



Stirling Council
Schools, Learning & Education

Deanston 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

Deanston Primary is a rural school, seven miles from Stirling. What makes us unique is our small size and the caring, family atmosphere reflected in the partnership between pupils, staff, parents and the community; our school is at the very heart of the community. This uniqueness is celebrated and reflected in our curriculum; we value the contributions of families and the wider community in working towards our aims, using local expertise and our context to develop children's understanding of their place in the community and wider world. The school currently has a roll of 42 pupils, which are split between two composite classes P1-3 and P4-7.

DESCRIPTION OF THE SCHOOL

The school was opened in 1897, and re-opened in Jan 1996 after an extensive refurbishment. There are three classrooms, a gym hall/dining area, cookery teaching room, and up-graded toilet facilities including a fully equipped disabled toilet. The two rooms normally used for teaching are adjacent to the middle classroom. This is used by both classes as an additional teaching space and classroom. The outside area has been enhanced by the addition of play equipment which was funded by the Parent Council.

Angela Maxwell
Head teacher

SCHOOL INFORMATION

School Address	Deanston Primary School Teith Road Deanston Stirling FK16 6AT
Telephone/Fax	01786 841438
Email	deansps@stirling.gov.uk
School Roll	42
Head teacher	Mrs Angela Maxwell
Teaching Staff	
P1-P3	Mrs Katy Baxter
P4-P7	Mr Alan Atkinson
Non-Contact Cover	Mrs Gemma Nicolson (Wed/Thurs)
Visiting Specialists	
Support for Learning Teacher	Mrs Jackie Edmiston (Friday am)
Music	Mrs Sheena McLean (biannually)
PE	Ms Amanda McKie (Wed pm – fortnightly/biannually)
School Support Staff	
Admin Assistant	Mrs Louise Harrower
Support for Learning Assistant	Mrs Gillian Thomson
Support for Learning Assistant	Mrs Margaret Milne
Support for Learning Assistant	Mrs Ann Waghorn
Caretaker/School Meals	Mrs Lorryayne Shaw

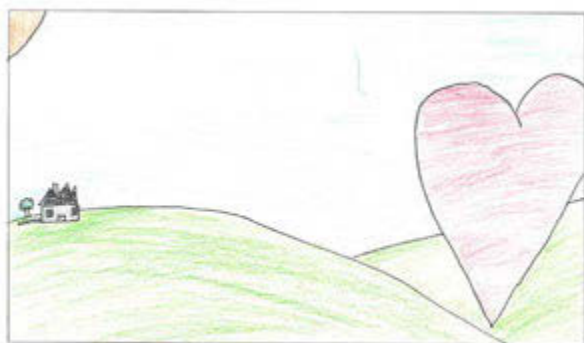
The School Day

Morning Session	9.00 am – 12.15 pm
Morning Interval	10.30 am – 10.45 am
Lunchtime	12.15 pm – 1.00 pm
Afternoon Session	1.00 pm – 3.00 pm

SCHOOL VALUES AND AIMS

Our vision for Deanston Primary School encompasses the vision of Curriculum for Excellence that all children are: **successful learners, confident individuals, responsible citizens and effective contributors**. To achieve this, we seek to deliver a stimulating and challenging curriculum which supports children's learning within a positive and nurturing environment as well as providing a wide range of activities which allow all learner opportunities to succeed and blossom as individuals. We strive to offer equity of opportunity for all learners and value the contributions of families and the wider community in working towards our aims. Our school values: responsibility, enjoyment, caring and fairness underpin our learning and teaching and permeate our school ethos.

Our school motto is '**Small School, Big Heart**'



Small School, Big Heart

To fulfil our vision we aim to:

- Raise attainment and achievement for all by ensuring our children work within a positive learning environment with opportunities to develop their skills, confidence and self-esteem to their fullest potential.
- Meet the needs of children through provision of a coherent and balanced curriculum with emphasis on participation in Sports, Arts and Cultural activities.
- Encourage children to take a pride in their school and the community by being courteous and respectful of their local environment.
- Maintain and develop further our good links between the school, parents, the community and international partnerships.
- Promote the fundamental values of Scottish society that incorporates wisdom, justice, compassion and integrity.

To achieve these aims we plan for continuous school improvement and work with children, parents and the wider community at the same time being supported by Stirling Council's Education Service.

ETHOS

Positive Behaviour Approaches

The school is committed to supporting the development of its pupils and as a result, wishes to encourage their development spiritually, morally, socially and culturally. This is achieved by creating a school ethos which, in every way possible, gives value to these aspects of development, especially by providing an overall atmosphere that is both caring and challenging and which provides opportunities for the development of personal responsibility.

Positive Behaviour Policy

Through our P7 buddy scheme we promote positive behaviour throughout the school. All children also play an active part in either the Pupil Council, Health Group or Eco-schools; each group has an area of responsibility.

Children, from P1-P7 were involved in the development of the content of the behaviour policy and are encouraged to feel that their input is valued.

Staff use the restorative approach wherever possible to resolve conflicts. This approach has 5 themes:

- Everyone has their own perspective therefore everyone has the right to be heard
- What people think influences how they feel i.e. they feel that they can justify their actions
- When there are conflicts and disagreements harm can result and children need opportunities to see how we can move forward after a dispute
- Whether someone has been on the receiving end of harm or has caused harm they are likely to have similar needs i.e. to be heard, to explain their perspective etc.
- It is the people who are affected by a situation or event who are best placed to identify what should happen so that everyone can move on.

The strategies and the language used are very important; the above themes are explored with a responsible adult when harm has been done.

