



Stirling Council Schools, Learning & Education



Strathyre 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

A warm welcome to Strathyre Primary School. We hope you find the information contained in this handbook useful. We have a highly committed staff at Strathyre Primary who provide high quality learning and teaching experiences, and who contribute to the creation of a positive, vibrant learning environment. Together, we ensure a nurturing, safe, caring ethos where every child is valued as an individual. Our school motto of

“Strathyre Grows Learners”

encourages the children to develop a passion for learning and curiosity that will help to develop high aspirations.

At Strathyre Primary School the children are at the heart of every decision we make to ensure that they feel listened to and are happy, confident and enthusiastic. We strongly believe that learning should be fun, innovative and motivating ultimately ensuring the children grow in confidence and self-assurance and develop positive attitudes and learning dispositions to enable them to become healthy, active and effective global citizens.

The core values for Strathyre Primary School:

- Teamwork
- Confidence
- Honesty
- Respect
- Eagerness to Learn

We are committed to building close, effective partnerships with families and the wider community so that together we can support the children to become enthusiastic learners who are motivated to achieve. We regularly plan opportunities to share the children’s learning experiences through a variety of different ways. We work closely with both our Parent Partnership Group and community partners.

I know that having decided to join us you will come to appreciate all the benefits and advantages there are in bringing your child up in a rural area. We have a very supportive community, which contributes greatly to the resourcing of the school in time, interest and resources. I look forward to working in partnership with you to give your child a very enjoyable primary school experience.

If you have any questions or queries with regard to anything within this handbook, please do not hesitate to contact the school.

Tanya Starkey
Headteacher

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, Facebook, Seesaw, 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:

- Residentials 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

Strathyre Primary is a small, rural school set in beautiful environs. The school is situated at the foot of Ben Sheann and this provides an interesting and stimulating environment where the children can learn and play. It was built in 1960, replacing the original school. A standing stone, which is believed to be a lintel or corner stone, sits in the playground and is the only remaining evidence of the old school. The school serves the villages of Strathyre, Balquhidder and Lochearnhead and the present school is built to a modern design on two levels.

We have a school roll of 39 children and 29 families. Our Senior Leadership Team comprises of a Head teacher and two Depute Head teachers who work across both Strathyre and Callander Primary Schools. Staffing comprises of a teaching Depute Headteacher, a full-time teacher, a part time class teacher and a part time Support for Learning teacher. We have two part-time Support for Learning Assistants and a part time Administration Assistant.

We have had a visiting specialist teacher in Music and there are instrumental tutors in brass. Strathyre Parent and Staff Partnership meet throughout the school year. We have very effective community partnership links and the support and guidance of the community and our parent body greatly enhances the learning and experiences of the children.

Our location, at the foot of Ben Sheann provides the ideal setting to take part in extensive outdoor learning opportunities. Outdoor facilities include a large tarmac playground; this includes a bicycle storage area because we encourage walking and cycling to school. We are working with the Strathyre Parent and Staff Partnership to develop a community garden.



School Information

School address	Strathyre Primary School Strathyre, By Callander FK18 8NQ
Telephone number	01877 384223
E-mail address	strathyps@stirling.gov.uk
School roll	39
Headteacher	Mrs T Starkey
Depute Headteacher	Ms J Burns Mrs C Harvey
Teaching Staff P1 – P4 P5– P7	Mrs S Smith/Ms J Burns Mr D Martin
Specialist Teachers RCCT Support for Learning Music Specialist PE Specialist	Mrs L Hamilton Mrs L Hamilton Mrs S MacLean Ms Elspeth Ballantine
School Support Staff Administrative Support Assistant SLA SLA Cook Cleaner Cleaner	Mrs R Keenan Mrs R Keenan Mrs A Cladd Mrs J McDonnell Mr A Dryer Mrs M Brydie

The School Day

Morning	9.00 am – 10.30 am
	10.45 am – 12.00 pm
Afternoon	1.00 pm – 3.15 pm

Classroom Organisation

P1 – P4 Class 1

P5 – P7 Class 2

Due to our school roll, our classes are organised into composite classes.

