



Stirling Council
Schools, Learning & Education

Aberfoyle Primary School
Handbook

2018/2019

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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 Education Officer
Stirling Council
November 2017

WELCOME FROM THE HEADTEACHER

Dear Parent/Carer

Welcome to Aberfoyle Primary School. This brochure will, I hope, help you to understand more about our school. We are very conscious of our responsibility to the children in our care and, in partnership with you, will strive to ensure your child reaches their true potential. We hope your child will be happy with us at Aberfoyle. We like to think of our school as providing a warm, safe and caring environment.

If you require any further information please do not hesitate to contact us.

With best wishes

Mrs M J Barwick
Head Teacher

DESCRIPTION OF THE SCHOOL

School Profile

Aberfoyle School, the Kirk and the Schoolmaster's House was built and opened in 1870. Further accommodation was built onto the school in 1906 and 1954 and in 1978 when a kitchen was also added. From its opening the school catered for the children in the area of all age groups until 1973 when it became only a Primary School, with children transferring to McLaren High School, Callander. All children from Braeval in the east to Kinlochard in the west attend the school. In the autumn of 2008 the Horsa Hut was rebuilt and our nursery and P1/2 class now occupy this building.

Our nursery class was established in 1997 and caters for children from 3 years of age. The children have a wide range of experiences and input from the surrounding communities is a valuable contribution to enhance the children's time spent in nursery. We follow the curricular guidelines from Stirling Council and the Scottish Government. A separate brochure is available for the nursery, which will give you details about the curriculum and other aspects. At present the nursery operates from 09.00 – 15.00 Monday to Friday including lunch provision, if required from 11.30 – 12.30. Children are entitled to 12 ½ hours per week free of charge, after which there is a fee of £2.85 per hour for which the school issues an invoice.

Expectations

Aberfoyle Primary School enjoys a good relationship with the community it serves and seeks to continue and build upon this foundation. We work to establish a curriculum of relevance and quality, which meets the needs of all children. Teamwork is essential in all aspects of school development, drawing together the contribution of individuals. Good relationships are fundamental in all aspects of our work involving children, parents, staff and visitors. Behaviour is good and we incorporate responsibility to enhance the ethos of the school.

SCHOOL INFORMATION

School Address	Aberfoyle Primary School Lochard Road Aberfoyle FK8 3SZ
Telephone Number	01877 382278
E-mail Address	aberps@stirling.gov.uk
School Roll	67
Nursery Roll	20/20 2-16 ratio at lunchtime
Head Teacher	Mrs Barwick
Principal Teacher	Mr Fielden
Teaching Staff	
P1	Mrs Haughey
P2/3	Mrs Lambert
P4/5	Miss Bennie
P6/7	Mr Fielden
Support for Learning Teacher	Mrs McKenzie
Nursery Class Staff	
Head Teacher	Mrs Barwick
Senior ECE	Mrs Almass [temp for one year]
ECE	Mrs Penny
ECE	Mrs Brisbane
School Support Staff	
Admin Assistant	Mrs Brand
SLA	Mrs Crawford
SLA	Mrs Butler

The School Day

Morning session	9 am – 10.30 am
Morning interval	10.30 am – 10.45 pm
Lunchtime	10.45 am – 12.15 pm
Afternoon session	1.00 pm – 3.00 pm

Breakfast Club

Since August 2014, we have been offering a breakfast club for primary pupils. This begins at 8 am each morning at a cost of £2 per session.

Class Structure

Each year depending on our intake from nursery and as children move through school the complement of our classes can change. Once Primary One children have enrolled for the coming academic year, we can begin to make informed decisions for composition of classes. If it is deemed necessary to divide a year group parents are fully consulted at the earliest stage.

End of Day Arrangements

Please ensure that your child knows whom he/she is going home with at the end of the day and keeps to that arrangement. If no adult turns up to collect a child we ask them to come back into school and wait inside where they are safe and warm until we can contact the parent/adult. We understand that sometimes things do not always go according to plan and are happy to keep your child safe inside until you or the designated adult arrives. It is very important that your child/ren know this procedure.

