warm welcome to you and your child as part of our school community in Our Lady’s Primary School.

We believe that, within our school, we have created a caring and concerned community based on Christian values where all children are valued and encouraged to develop their full potential.

We try to educate our children for life by preparing them intellectually, emotionally and spiritually.

Our aim is to help our children to become confident individuals, effective contributors, successful learners, and responsible citizens.

We look forward to having you and your child join us in Our Lady’s Primary School.

Marie Claire Brennan

Acting Headteacher

# DESCRIPTION OF THE SCHOOL

Our Lady’s Primary School is part of Raploch Community Campus. Raploch Campus fully opened in February 2008 and provides exceptionally high quality facilities for education sport and leisure for children, young people and adults.

Our Lady’s Primary, Raploch Primary, Castleview School and Raploch Nursery are all located in the Community Campus. Each is a separate establishment who share facilities for expressive arts, sports and outside play and learning.

During the school there are opportunities for the children to learn together.

Forth Valley College have a training kitchen in Raploch Campus where all school meals are prepared and served to a very high standard.

Children from all the schools eat together in the dining room. They also play together in the playground supervised by staff from the different schools.

# SCHOOL INFORMATION

 **School Address** Our Lady’s Primary School

Raploch Community Campus

Drip Road

Stirling

FK8 1RD

 **Telephone** 01786 272324

 **E-mail** olps@stirling.gov.uk

 **Acting Headteacher** Mrs Marie Claire Brennan

#  Class Teachers Mrs K Alexander

Miss S Dunnachie

Miss C Brown

Miss J Cheape

Mrs K Brown

#  Support for Learning Assistants Mrs R Rice

Mrs M Leahy

Mrs A Schofield

Mr S Paterson

 **School Admin.** Mrs J Muirhead

 **Visiting Specialist** Physical Education – Mrs Smith

 **School Chaplain** Fr J Millar

# The School Day

|  |  |
| --- | --- |
| Start  | 9.00 am  |
| Break  | 10.30 am – 10.50 am  |
| Lunch  | 12.15 pm – 1.10 pm  |
| Finish  | 3.15 pm  |

# Absence Procedure

If a child is unwell and unable to attend school parents are asked to contact the school by telephone. When a child returns from an absence, a note should be provided to the school detailing the reason for absence. When a child has an appointment e.g. doctor or dentist during school hours parents must collect them from the school office. Please let the school know in advance so the child is ready to be collected.

# Stages of the School

This session we have 4 classes within the school. They consist of:

* P1/2
* P2/3
* P4/5
* P6/7

The number and stage composition of classes varies from session to session depending on the number of children at each stage.

# SCHOOL VALUES AND AIMS

**Our Lady’s Primary School is a Catholic School which strives to:**

* Deliver education of the highest quality for all our pupils within a Catholic environment with equal opportunity for all children
* Develop a positive ethos and caring community that fosters an effective partnership between home, school, parish and the wider community
* Instil in our children self-respect, self-worth and self-dignity which leads them to tolerance and understanding of the

cultures and beliefs of others

* Foster each child’s intellectual, spiritual, physical, social and moral development and enable each child to achieve his/her potential through the development and acquisition of the necessary skills,

concepts and knowledge

* Enable each child to learn how to learn and develop each child’s ability to reason
* Encourage all members of staff to work as a team with an agreed educational philosophy which has, as its first priority, the needs of our children and which operates in an atmosphere of mutual respect and co-operation
* Encourage parental interest, involvement and co-operation.

# ETHOS

It is vital that we create and maintain an atmosphere based on respect where all children and adults feel safe, secure and valued. School discipline is based on positive approaches.

Staff recognise and reward good work and behaviour through our house point system. There is zero tolerance of bullying.

The support of parents is vital in maintaining a positive ethos which allows all children to grow and develop.

If any child’s behaviour gives cause for concern parents are informed. They are encouraged to work with the school to help their child.

Our Lady’s is a Catholic School. Our commitment is to develop as a “community of faith and learning, providing the highest quality of education and offering formation through the promotion of Gospel values, through celebration and worship and through service to the common good”.

This permeates all aspects of school life. The school serves the parishes of St. Mary’s, Stirling and St. Margaret’s, Raploch. Children attend Mass in St. Margaret’s regularly usually on the first Wednesday of every month.