School Values and Aims

At Strathyre Primary School we aim to nurture all children academically, emotionally, socially, aesthetically, spiritually and physically. We aspire to create an environment in which all children and staff can reach their full potential, feel happy, valued and confident in the knowledge that all people are treated with fairness and respect.

Our school aims are underpinned by the National Improvement Framework for Education.

Improvement in attainment, particularly in literacy and numeracy

To provide learning and teaching experiences of the highest quality which will encourage the development of a positive attitude towards learning and which will enhance achievement for all.

Closing the attainment gap between the most and least disadvantaged children

To provide a high quality education, including learning, teaching and assessment, as well as high quality partnerships to support children and young people with their broader needs. These are essential elements to raise attainment for all children and close the poverty-related attainment gap.

Improvement in children and young people's health and wellbeing

To provide a welcoming, safe and caring environment where each pupil is valued and supported and to engage all learners in effective and motivating learning experiences.

To provide very effective support systems for all our learners, to promote personal and social development and to foster success in a variety of activity areas.

Improvement in employability skills and sustained, positive school-leaver destinations for all young people

To develop the skills of creativity, self-reliance and ambition through the wide range of curricular and extra-curricular experiences we offer, and to encourage pupils and staff to engage in the pursuit of lifelong learning and development.

Ethos

Relationships are central to everything that we do in Strathyre Primary to ensure that our children and young people can learn, develop and thrive in a learning environment that is safe, inclusive and nurturing. Our commitment to promoting positive relationships extends to all children and young people, their parents and carers and staff.

The children are encouraged to develop tolerance and respect and are shown how to co-operate and share with others. The pupils develop skills in working independently and collaboratively. They are encouraged to take responsibility for their own learning.

To support our ethos, we have developed three core school rules:

- READY
- RESPECTFUL
- SAFE

We have also adopted five core values which underpin all that we do.

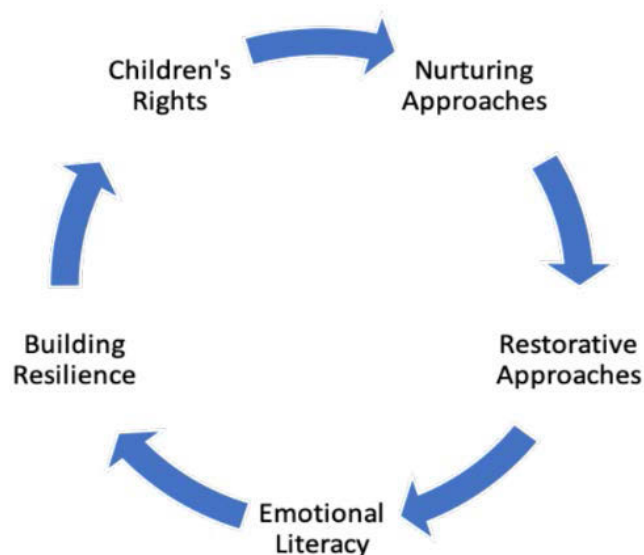
Teamwork Confidence Honesty Respect Eagerness to Learn

Learner Achievement

We like to celebrate the achievements your children may have from out with school. We do this through our Celebrating Success assemblies. Children tell their teachers about their achievements and successes and teachers will celebrate them at assembly. Parents can also email into the main school address.

Promoting Positive Relationships

The foundation to our universal approach to positive relationships is nurture. This emphasises the balance between care and challenge which incorporates attunement, warmth and connection alongside structure, high expectations and attainment.



Our approach to promoting positive relationships is underpinned by the values of mutual respect and supports young people to reflect upon their thoughts, emotions and actions in order to understand the impact that these may have on others. Our relationship-based approach within a whole school nurturing environment supports our children to build resilience, deal positively with challenges they may encounter and ultimately achieve their potential.

Targeted and Individual Approaches to Promoting Positive Relationships

We recognise that while most young people in Strathyre Primary will be well supported by the universal approaches, for some, it will be necessary to use more targeted and enhanced approaches.