Open Door Arrangements

Parents are welcome to visit the school however we ask that an appointment should be made where possible. Visits to the Head Teacher or class teachers can best be arranged before or after school but we ask that you telephone us to arrange a convenient time, as staff are often involved in after school activities. On your arrival at school, please report to the office in the first instance.

The Parent Council

Chairperson
Treasurer

Mrs Warrington
Mrs Kirk

SCHOOL VALUES, VISION AND AIMS

At Aberfoyle, we strive to provide caring secure surroundings where expectations are high and we have opportunities to learn together for the future.

Values

Respect Kindness Determination Honesty Responsibility

Vision

Our vision for Aberfoyle Primary is to explore the excitement and possibilities of education for all pupils. We seek to encourage inquiring minds in our pupils and help them obtain the tools required to become successful learners, confident individuals, effective contributors and responsible citizens. Through teamwork with parents, staff, pupils and the community we hope to encourage and support pupils in their endeavours across a broad curriculum.

Aims

- To engage children in the learning process through providing high quality and challenging learning experiences.
- To allow children to learn through questioning, exploration, investigation, discovery and inquiry.
- To provide a stimulating and relevant curriculum that will equip children with relevant life skills and support independence, choice and progression.
- To provide a safe, caring, supportive and inclusive environment where everyone feels valued and respected.
- To provide children with practical skills which they can apply to their everyday lives.
- To provide significant opportunities for outdoor learning and to allow children to gain an understanding and appreciation of their local environment.
- To provide opportunities for children to voice their opinions and be involved in the ongoing process of change and improvement.
- To encourage active participation and clear communication with parents / carers, in relation to all elements of school life.

SCHOOL IMPROVEMENT PLAN

Our 2017/18 School Improvement Plan encompasses those areas we have identified through self-evaluation as well as Council and National Priorities.

As part of our self-evaluation we have a continuous cycle of policy review and implementation; thus ensuring these adequately reflect the needs of our pupils, parents and the school. All staff, and when appropriate pupils, are involved in both developing and reviewing these. Each member of staff ensures that the education your child receives is of the highest quality.

CURRICULUM

Curriculum for Excellence

Bring learning to life and life to learning

All Scottish schools follow Curriculum for Excellence for 3-18 year olds. The aim of Curriculum for Excellence is to raise standards, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world.

Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together. Glow, Scotland's unique, world-leading, online network supports learners and teachers in this and plans are already in place for parents across the country to have access to Glow.

Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring the change is smooth. They'll ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of knowledge and skills.

Every child is entitled to a broad and deep general education, whatever their level and ability. Every teacher and practitioner is responsible for literacy and numeracy – the language and numbers skills that unlock other subjects and are vital to everyday life. It develops skills for learning; life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

There's personal support to help young people fulfil their potential and make the most of their opportunities with additional support wherever that's needed. There is an emphasis by all staff on looking after our children's health and wellbeing – to ensure that the school is a place where children feel safe and secure.

Ultimately, Curriculum for Excellence aims is to improve our children's life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens, building on Scotland's reputation for great education.

Curriculum for Excellence Areas of Study

<p>Literacy and English Listening and talking Reading Writing Core Materials Pearson 'Story World, Literacy World and Models for Writing Leisure readers Ginn 360 Oxford Reading Tree and related materials Nelson skills and development and Nelson spelling Phonics programme P1/3 – Jolly Phonics</p>	<p>Numeracy and Mathematics Number, money and measure Information handling Shape, position and movement Resources Heinemann Mathematics P1-P7. This is a comprehensive and practical maths scheme with in-built check-ups and assessment. Teachers also supplement this by the inclusion of their own written materials, which provide support and extension.</p>
<p>Sciences Planet Earth Forces, electricity and waves Biological systems Materials Topical science</p>	<p>Health and Wellbeing Mental, emotional, social and physical wellbeing Planning for choices and changes Physical education, physical activity and sport Food and health Substance misuse Relationships, sexual health and parenthood Sexual Health and Relationships The authority has a Sexual Health and Relationships Education Policy, which includes guidelines and protocols for partnership working with parents and external agencies. However, our policy is currently under review. Parents have the right to withdraw their child from sex education.</p>