# SCHOOL IMPROVEMENT PLAN

Every school in Scotland has a School Improvement Plan. This details the work schools are doing to ensure the best possible education. This plan is published on the school website. A hard copy is available from the school. There is also a Standard and Quality Report about the progress and achievement. This too is available on the school website and from the office.

# CURRICULUM

The curriculum in Scotland is referred to as the Curriculum for Excellence. The Scottish Government's vision for children and young people is for them to be confident individuals, effective contributors, successful learners, and responsible citizens. In Our Lady’s Primary we strive to provide a curriculum which helps the children to develop these attributes.

The Curriculum for Excellence covers 8 areas:

* Expressive Arts – Art and Design, Dance and Drama and Music
* Health and Wellbeing
* Languages – including Literacy and English
* Mathematics
* Religious Education – This is delivered in accordance with the teaching of the Catholic Church. At present children in P3 are prepared for the Sacrament of Reconciliation and P4 children are prepared for the Sacraments of Eucharist and Confirmation
* Science
* Social Studies
* Technologies

Children cover many of these curricular areas through topics. This encourages the children’s interest and motivation and helps them to link what they learn. Children are given opportunities to develop their independent learning skills and are given regular opportunities to make choices about what and how they learn.

# Children’s Progress

Teachers assess children’s progress on an ongoing basis. This assessment can take place in a number of ways.

* **Observation:** This would be done by the teacher observing individual children or groups of children while they are undertaking various tasks.

* **Oral Assessment:** For example, reading aloud, questioning/answering, listening/talking activities, using taped evidence and, at the later Stages, an oral presentation to their class.

* **Written Assessment:** This would include any form of written work produced by the child. From time to time children complete standardised assessments in accordance with Council policy.

# Homework

We value continuous engagement with parents and encourage parents to share in their child’s learning experiences through homework given by class teachers. Details of your child’s homework will be sent home regularly.

# PARTNERSHIP WITH PARENTS

We actively encourage parents and families to be fully involved in the life of the school. Parents are welcome to contact the school formally or informally at any time. They can do so in person, by telephone or by email. Formal parental consultation meetings are held twice a year for all children and more frequently if required. Parents receive formal reports at the end of each school session. Parents are sometimes contacted by text. Therefore it is important we have up to date numbers. If you would rather not be contacted in this way please let the school know. There are open afternoons each term which provide opportunities for children to share their learning with parents and families. From time to time other events are also organised

# Parent Group

There is a Parent Group who support the work of the school sometimes but not exclusively through fundraising.

There are several National and local websites which provide helpful information for parents including Stirling Council Parental Involvement Strategy available on the Council website.

# SCHOOL UNIFORM

The school appreciates the support and co-operation of parents which results in almost all of the children wearing school uniform. Our school uniform is as follows:

|  |  |  |
| --- | --- | --- |
| **Girls** Grey, black or navy skirt or trousers Navy blue school sweatshirt or cardigan – with school badge. Royal blue school sweatshirt or cardigan – with school badge – P7 Pale blue blouse and school tie. or pale blue school polo shirt – with school badge Black school shoes  |   | **Boys** Grey, black or navy trousers Navy blue sweatshirt or cardigan – with school badge Royal blue school sweatshirt – with school badge – P7 Pale blue shirt and school tie or pale blue school polo shirt – with school badge Black school shoes  |

For PE lessons, each pupil should have shorts, T-shirt and gym shoes/trainers. Children are not permitted to wear football tops/shorts for PE lessons or at any time in school.

For health and safety reasons, watches and jewellery should be removed for PE lessons.

Parents who are eligible for a Clothing Grant can use this to buy school uniform through the school. The school can accept the Grant against school uniform items. The School Secretary will explain the details to you.

# TRANSITION

We work very closely with local nurseries to ensure children entering P1 feel confident and ready to learn. There is a well planned transition programme involving staff from the nurseries and school. Children have a series of visits are all assigned a P7 Buddy who has taken part in our “Buddy Training Programme”.

Children normally transfer to St Modan’s High School for their secondary education. We work very closely with St Modan’s and the other associated primary schools. The children have a series of visits in P6 and P7 designed to ensure they settle and continue to learn well in secondary.

P7 have the opportunity to take part in a Residential Trip with children from some of the associated schools, St Margaret’s, St Bernadette’s and St Mungo’s. This gives them ideal opportunities to form friendship prior to starting secondary.