At Strathyre Primary, we have a robust Staged Intervention process in line with GIRFEC which supports a child centred, team approach to assessment and decision making.

Children's Rights

Children's Rights includes the right to be safe, have a good quality education and to develop friendships. Upholding these rights as well as broader human rights underpins our approach.

As a staff team we:

- consider each child as an individual with their own needs, risks and rights
- engage and involve the children as far as practical in discussions and decisions which affect their future
- seek out and consider the voice of all children
- plan and review all activity to improve outcomes, based on well-being

Through learning opportunities both within classes and through whole school assemblies, children are made aware of their rights and responsibilities. All classes develop a Class Charter together during community building activities.

Children are given a house at the start of the academic year and house points are awarded in class and around school for high standards of behaviour and positive attitudes to learning. The house with the most points at the end of each half term receives the house cup. Our houses are:

Ledi

Sheann

Vorlich

Lawers

School Improvement Plan

Key priorities for improvement planning 2020-2021:

- To improve attainment in reading and writing across the whole school.
- To improve attainment in numeracy across the whole school.
- To review and embed nurturing approaches into all aspects of school life.
- To further develop digital learning across the whole school.
- To develop approaches to promote open-ended, child-led and investigative learning.

Curriculum

The Curriculum for Excellence aims to raise standards, prepare our children for a future they do not yet know and equip them for the jobs of tomorrow in a fast changing world.

It enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together.

Teachers and practitioners will share information to plan a child's 'learning journey' through the broad general education from 3-18, supporting their progression from nursery to primary, primary to secondary and beyond, ensuring the transition is structured and suitable. Professionals ensure children continue to work at a pace they can cope with and present challenge they can thrive on.

The Curriculum for Excellence balances the importance of knowledge and skills. Every child is entitled to a motivating and challenging education. All teachers and practitioners are responsible for literacy and numeracy and health and wellbeing. The Curriculum develops skills for learning, life and work and supports young people to go on to further study, secure work and to navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the school. Curriculum for Excellence creates links between subject areas to help children to understand the world and make relevant life connections. It focuses on the development of skills to enable children to think for themselves, make sound judgements, to accept challenge, to enhance enquiry skills and to find solutions.

The rationale for our curriculum is to support positive outcomes for all our learners in equipping them with the skills and knowledge that they will need for learning, in school, life and in their future careers and destinations.

Embedded within our curriculum is the principle that all children are entitled to an education which enables the development of the skills and attributes necessary to develop the four capacities of being a confident individual, an effective contributor, a successful learner and a responsible citizen. Through planned learning opportunities the children will experience enterprise education, learning for sustainability, explore children's rights, participate in outdoor education and the development of the young workforce.

The curriculum is broadly structured under the headings of eight curriculum areas:

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

Languages includes work on Literacy and English, French for all learners and Spanish in Primary 5, 6 and 7.

Learning and Teaching

Interdisciplinary Learning

Interdisciplinary Learning A core principle of Curriculum for Excellence is interdisciplinary learning and staff at Strathyre plan and implement interdisciplinary activities for all learners. Interdisciplinary learning is learning which is planned to develop awareness and understanding of the connections and differences among subject areas and disciplines. It is also focused on learners using the knowledge/learning they have acquired from different curricular areas to explore a theme or issue, meet a challenge, and solve a problem – often something that matters to the class or the school or the local or wider community.



Pupil Leadership

At Strathyre Primary every child and staff member are a member of a pupil group and have an input into shaping the development of the school. Currently we have an ECO group, Pupil Council and Digital Leaders. In working together, the children develop skills for life, learning and work. They develop skills in thinking creatively, working collaboratively and solving real life problems in meaningful contexts.

Learners in Primary 5 are trained to be Peer Mediators who help children in the playground to resolve minor difficulties. This training then helps in Primary 6 and Primary 7 when learners act as Buddies to our younger children coming to school from the nursery. Learners in Primary 6 are also trained to be Junior Road Safety Officers.

In addition to these groups our children also have several opportunities to represent our school at several different sporting events across the year.