	<p>Young People and Substance Use</p> <p>There is an authority policy on young people and substance use, which includes guidance on dealing with incidents in school.</p>
<p>RME</p> <p>Christianity</p> <p>World religions selected for study</p> <p>Development of beliefs and values</p>	<p>Expressive Arts</p> <p>Participation in performances and presentations</p> <p>Art and Design</p> <p>Dance</p> <p>Drama</p> <p>Physical Education</p> <p>Music</p>
<p>Modern languages</p> <p>Listening and talking</p> <p>Reading</p> <p>Writing</p>	<p>Technologies</p> <p>Technological developments in society</p> <p>ICT to enhance learning</p> <p>Business contexts for developing technological skills and knowledge</p> <p>Computing science contexts for developing technological skills and knowledge</p> <p>Food and textiles contexts for developing technological skills and knowledge</p> <p>Craft, design, engineering and graphics contexts for developing technological skills and knowledge</p>
<p>Social Studies</p> <p>People, past events and societies</p> <p>People in society, economy and business</p>	

LEARNING AND TEACHING

The primary aim of teaching is to facilitate pupil learning. On this basis teaching is taken to mean supporting students to learn by providing stimulating and engaging learning experiences. At Aberfoyle, learning is an interactive process where pupils make connections to the world around them through exploring and discovery. Effective learning and teaching secures children's progress.

We encourage children to take risks and view errors as a step in the learning process. As a school we have adopted a Growth Mindset approach to all learning:

- An attitude that determines how children interpret and respond to situations.
- A belief that skills and abilities can be developed over time, through dedication and hard work.

ASSESSMENT

Assessment is an integral part of learning and teaching across the curriculum. As part of the principles underpinning 'Assessment is for Learning' and 'A Curriculum for Excellence' we have a range of processes and procedures to measure pupil progress; children work within Early, First and Second Level.

Assessment of each pupil is continuous and assists in monitoring progress and enables teachers to plan appropriate learning experiences. However, it is crucial that pupils have ownership of their progress too, so whilst celebrating their achievement/attainment they are equipped with the necessary skills to set themselves realistic but challenging goals.

At the end of each academic year a copy of your child's academic progress is sent to you which offers an overview of your their progress.

Home Learning

The phrase 'home learning' defines any activities which children are asked or choose to do outside school, either on their own or with the support of adults. There is a very useful site for parents to visit which provides a range of information including home learning, www.parentzonescotland.gov.uk.

House System

As part of our positive behaviour management policy we have an established house system. Children are allocated a house once they begin school and if they have older siblings we ensure that they are linked to the same house. The house system promotes team work and our Primary 6/7 children are responsible for managing their house in a range of activities throughout the year.

Support for Learning

Careful monitoring of progress gives teachers the opportunity to address the needs of those pupils who are not achieving their potential or exhibit specific difficulties which impact on learning. It also highlights the needs of individuals who need more challenging and stimulating work, appropriate to their learning needs. Our Additional Support for Learning (ASL) Teacher specialises in this area and can be utilised in the classroom, with small groups or individuals.

The ASN department and other professionals also provide advice and support, if this is considered necessary.

We use Staged Intervention as a method of identifying children's individual needs and how best to support them. Parents are fully consulted before their child is added to our record of concern or as they move in to the staged intervention process. Should you have any concerns regarding this please contact us.

Special Educational Needs

All pupils, including those with special educational needs are entitled to participate in, and benefit from, a broad, balanced curriculum. In school, we plan a programme of work appropriate to the ability of the child. We work co-operatively with specialist teachers when needed in order to meet the needs of all pupils in our care.