St Modan’s High School details:

St Modan’s High School

Royal Stuart Way

Stirling

FK7 7WS

Tel: 01786 470962

Fax: 01786 447117

Headteacher: Mr R O’Neill

# 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 your 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 or 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

The safety of children is everyone’s responsibility. If staff have any concerns for a child or young person’s wellbeing, they have a duty to pass on information that will help keep that child safe. All school staff receive child protection training at the beginning of a new academic year. Further opportunities for training throughout the year can be found on Vantage and more specialised training is offered through Lorraine Meldrum.

# CLOTHING GRANTS

Some families may be eligible for clothing grants. Application forms can be obtained from Stirling Council, telephone 01786 233210 or downloaded from the Council website at [http://my.stirling.gov.uk/services/education-and-learning/parental-support/parental-supportbenefits-and-grants/schools-clothing-grants-and-vouchers.](http://my.stirling.gov.uk/services/education-and-learning/parental-support/parental-support-benefits-and-grants/schools-clothing-grants-and-vouchers)

Please take your completed application form, along with the documents requested, to your nearest local office, or Customer First, Port Street, Stirling or post 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 had 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 a 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 able to look into most matters. However, the headteacher may

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refer the Stage One complaint to Education Services 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 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 too complex for a headteacher to deal with.

To move to Stage Two, you should contact the Director of Children, Young People and Education and ask for a formal investigation under Stage Two. You can do this by e-mail (lengd@stirling.gov.uk), phone (01786 442680), letter (Children, Young People and Education, Municipal Buildings, 8-10 Corn Exchange Road, Stirling FK8 2HU) or in person. 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 workings 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 Obudsman](http://www.spso.org.uk/) (SPSO) 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.

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|  **Stirling Council** **Children, Young People & Education**   |
|  **Enrolment Arrangements : Primary & Secondary School Education in** **2016**  |
| The 2016/2017 school year starts on 23 August 2016. This is the **only** date for beginning primary school education for that year.  All children who are five years old on or before 23 August 2016 are of school age and **must** start their primary school education on that date.  Children who are five years old between 23 August 2016 and 28 February 2017 **may** start their primary school education on 23 August 2016 for the above school year.  If you want your child to start school in August 2016 you **must** enrol him/her **by** **22 January** **2016**. For details on school catchment areas, or for further information on enrolment procedures, please contact your local school or Children, Young People & Education, Municipal Buildings, 8-10 Corn Exchange Road, Stirling on 01786 233185 or visit [www.stirling.gov.uk.](http://www.stirling.gov.uk/) **The list of dates when schools are enrolling pupils will be available on the Council website from 7 December 2015.**  As part of the enrolment process Stirling Council now checks the residency of all parents wishing to enrol their child at their catchment school. To avoid delay parents should attend their catchment school with their child’s birth certificate, child benefit book/award letter, tax credit award letter and a recent council tax bill.  **Gaelic Medium Provision**  Gaelic Medium Provision is available at Riverside Primary School, Forrest Road, Stirling for which parents may enrol their child. Further information is available from the school.  **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 2016. You will receive notification of transfer arrangements through your primary school. Enrolment at a secondary school other than your catchment school requires submission of a placing request even if your child already attends an associated primary school of your chosen secondary school.  **Placing Requests for Session 2016/2017**  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 2016-2017, to do so in writing **by no later than 15 March 2016**. 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. Application forms and guidelines are available from Children, Young People & Education, Municipal Buildings, 8-10 Corn Exchange Road, Stirling on 01786 233185.  **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 and placing request arrangements are available from Education Business Team, Stirling Council, Municipal Buildings, 8-10 Corn Exchange Road, Stirling.  Information concerning individual schools is available at that school. 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, St Mary’s Episcopal 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](http://www.stirling.gv.uk/)  **Stirling Council** **Children, Young People & Education October 2015**  |

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# EQUALITIES

Stirling Council has developed Council-wide policies for diversity, race, disability and gender equality. In all of our educational establishments we provide an environment that follows the principles of ‘Getting It Right For Every Child’ (GIRFEC) and ensures every child and young person is Safe, Healthy, Achieving, Nurtured, Included, Active, Respected and Responsible. This includes promoting and supporting diversity in our educational communities.

# INCLUSION

The 2009 Act strengthens the duties placed on Stirling Council Education to identify and meet the additional support needs of children and young people. We continue to do this through the Staged Intervention process.