Policies

Strathyre Primary School has a number of policies which reflect the procedures and practice of our school and are based on the Principles and Practice Papers of the Curriculum for Excellence. These policies are reviewed and amended regularly.

Teachers make use of a wide range of learning and teaching methodologies some of which include direct teaching, enquiry based learning, discussion and investigation. Whole class and group teaching takes place and individual learning programmes are designed to best support learning for individuals who require either additional support or challenge.

Support for Learning

Stirling Council operate a Staged Intervention Process which provides a framework whereby learners can be supported in their learning in a variety of ways. This process supports learners with a variety of additional needs e.g. support in learning, challenge in learning, emotional and health needs. Strathyre Primary School benefit from part time Support for Learning Teacher and two Support for Learning Assistants as well as very effective working relationships with many other agencies who all work together to support the learning development of our children.

This process offers:

- An inclusive approach based on GIRFEC (Getting It Right for Every Child) principles where parents, staff, learners and other appropriate agencies work together to support learning and development.
- An agreed plan of action for individual learners.
- A structured monitoring and review process.



Assessment

Assessment is an integral part of learning and teaching. Planning is carried out to ensure effective learning experiences are conducive to the wellbeing of each child, teaching is differentiated to meet each child's needs; progress is recorded formally and informally and on-going records are kept on each individual pupil's progress in literacy, numeracy, health and wellbeing and the wider curriculum.

Assessment is planned to ensure that it is a focused and integral part of all learning. Assessment is continuous and is carried out in a variety of informal and formal ways. Assessment ensures staff, children and parents gather evidence and documentation of learning. Staff also utilise Benchmarks to support teacher judgements.

Assessment evidence can be represented by, for example, a conversation with a child, a photograph from home or within the early years setting, a drawing, video footage, a model made by a child, a child's comments on their own learning or on another child's learning – the possibilities are endless.

The children have Individual Learning Records. In reflecting on their learning, the children have the opportunity to engage in their own learning, thinking about what they have learned and identifying their own next steps for learning.

In order to make sound judgements, staff should:

- Gather a range of evidence of progress and achievement.
- Share observations and standards through dialogue and discussion.
- Reflect on the implications for learning, teaching and reporting.
- Staff also make use of the more formal forms of assessment which are available at national level to track and benchmark progress. Parents can find more information on approaches to assessment on the following website, www.educationscotland.gov.uk and access the Parentzone icon on the left-hand side at the bottom of the home page.



Partnership with Parents and the Community

The positive impact of maintaining an effective partnership with parents is well documented. Your help and support are vital to your child's development and progress through school.

Communication with the Home

We currently send a termly newsletter and have a school app and website, giving items of basic information such as holiday dates, together with information of interest about the life of the school. If there is anything that you are not sure of, please do not hesitate to phone the school. We also share information regarding news, achievements and events through email, text and our school Twitter account. This can be accessed on @StrathyPS1.

Reporting to Parents

There are two formal Parent Consultation times in the school year. These are held on consecutive days - one in the afternoon, and one in the evening. Parents will be given the choice of which day they wish to attend. Parent Consultations take the form of a ten-minute discussion with the class teacher in the classroom. If your child has input from the support for learning teacher, we will be able to arrange an appointment on Parent Consultation times for you to meet with Mrs Hamilton to discuss your child's progress.

Written reports will be issued to parents at the end of the summer term.

Parental Involvement

Parents are encouraged to come into the school during the day to help out with a variety of projects. Support of this type is invaluable and very much appreciated by staff and children alike. Any parent wishing to help in this way is asked to contact the school office. In addition, parents are encouraged to share any individual talents they may have, with our school community.

Teacher and Parent Partnership

The school, the parents and the community enjoy good relationships. The Strathyre Parent School Partnership (SPSP) was formed in August 2007 and benefits from excellent relationships which are beneficial to the school. The Council enhances the school's philosophy of parents and teachers working together and has actively involved the community in the enhancing of resources in the school.

School Uniform

School uniform is optional; however, we encourage the wearing of school uniform as it promotes a sense of unity and inclusiveness. We are pleased that all our parents support the school by ensuring that their children wear their uniform.