PARTNERSHIP WITH PARENTS

We believe that it is the responsibility of the school to keep parents informed of their child's progress. We do this in a variety of ways:

- by hosting open afternoons to enable parents to see their child's work and the ongoing work of the school-led by your child
- early Parents' Evening at the beginning of each academic year
- issuing pupil progress reports towards the end of the summer term of each school year
- parents' evenings where you have the opportunity to discuss your child's progress in greater depth with their teacher
- assemblies
- curricular or information sharing opportunities
- seasonal events
- parental drop in sessions.

SCHOOL UNIFORM

We encourage the wearing of school uniform at all stages within the school. The uniform consists of:

- ***navy blue reversible fleece***
- grey/black trousers/skirt/pinafore
- grey jumper or cardigan
- white shirt
- ***blue and gold tie***
- ***royal blue sweat shirt***
- ***navy blue polo shirt***
- ***navy blue t-shirt & shorts for PE***
- in summer blue and white striped or checked dresses may be worn
- ***home learning bag***

We stock all items in bold italics which can be purchased from the school office. There are forms of dress which are unacceptable in school, such as items of clothing which potentially encourage fashion (such as football colours) or any which carry advertising particularly for tobacco or alcohol. We encourage children to have a change of footwear particularly during wet or wintry weather. A painting shirt/overall should be provided for art and craft work. Gym kit – t-shirt, shorts and gym shoes/trainers can be left in school. Gym bags, or any draw string bag ensures all kit is kept neatly in the cloakroom. Jewellery cannot be worn during any PE activity.

In Primary 7 children wear a different uniform which gives them recognition and kudos. The uniform is similar to what they will wear at high school which also allows for a seamless transition.

SECONDARY SCHOOL

At the end of Primary 7, pupils normally transfer to:

McLaren High School, Mollands Road, Callander
Tel: 01877 330156

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 AND SAFEGUARDING

All children in Scotland have the right to be protected from abuse or neglect.

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.

Effective safeguarding and child protection procedures are in place in school and all staff are aware of their responsibilities to pass on information relevant to child protection concerns.

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/childcare,-school-and-educational-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. 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 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 head of establishment or depute head, will be responsible for looking into the complaint. On occasion, the head of establishment may refer the complaint to the Schools, Learning and Education team centrally e.g. if it is about the conduct of the head of establishment.

The school or nursery will provide a response to the Stage One complaint within 5 working 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 the Schools, Learning and Education team, 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 head of establishment or complaints which are too complex for a head of establishment to deal with.

To move to Stage Two, you should e-mail (info@stirling.gov.uk) or you can ask the head of establishment 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. if 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](#) (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 become aware of, more than a year ago.



Stirling Council Schools, Learning and Education

Enrolment Arrangements : Primary & Secondary School Education in 2018

The 2018/2019 school year starts on 20 August 2018. This is the **only** date for beginning school education for that year.

All children who are five years old on or before 20 August 2018 are of school age and **must** start their primary school education on 20 August 2018, children who are five years old between 20 August 2018 and 28 February 2019 **may** start their primary school education on 20 August 2018.

If your child is starting their primary school education in August 2018 you **must** enrol him/her at their catchment school **by 26 January 2018**. 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. As part of the enrolment process we check the residency of all parents wishing to enrol their child at their catchment school, please bring your child's birth certificate, child benefit book/award letter, tax credit award letter, two recent household utility bills and a recent council tax bill with you when you enrol your child.

The list of dates when schools are enrolling pupils will be available on our website www.stirling.gov.uk from 4 December 2017.

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 2018. 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 2018/2019

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 2018-2019, to do so in writing **by no later than 15 March 2018**. 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 <http://my.stirling.gov.uk/cekeforms/view/placingrequestapplicationform> or, alternatively, application forms and guidelines are available from Schools, Learning and Education, Wolfcraig, Dumbarton 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 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, 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

**Stirling Council
Schools, Learning and Education
October 2017**

EQUALITIES

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

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.