The 2009 Act clarifies the definition of additional support needs and increases the rights of parents and young people in respect of requesting assessments, making placing requests as well as access to the Additional Support Needs Tribunal for Scotland (ASNTS). The Act also places a duty on Stirling Council to provide access to mediation and dispute resolution services free of charge to parents in certain circumstances. A leaflet - A Guide to Getting Help and Resolving Disagreements, is available on the council website.

The Act now deems all Looked After children to have additional support needs unless the education authority determines otherwise. Stirling Council have procedures in place to assess these needs through the Staged Intervention process, as with all children and young people who may require additional support.

We have produced a series of leaflets for parents, carers and young people and these are available from school and other council establishments. The series includes guides to:

* Additional Support for Learning in Stirling
* CEAT – Community Early Assessment Team
* Co-ordinated Support Plans (CSPs)
* Enhanced Transition for Leaving School
* Getting Help and Resolving Disagreements
* Going to Meetings
* Individualised Educational Programmes (IEPs)
* Pre-school Children with Additional Support Needs
* Psychological Services
* Staged Intervention

More information on The Education (Additional Support for Learning) (Scotland) Act 2009 is provided by Enquire – the Scottish advice service for additional support for learning.

Operated by Children in Scotland, Enquire offers independent, confidential advice and information on additional support for learning through:

* A telephone helpline – 0845 1232303
* An email enquiry service – info@enquire.org.uk
* Two websites - [www.enquire.org.uk](http://www.enquire.org.uk/) (for parents/carers and practitioners) [www.enquire.org.uk/yp](http://www.enquire.org.uk/yp) (for children and young people)

Enquire also provide a range of clear and easy to read guides and factsheets explaining everything from ‘additional support in the early years’ to ‘what planning should take place for moving on from school’.

The Scottish Government have a duty to provide an advocacy service to parents and young people following a reference being made to the Additional Support Needs Tribunal for Scotland (ASNTS). Ministers have also agreed that the advocacy service should also provide support for parents and young people from the time they have grounds to make a reference to the ASNTS. It will be a national service and available to parents and young people on request and free of charge.

This is a partnership between Kindred Advocacy Service and the Scottish Child Law Centre referred to as “Let’s Talk”. The two organisations will work together to deliver lay and legal advocacy for parents and young people. The service will focus on non-legal representation, but where appropriate in complex cases legal representation will be available. For further information on this advocacy service please contact the Scottish Child Law Centre on:

* Telephone: 0131 6676333
* E-mail: enquiries@sclc.org.uk
* Web: [www.sclc.org.uk](http://www.sclc.org.uk/)

Stirling Council Education is committed to working in partnership with all parents and carers of children and young people with additional support needs and seeking their views on all aspects of the support provided in educational establishments. We encourage parents to contact the school/establishment in the first instance if there are any queries or concerns, and we will always try to resolve any difficulties as soon as possible.

Further information on how support for learning is organised in Stirling is available by contacting either the school, or the ASN team at Municipal Buildings: telephone 01786 233179 or e-mail additionalsupportneeds@stirling.gov.uk.

**INSURANCE INFORMATION**

# 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. Parents should be aware of the following points:

1. Parents’ house contents policy may give some measure of cover for personal effects of family members.

1. It is suggested that parents may wish to consider taking out additional individual personal cover.

1. Pupils should be encouraged not to bring valuables to school.

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.

# 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

The Forth Valley NHS has a statutory obligation to provide a health service for all school-age children in the Stirling Council area. The aim of the service is to make sure that all children are in the best possible health to benefit from their education and to provide the education service with advice and support about the spread of infections and the promotion of good health.

Parents/carers will be given the opportunity to meet the named nurse for the school when their child starts school in Primary 1. This will involve parents completing a health questionnaire for their child. The nurse may make contact with parents/carers based on the information provided by them. Teachers and parents/carers are encouraged to report any concern about hearing, especially in primary one pupils. Hearing is no longer part of the routine checks done in school.

If you have any concerns with your child’s health which may affect their education, an appointment can be arranged with your named nurse (contact details below). School staff, with parents’ permission, can request an appointment with the named nurse at any time. The named nurse will also liaise closely with the Team Leader who has overall responsibility for primary school children.

The community paediatric doctor will see children at their clinic who have additional support needs or who have any significant ongoing medical or developmental conditions affecting their education.