The school uniform below is worn daily:

- Polo Shirt with logo
- Dark grey/black skirt/trousers
- Indoor plimsolls or shoes
- School sweatshirt/cardigan with/without logo

Orders are taken after Easter for delivery in June ready for the new session.

For physical education, all children need gym shoes/trainers, shorts and a t-shirt. Simple and easy to change clothes are best for children in the early years. In line with Stirling Council policy, football colours or strips are not permitted.

For health and safety reasons, children should not wear jewellery of any kind whilst participating in physical activities. If earrings cannot be removed, please make sure that each earring is taped over on PE days.

The gym kit can be kept in school but should be taken home at the end of each term for cleaning or replacement and returned at the start of the new term.

We also request that children are provided with a pair of indoor shoes to change into after being outside. These shoes can be the same pair the children wear for P.E.

It is very helpful if all clothes and belongings are marked clearly with your child's name.

A limited number of school uniform items are held in school.

Transition

Children transition to Strathyre Primary from a range of local nurseries:

- Callander Nursery
- Killin Nursery
- Crianlarich Nursery
- Aberfoyle Nursery
- Doune Nursery

At the end of P7 pupils transfer to:

McLaren High School, Mollands Road, Callander FK17 8JH

Tel: 01877 330156

All schools and nurseries in the McLaren Learning Community work closely together to ensure the transition from nursery to P1 and from P7 to S1 is a smooth one.

Extra-Curricular Activities

Strathyre Primary School run a number of after school and lunchtime clubs throughout the school year. We also support learner led clubs throughout the year. We are always open to new suggestions for clubs and groups. If you have any suggestions or would like to support or lead a club, please contact the school.

Educational Excursions

Classes are often involved in excursions which complement learning. This places learning in a real context for our children. Excursions can therefore take place throughout the school year. Parents will be notified and their permission sought for school trips. We follow the guidelines contained in Stirling Council Excursions Policy when undertaking the planning and implementation of any trip out with school.

Homework

It is school policy that homework will be completed entirely at the discretion of parents as we recognise that many families lead very busy lives beyond school hours. Failure to complete any homework activity will never result in any action by teaching staff.

Emergency Contacts

If a child is injured or becomes ill at school, parents may need to be contacted and asked to come into school to collect their child. For this reason, it is vital that the information held at the school, contains up to date contact numbers. Please notify the school office of any changes to addresses, phone numbers or emergency contacts.

Critical Incident Response Plan

The school has a critical incident response plan for dealing with any emergency situations. This also includes a school closure plan due to inclement weather.

Supervision and Wet Weather Arrangements

Children should be given opportunities to play outside unless the weather is extreme. Parents are asked to ensure that their child has suitable waterproof outdoor clothing including footwear and a waterproof jacket with a hood. Umbrellas are not safe in the playground.

During wet intervals and lunch breaks school staff are on duty in designated areas of the school building.

Attendance

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

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

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

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

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

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

At no time during the school day should a child be removed by a parent from the school without informing the staff of the school. This includes lunchtime "disappearances". If a child is reported missing we will try to contact the parents and, if required, we will ask for help from the emergency contact or neighbours. If we fail to locate the child the Police will be informed. Please help us to keep your child safe. Poor attendance falls into the Council's Staged Intervention Framework and action will be taken to address patterns of poor attendance.

Child Protection and Safeguarding

All children in Scotland have the right to be protected from harm.

Schools and nurseries play an important role in the prevention of abuse and neglect through creating and maintaining safe learning environments and teaching children and young people about staying safe from harm and how to speak up if they have worries or concerns.

Schools and nurseries have identified child protection coordinators with a remit to promote safeguarding and a responsibility to act when aware of a possible child protection concern.

If you are concerned a child or young person is at risk of abuse or neglect, you can contact police on 101 or phone children's services on 01786 471177. You can share your concern with your child protection coordinator.