Following any prejudice based incident, schools are required to report their investigations and outcomes to the local authority for monitoring purposes.

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 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
- 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 – 0345 123 2303
- An email enquiry service – info@enquire.org.uk
- Two websites - www.enquire.org.uk (for parents/carers and practitioners)
www.reach.scot (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 Govan Law Centre referred to as “Let’s Talk ASN”. 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 Govan Centre on:

- Telephone: 0141 445 1955
- E-mail: letstalkasn@edlaw.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 & Wellbeing team at Wolfcraig: telephone 01786 233179 or e-mail additionalsupportneeds@stirling.gov.uk.

GETTING IT RIGHT FOR EVERY CHILD

Getting It Right for Every Child is the national approach in Scotland to improving outcomes and supporting the wellbeing and rights of children and young people by offering the right help at the right time from the right people. The approach has been developed over the last ten years and is based on key principles including:



- *child-focused* – ensuring the child or young person, and their family, is at the centre of decision-making
- *tackling needs early* – identifying needs as early as possible to avoid bigger concerns or problems developing.
- *joined-up working* – ensuring services work together with families in a coordinated way.

Wellbeing

A child or young person's wellbeing is influenced by everything around them and the different experiences and needs they have at different times in their lives.

Every child or young person should be safe, healthy, achieving, nurtured, active, respected, responsible and included.

These eight indicators help make sure everyone – children, parents, and the people who work with them have a common understanding of wellbeing.

Named Person

Most children and young people get all the help and support they need from their parent(s), wider family and community. Sometimes, families may need a bit of extra help; the Named Person is available to listen, advise and provide information or help access other services.

Children and young people from birth to 18, or beyond if still in school, and their parents will have access to a Named Person, normally the health visitor for pre-school children and the head or depute head teacher for school age children.

A Named Person will only offer advice or support in response to a request from a child or parent, or when a wellbeing need is identified and there is no obligation to accept the offer of advice or support from a Named Person. Where a child may be at risk of harm, Child Protection procedures will be followed.

Child's Plan

The Children and Young People (Scotland) Act 2014 ensures a single planning framework, Child's Plan, will be available for children who require extra support that is not generally available to address a child or young person's needs and improve their wellbeing.

The Child's Plan is part of the GIRFEC approach to promote, support and safeguard the wellbeing of children and young people. The Scottish Government is working with Parliament to agree a timetable to enable commencement in 2018.

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](#).

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

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 hrs, 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>.

Menus and current prices can be viewed on the Council's website at <http://my.stirling.gov.uk/services/education-and-learning/schools/schools-catering>.

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

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 at:

<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.

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 Stirling Council website at:

<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.

EDUCATION STATISTICS PRIVACY NOTICE

Annual Data Check

On an annual basis schools request that parents and carers update the information that they hold for administrative purposes. It is important that this information contains up to date details as the school may use it in the event of an emergency. This information is also used to submit secondary school pupils for SQA examinations.

When you receive an Annual Data Check you should make any corrections or additions in pen and return to your child's school.

If you move address or change your mobile phone number please remember to notify the school.

Pupil record information is used in accordance with the Council's Data Protection Notification.

Transferring Educational Data About Pupils

The Scottish Government and its partners collect and use information about pupils in schools (e.g. the number and characteristics of pupils, their attendance, absence and exclusions, their attainment and their destination when leaving school) to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Skills Development Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils
- plan and deliver better policies for the benefit of specific groups of pupils
- better understand some of the factors which influence pupil attainment and achievement
- share good practice
- target resources better
- enhance the quality of research to improve the lives of young people in Scotland.

Data policy

Information about pupils' education is collected through our statistical surveys in partnership between the Scottish Government and Local Authorities through the ScotXed Programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information. The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.

The individual data about pupils in schools collected by Scottish Government through statistical surveys is used only for the statistical and research purposes for which it is collected.