School staff and parents can contact the named nurse if they have any health concerns regarding children which may affect their educational needs. The nurse will then offer a Health assessment in school or in the child’s home.

All children within P1 will receive a toothbrush, toothpaste and leaflet- "Make your smile count" A dentist from the Salaried Dental Service will carry out a dental inspection of your child in P1 and again in P7. Dental treatment can be offered to those children unable to register with a general dental practitioner through the Salaried Dental Service.

The School Health Service can be contacted at:

Area Community Child Health Department

Stirling Royal Infirmary

Livilands

Stirling FK8 2AU

Telephone: 01786 434150

# Infectious Diseases

Colds, flu and gastro-enteritis are the most common infections affecting children of school age. It is important that you keep your child off school in the early stages of flu and while they still have diarrhoea. Children who have had diarrhoea should stay off school for 48hrs after the last episode of diarrhoea. It is also important that your child understands how to prevent picking up and spreading such infections. You will be able to get further advice about good health from your named school nurse or staff in your Health Centre or GP Practice.

For advice about early detection and treatment for other infectious diseases e.g. chickenpox and mumps please consult your GP or School Nurse.

# Head Lice

Head lice are spread through head to head contact. This can happen at home, in the community, or in school. Regular combing of your child’s hair using a head lice detection comb is the best way to catch this possible problem at an early stage.

The only way to be sure that your child has head lice is to find a live louse. If you find live lice, you need to get the correct lotion from your doctor, health visitor or pharmacist. The instructions need to be followed carefully. If this is not done then re-infection is likely.

If lice are found, all family members and close friends of your child should be checked. Treatment should only be applied if live lice are found. Products used for treating head lice must be ones that can be left in the hair for 12 hours, this treatment requires to be repeated after 7 days. You should advise others of this possible problem in the same way as you would tell family and friends about other infections which might affect them.

Further advice can be obtained from the Health Board. A head lice leaflet is available in all schools and health centres.

# SCHOOL MEALS

Lunches are provided every day for children and young people in all schools. All food and drink provided meets national requirements for nutritional standards as well as guidance aimed at encouraging uptake and removing the stigma attached to free school meals.

Meals are provided by the Council’s catering service. Menus are seasonal and are changed twice a year, spring/summer and autumn/winter. All recipes are analysed to make sure that they provide a healthy and well-balanced meal. The catering service tries to suit the majority of tastes by offering choices which include a daily vegetarian option as well as a range of packed lunches. Children having packed lunches are supervised. We encourage parents to ensure home packed lunches are healthy and do not contain fizzy drinks, sweets and Nuts.

Pupils and their parents have opportunities to provide feedback and have a say about the content of future menus and the catering service is committed to introducing new products and to promoting healthy food choices.

Stirling Council achieved the Silver Food for Life Catering Mark in March 2014. This guarantees that all menus are prepared using non GM ingredients, are 75% freshly prepared, use only free range eggs, avoid additives and trans fats with meat and poultry sourced in a way that ensures animal welfare is taken care of. All milk provided to the children to drink or within their meals is organic. More information about the standard can be found at [http://www.sacert.org/catering.](http://www.sacert.org/catering)

Menus and current prices can be viewed on the Council’s website at [http://www.stirling.gov.uk/services/education-and-learning/schools/schools-generalinformation/schools-catering.](http://www.stirling.gov.uk/services/education-and-learning/schools/schools-general-information/schools-catering)

Special diets can be catered for and parents should contact the headteacher to discuss any special dietary requirements.

In primary schools, it is very helpful if meals are paid on a Monday morning for the coming week. This means support staff can be timetabled efficiently for the collection and banking of monies and allows more time for direct support for children. Payments can be made by cash or cheque, although cheque is preferred. Secondary school pupils are able to pay on a daily basis.

Children who stay for lunch in school must remain within the school grounds where supervision is provided.

The Catering Service can also provide a healthy packed lunch for school trips.

Some families may be eligible for free school meals. An application form is available from the school or can be printed from the Council’s website,

[http://www.stirling.gov.uk/services/education-and-learning/parental-support/parental-supportschools-and-education/free-school-meals.](http://www.stirling.gov.uk/services/education-and-learning/parental-support/parental-support-schools-and-education/free-school-meals) This form should be completed and returned to Customer First, Port Street, Stirling or post to Stirling Council, Teith House, Kerse Road, Stirling FK7 7QA. The service understands that parents’ circumstances can change throughout the year and if this happens, forms can be sent in at the appropriate time.