Clothing Grants

Some families may be eligible for clothing grants. Applications can be made by visiting <https://www.stirling.gov.uk/learning-education/schools/school-meals-uniforms/footwear-clothing-grant-school-meals/> and completing the online form.

Supporting documents can be uploaded, scanned to finservices@stirling.gov.uk or posted to Stirling Council, Teith House, Kerse Road, Stirling, FK7 7QA.

Complaints

You can complain in person, by phone, email or by letter. We regard a complaint as any expression or dissatisfaction about our action or lack of action, or about the standard of service provided by us or on our behalf.

Who can complain?

Anyone can complain who is the parent or legal guardian of a child or a person authorised to complain on his/her behalf. For example, a child's grandparent who is not the legal guardian needs authority from the child's parent or guardian. This would normally mean a note to show that the person responsible for the child has agreed.

What can't I complain about?

Here are some things we can't deal with through our complaints procedure:

- A routine first time request for a service or action – e.g. informing the school that your child told you she is being bullied and asking them to resolve this.
- Requests for compensation from the Council.
- Things that are covered by a right of appeal, e.g. exclusion from school which has its own statutory process. In these cases we will give you information and advice to help you.

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

We have 2 stage complaints procedure.

Stage One – frontline resolution

In the first instance, please complain to your child's school or nursery, telling them as much as you can about the complaint, what has gone wrong and what you want them to do to resolve the matter. A senior member of staff, either the headteacher or 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 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.

Digital Learning

Digital Tools for Learning and Teaching

In Stirling Council schools and nurseries, we use a variety of digital tools for learning and teaching, to share information about the life of the school, communicate with parents and carers, and to celebrate success. Use of many of these tools requires sharing some personal data about your child with the providers of the services. This may include, for example, children's names, classes and photographs. For some services, we will need your consent to share personal data.

Core Digital Services

Across Stirling Council, we use Glow and Google's G Suite for Education for learning and teaching. Data is shared with these services under the legal basis of public task - use of these services is deemed essential for learning and teaching, and we have legal agreements in place with both Education Scotland and Google to ensure that personal data is kept safe (see our Privacy Notices for our use of these services).

Likewise, Seemis is used to securely manage children and young people's personal data, including sensitive category data (such as information about their health). This data sharing is also done under the legal basis of public task, and appropriate agreements are in place to ensure the data is securely managed.

Digital Services Requiring Consent

For other processes involving digital tools, we will seek consent of parents/carers and the young people themselves when they are aged 12 and over.



Stirling Council

Schools, Learning and Education

Enrolment Arrangements : Primary & Secondary School Education in 2021

The 2021/2022 school year starts on 18 August 2021, this is the **only** date for beginning school education for that year.

All children who are five years old on or before 18 August 2021 are of school age and **must** start their primary school education on 18 August 2021, children who are five years old between 18 August 2021 and 28 February 2022 **may** start their primary school education on 18 August 2021.

If your child is starting their primary school education in August 2021 you **must** enrol him/her at their catchment school **by 29 January 2021**. 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 had to change our procedures this year due to Covid-19. In person enrolments will not be possible, instead we 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; a recent council tax bill.

Gaelic Medium Provision

Gaelic Medium Provision is available at Riverside Primary School, Forrest Road, Stirling tel: 01786 474128 email: rvrsdeps@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 2021. 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 2021/2022

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 2021-2022, to do so in writing **by no later than 15 March 2021**. Your right applies to a request that your child be placed in a school other than the school which normally serves the area in which you live. It applies to a primary school or, where appropriate, the transfer to a secondary school, including a school providing for children with additional support needs. You can apply online at <https://www.stirling.gov.uk/learning-education/schools/enrolling-your-child-at-school/placing-requests/placing-request-form>

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

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

Schools Information

Information on local authority schools in Stirling Council is available on our website www.stirling.gov.uk or by contacting us on 01786 233185.

Parents wishing to apply for enrolment to Our Lady's RC Primary School, St Mary's RC Primary School, St Margaret's RC Primary School and St Modan's High School should contact the school to discuss enrolment policy. Details are also available on the Council website www.stirling.gov.uk

Stirling Council
Schools, Learning and Education
December 2020

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.