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website (<http://www.gov.scot/Topics/Statistics/ScotXed>). Pupil names and addresses (other than postcode) are never collected in any ScotXed statistical survey.

Scottish Government works with a range of partners including Education Scotland, Skills Development Scotland and the SQA. On occasion, in order to help meet our aim of improving the life of young people in Scotland, we may make individual data available to partners such as the National Registers of Scotland to carry out research relating to the national population census and also to academic institutions and organisations to carry out additional research and statistical analysis which helps inform policy development and contributes to improving outcomes for Scotland's people. In order to carry out this research to support better decisions, policy making and practice, data may be linked to information from other sources.

Any sharing or linkage of data will be done under the strict control of Scottish Government, and will be consistent with our data policy and the National Data Linkage Guiding Principles. This will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing or linkage of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

Concerns

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis, Mick Wilson, at mick.wilson@scotland.gsi.gov.uk or write to Education Analytical Services, Area 2D, Victoria Quay, Leith, EH6 6QQ.

STIRLING COUNCIL – EDUCATION

2017-18 School Dates

Autumn Term Starts Ends	Monday 21st August 2017 Tuesday 22nd August 2017 Friday 6th October 2017	Teachers return Pupils return
October Holiday Starts Ends	Monday 9th October 2017 Friday 13th October 2017	
Winter Term Starts	Monday 16th October 2017	
Staff Development Day Staff Development Day	Thursday, 23rd November 2017 Friday 24th November 2017	
Winter Term Ends	Friday 22nd December 2017	
Christmas Holiday Starts Ends	Monday 25th December 2017 Friday 5th January 2018	
Spring Term Starts	Monday 8th January 2018	
Staff Development Day Staff Development Day Local Holiday Local Holiday Local Holiday	Monday 12th February 2018 Tuesday 13th February 2018 Wednesday 14th February 2018 Thursday 15th February 2018 Friday 16th February 2018	
Spring Term Ends	Thursday 29th March 2018	
Spring Holiday Starts Ends	Friday 30th March 2018 Friday 13th April 2018	
Summer Term Starts	Monday 16th April 2018	
Local Holiday	Monday 7th May 2018	
Summer Term Ends	Friday 29th June 2018	
Summer Holiday Starts Ends	Monday 2nd July 2018 Friday 17th August 2018	
	Monday 20th August 2018 * Tuesday 21st August 2018 *	Teachers return Pupils return

* To be confirmed

STIRLING COUNCIL – EDUCATION

2018-19 School Dates

Autumn Term Starts Ends	Friday 17 August 2018 Monday 20 August 2018 Friday 12 October 2018	Teachers return Pupils return
October Holiday Starts Ends	Monday 15 October 2018 Friday 19 October 2018	
Winter Term Starts	Monday 22 October 2018	
Staff Development Day Staff Development Day	Thursday, 29 November 2018 Friday 30 November 2018	
Winter Term Ends	Friday 21 December 2018	
Christmas Holiday Starts Ends	Monday 24 December 2018 Friday 4 January 2019	
Spring Term Starts	Monday 7 January 2019	
Staff Development Day Staff Development Day Local Holiday Local Holiday Local Holiday	Monday 11 February 2019 Tuesday 12 February 2019 Wednesday 13 February 2019 Thursday 14 February 2019 Friday 15 February 2019	
Spring Term Ends	Friday 29th March 2019	
Spring Holiday Starts Ends	Monday 1 April 2019 Friday 12 April 2019	
Summer Term Starts	Monday 15 April 2019	
Good Friday Easter Monday	Friday 19 April Monday 22 April	
Local Holiday	Monday 6 May 2019	
Summer Term Ends	Friday 28 June 2019	
Summer Holiday Starts Ends	Monday 1 July 2019 Friday 16 August 2019	
	Monday 19 August 2019 * Tuesday 20 August 2019 *	Teachers return Pupils return

* To be confirmed