# TRANSPORT

In general Stirling Council provides free transport to children who live more than two miles from their catchment school.

Further information is available on the Stirling Council website at: [http://www.stirling.gov.uk/services/education-and-learning/schools/schools-travel-andtrips/schools-transport.](http://www.stirling.gov.uk/services/education-and-learning/schools/schools-travel-and-trips/schools-transport)

# UNEXPECTED CLOSURES

While schools have contingency planning in place to cope with a number of circumstances, sometimes it is necessary to close schools or amend the normal school 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.

**STIRLING COUNCIL – EDUCATION**

# 2015-16 School Dates

|  |  |  |
| --- | --- | --- |
| **Autumn Term** Starts Ends  | Monday 17th August 2015 Tuesday 18th August 2015 Friday 9th October 2015  | Teachers return **Pupils return**  |
| **October Holiday** Starts Ends  | Monday 12th October 2015 Friday 16th October 2015  |  |
| **Winter Term** Starts  | Monday 19th October 2015  |  |
| Staff Development Day Staff Development Day  | Thursday 26th November 2015 Friday 27th November 2015  |  |
| **Winter Term** Ends  | Tuesday 22nd December 2015  |  |
| **Christmas Holiday** Starts Ends  | Wednesday 23rd December 2015 Wednesday 6th January 2016  |  |
| **Spring Term** Starts  | Thursday 7th January 2016  |  |
| Staff Development Day Staff Development Day Local Holiday Local Holiday Local Holiday  | Monday 8th February 2016 Tuesday 9th February 2016 Wednesday 10th February 2016 Thursday 11th February 2016 Friday 12th February 2016  |  |
| Good Friday Easter Monday  | Friday 25th March Monday 28th March  |  |
| **Spring Term** Ends  | Friday 1st April 2016  |  |
| **Spring Holiday** Starts Ends  | Monday 4th April 2016 Friday 15th April 2016  |  |
| **Summer Term** Starts  | Monday 18th April 2016  |  |
| **Local Holiday**  | Monday 2nd May 2016  |  |
| **Summer Term** Ends  | Tuesday 28th June 2016  |  |
| **Summer Holiday** Starts Ends  | Wednesday 29th June 2016 Friday 19th August 2016  |  |
|  | Monday 22nd August 2016 Tuesday 23rd August 2016  | Teachers return Pupils return  |

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# CLACKMANNANSHIRE AND STIRLING COUNCIL – EDUCATION

**2016-17 School Dates**

|  |  |  |
| --- | --- | --- |
| **Autumn Term** Starts  Ends  |  Monday 22nd August 2016 Tuesday 23rd August 2016 Friday 7th October 2016   |  Teachers return  **Pupils return**  |
| **October Holiday** Starts Ends  |  Monday 10th October 2016 Friday 14th October 2016   |   |
| **Winter Term** Starts   |  Monday 17th October 2016   |   |
|  Staff Development Day Staff Development Day  |  Thursday, 24th November 2016 Friday, 25th November 2016   |    |
| **Winter Term** Ends   |  Wednesday 21st December 2016   |   |
| **Christmas Holiday** Starts Ends  |  Thursday 22nd December 2016 Wednesday 4th January 2017   |   |
| **Spring Term** Starts  |  Thursday 5th January 2017   |   |
|  Staff Development Day Staff Development Day Local Holiday Local Holiday Local Holiday  |  Monday 13th February 2017 Tuesday 14th February 2017 Wednesday 15th February 2017 Thursday 16th February 2017 Friday 17th February 2017   |   |
| **Spring Term** Ends  |  Friday 31st March 2017   |   |
| **Spring Holiday** Starts Ends  |  Monday 3rd April 2017 Thursday 13th April 2017   |   |
|  Good Friday Easter Monday  |  Friday 14th April 2017 Monday 17th April 2017   |   |
| **Summer Term** Starts   |  Tuesday 18th April 2017   |   |
| **Local Holiday**   |  Monday 1st May 2017  |   |
| **Summer Term** Ends  |  Friday 30th June 2017   |   |
| **Summer Holiday** Starts Ends  |  Monday 3rd July 2017 Friday 18th August 2017   |     |
|  | Monday 21st August 2017 \* Tuesday 22nd August 2017 \*  | Teachers return Pupils return  |

 \* To be confirmed

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