Getting it Right for Every Child

Getting it right for every child (GIRFEC) supports families by making sure children and young people can receive the right help, at the right time, from the right people. The aim is to help them to grow up feeling loved, safe and respected so that they can realise their full potential.



Key elements of GIRFEC are:

- Wellbeing
- Named Person
- Child's Plan

Wellbeing

To help achieve a common understanding of what wellbeing means, it is broken into 8 wellbeing indicators.

Every child and young person should be Safe, Healthy, Active, Nurtured, Achieving, Respected, Responsible, Included.

Each child is unique and there is no set level of wellbeing that children should achieve. Each child should be helped to reach their full potential as an individual.

Named Person

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

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

Children, young people or their families can expect their contact to respond to their wellbeing needs, to respect their rights, choice, privacy and diversity. Children should be included in decisions that affect them. There is no obligation on children and families to accept the offer of advice or support from a named person.

More information is available on the Scottish Government website: <https://www.gov.scot/policies/girfec/>.

Child's Plan

A child's plan will be available when a child needs a range of extra support to meet their additional support need(s).

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

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

Stirling educational establishments have long established staged intervention procedures which provide appropriate and proportionate assessment, planning and review to ensure children and young people have their individualised needs met. Further information is detailed in [Staged Intervention Guidance](#).

Inclusion

Additional Support Needs

All children get help with their learning.

A child is said to have 'additional support needs' if they need more, or different, support from what is normally provided in schools or nurseries for children of the same age.

The Education (Additional support for Learning) (Scotland) Act 2004 (as amended 2009) created the term **additional support needs** and explains the duties on education authorities to support children and young people's learning.

A child or young person may have additional support needs for lots of reasons including:

- A physical disability
- Being a young carer
- Changing school a lot
- Being bullied
- Having a communication difficulty
- Being looked after by the local authority
- Having a long term illness

Staged Intervention is the process used to identify, assess and plan to meet a child's needs. Every school and nursery has a Pupil Support Co-ordinator with responsibility for ensuring appropriate support for children with additional support needs. For most children the support they require is provided from school, for example, differentiated materials, additional time, movement programmes, and support groups. Some pupils with more complex needs may be referred to ASN Outreach or other partner agencies to provide more enhanced interventions. Agreed actions will be recorded and reviewed during staged intervention meetings in collaboration with the child, family and staff. Where there is more than one agency supporting a child and this is significant and long lasting, a Coordinated Support Plan may be developed.

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

More information is available on the website or by contacting ASN and Wellbeing Team or find information on [Parentzone Scotland](#) on your child's specific support needs.

Independent Advice

Enquire are a Scottish advice service providing help and information, all advice is independent and impartial. Contact the Enquire Helpline on 0345 123 2303.

Enquire also has two websites, one for parents, carers and professionals, <https://enquire.org.uk/>, and one for children and young people, <https://enquire.org.uk/advice-young-people/>.

Let's Talk ASN helps parents of children with additional support needs who may require support in relation to a dispute or potential dispute with an education authority. The service can be used by anyone who has a right to make a reference to the Additional Support Needs Tribunals for Scotland.

My Rights, My Say is a children's service which provides advice and information, advocacy support, legal representation and a service to seek children's views independently about their support.

Insurance Information

1 Public Liability

Stirling Council has Public Liability Insurance in respect of claims against the Council for bodily injury to any person or for loss or damage to any person's property for which the Council is legally liable. Negligence or failure to fulfil a statutory obligation on the part of the Council or its employees resulting in injury, loss or damage to property must be established.

Pupils' Property

Each session, unfortunately but inevitably, pupils' property is lost, damaged or stolen in school. 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.

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.

2 Personal Accident/Travel Cover – Educational Excursions

The Council has arranged insurance cover for Educational Excursions organised by the Council.

A brief summary of the cover is as follows:

Persons Covered: Organisers, participants, members, employees and others on excursions or trips organised by or under the auspices of the Council.

When Covered: While participating in any activity organised by or on behalf of the Council beyond the limit of the school grounds.

If you require further information please contact the Council's Insurance Team on 01786 233437.

School Health Service

NHS Forth Valley has a statutory obligation to provide health services for all school age children. The aim is to ensure that all children and young people, throughout their school years, are in the best possible health to benefit from their education.

School Nursing Service

School Nurses are available Monday – Friday between 8.30 am and 4.30 pm all year round, excluding public holidays and weekends. School Nurses are part of the integrated community team and are based in local health centres and clinics.

The School Nurse Team offer health screening, health assessments, health reviews, health promotion and health interventions when required.

A health screen and review of the child's growth is offered to all children in Primary 1. This involves a parent questionnaire and the opportunity of an appointment with the school nurse to discuss any parental concerns.

The School Nursing Team comprises of:

School Nurses
Registered Staff Nurses

Children/young people, parents/carers may request a health appointment at any time by contacting the service on 01786 468272.

Referral to the School Nursing Service can be made by Education, Social Work, GP or any other health care professional using the appropriate Getting it Right for Every Child (GIRFEC) documentation.

School and Nursery Meals

Schools and nursery lunches are an important part of the day, encouraging our children to eat a nutritious lunch. The lunchtime experience plays a huge part in developing a child's relationship with food, understanding where food comes from, the health benefits to our bodies and the opportunity to experiment and taste new foods.

Every P1 to P3 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.

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

We are proud of our Silver Food for life accreditation for all our meals, promoting food provenance, freshly preparing foods free from nasty additives colourings and preservatives. More information about the standard can be found on the Soil Association website, <https://www.soilassociation.org/certification/foodservice/>.

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

Pupils and parents have an opportunity to provide feedback and have their say regarding the development of future menus and always welcome suggestions for improvement.

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

Transport

Stirling Council provides free transport to children who live more than two miles from their catchment school, or where there is no safe walking route available.

Further information is available on the Council website, <https://www.stirling.gov.uk/schooltransport>.

Unexpected Closures

While 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.

School Holidays 2020/2021

Autumn Term Starts Ends	Monday 10 August 2020 Tuesday 11 August 2020 Wednesday 12 August 2020 Friday 9 October 2020	Staff Development Day Staff Development Day Pupils return
October Holiday Starts Ends	Monday 12 October 2020 Friday 23 October 2020	
Winter Term Starts	Monday 26 October 2020	
Winter Term Ends	Wednesday 23 December 2020	
Christmas Holiday Starts Ends	Thursday 24 December 2020 Wednesday 6 January 2021	
Spring Term Starts	Thursday 7 January 2021	
Local Holiday Local Holiday Local Holiday	Monday 15 February 2021 Tuesday 16 February 2021 Wednesday 17 February 2021 Thursday 18 February 2021 Friday 19 February 2021	Staff Development Day Staff Development Day
Spring Term Ends	Thursday 1 April 2021	
Spring Holiday Starts Ends	Friday 2 April 2021 Friday 16 April 2021	Good Friday
Summer Term Starts	Monday 19 April 2021	
Local Holiday	Monday 3 May 2021 Thursday 6 May 2021	Staff Development Day
Summer Term Ends	Friday 25 June 2021	
Summer Holiday Starts Ends	Monday 28 June 2021 Friday 13 August 2021	
	Monday 16 August 2021 Tuesday 17 August 2021 Wednesday 18 August 2021	Staff Development Day Staff Development Day Pupils return

As schools are returning a week earlier than planned in August, an additional week's holiday has been added in October.

School Holidays 2021/2022

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

Register of Personal Data Processing

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

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

Privacy Notice

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

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

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

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

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

Parentzone

Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science.

Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels.

Parentzone Scotland can be accessed at <https://education.gov.scot/parentzone>.



Information and advice on education and learning for parents in Scotland

Be at the heart of your child's learning . . .



Sign up to receive our Parents and Carers e-bulletins for the latest developments in Scottish education.

edscot.org.uk/p/LQE-391/subscribe

Email: enquiries@educationscotland.gsi.gov.uk

education.gov.scot/parentzone