Recognising and Celebrating Achievement

We have fortnightly assemblies when certificates are awarded for achievement and effort using the school values: Fairness, Responsibility, Caring and Enjoyment. These values are also celebrated through our Pupil Choice Awards at our annual Celebration of Success.

Children are also encouraged to share out-of-school achievements at assemblies and, in addition, certificates and photographs of achievements for every child are on display in the school foyer.

Homework Policy

As a result of the homework policy review held in June 2013, we implemented a homework scheme whereby children will only be given homework if they and their families 'opt in'. This is reviewed annually and has continued to prove very effective. 95% of children and families currently 'opt in' to homework.

SCHOOL IMPROVEMENT PLAN

The School Improvement Plan takes account of National Priorities, Stirling Council Local Improvement Plan and School Targets.

We use a range of assessment tools to self-evaluate including 'How Good is Our School' and local authority materials. Our School Improvement Plan identifies our priorities for the following session. The priorities for our plan come from asking parents and carers for their feedback on what we do well and what we could do to improve using the HMIE questionnaire. Staff views are gathered, evaluating ourselves against the Quality Indicators from the Scottish Government document 'How Good is Our School'. Support staff and visiting teachers are also asked for their views about what we do well and areas for improvement. All children from P1-P7 also contribute their opinions.

Our priorities for 2017-18 are to:

- Continue to raise attainment in Numeracy – focusing on multi-step problems
- Continue to raise attainment in Literacy – Reflective Reading in P4-7 / Phonics P1-3
- Continue to raise attainment in Literacy – Writing P1-7
- Develop Growth Mindset in Writing P1-7
- Continue to identify opportunities for outdoor learning, with a focus on Literacy and Numeracy

THE CURRICULUM

The school curriculum follows Stirling Council Guidelines and Curriculum for Excellence – Building the Curriculum 3 which gives children opportunities to develop skills for learning, skills for life and skills for work with a continuous focus on literacy, numeracy and health and wellbeing.

“Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing coherent, more flexible and enriched curriculum from 3-18, firmly focused on the needs of the child and young person and designed to enable them to develop the four capacities. The changes brought about by Curriculum for Excellence should lead to improved quality of learning and teaching and increased attainment and achievement for all children and young people in Scotland, including those who need additional support in their learning.”

‘Curriculum for Excellence –Building the Curriculum 3’

Curriculum Areas

As well as high standards of teaching, in order to achieve our vision, we have developed a structured curriculum which ensures high standards of attainment and achievement for all learners. We are committed to providing opportunities for learners to have a voice not only in their school but also their local community and to raise their awareness of current issues in Scotland and the wider world. Progression pathways for almost all, curricular areas, provide structure and coherence.

The guidance in Curriculum for Excellence is structured under the heading of the eight curriculum areas:

- Expressive Arts
- Health and Wellbeing
- Literacy and English
- Numeracy and Mathematics
- Religious and Moral Education
- Science
- Social studies
- Technologies

At Deanston Primary School our programmes reflect guidance in Curriculum for Excellence:

Literacy and English

Each academic session children gain experience in all aspects of Literacy and English. Teachers use a variety of resources to support class teaching, promoting an ethos of Active Learning in the classroom; only using workbooks, textbooks and schemes to complement teaching practices.

There is an annual focus on Scots Language, children have the opportunity to learn Scots poetry and enjoy stories with a Scottish theme.

Numeracy and Mathematics

Over the course of an academic session children experience Mathematics on a daily basis. We take a whole class concept approach to teaching numeracy and maths; children work within fluid groupings according to their prior learning, confidence and competence with each concept. Again, we promote active learning and children have the opportunity to experience a variety of learning resources.

Health and Wellbeing

Class teachers are responsible for the planning, delivery, implementation and evaluation of all aspects of Health and Wellbeing, however other staff members may be involved as well as outside agencies. Aspects taught include:

- 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.

All children receive the statutory 2 hours of Physical Education a week.

Science

Each academic session children experience one or more aspects of Science. This can either be linked to a context or taught as a discrete subject. We focus on progression of skills in science.

Expressive Arts

Each academic session, children experience all aspects of Expressive Arts including Art, Music, Dance and Drama. All children have the opportunity to experience the excitement of a performance through participating in our Christmas show.

Religious and Moral Education

Deanston Primary School is a non-denominational school. Through curricular lessons, children will develop an understanding of Christianity and other world religions, beliefs and customs.

We seek to involve organisations such as SSPCA, NSPCC, 'Start-up Stirling' etc. and the local Church of Scotland Minister attends some of our assemblies throughout the year.

Technologies

At Deanston Primary School, we have a 3 year plan where children gain a wide variety of experience without repetition within year groups. Over the course of an academic session children gain experience of one or more aspects of Technology.

Information Technology

Class teachers have responsibility for planning, teaching and evaluating IT. In the lower school, the focus is on skills and in the upper school children use and further develop their skills to showcase their learning across all curricular areas e.g. word processing reports, informative PowerPoints etc.

Every child and teacher has their 'own' iPad which is used to complement and enhance traditional learning and teaching e.g. making digital books and recording information about their learning. The children are very confident and have developed a variety of technical skills; they can also see how the technology is useful for helping them with their learning. CEOP internet safety is delivered to children each year.

Social Studies

Each academic session children experience aspects of Social Studies, one of which will be taught using the 'Connecting the Learning' approach. This approach focuses on providing opportunities to teach the children how to learn and to apply learned skills across the curriculum. Children and young people should find their learning challenging, engaging and motivating, the curriculum should encourage high aspirations and ambitions for all. Children in both the lower and upper school contribute to the planning of contexts e.g. by mind-mapping, making suggestions about learning activities etc. Children are encouraged to work actively and collaboratively to undertake context challenges.

Languages

At Deanston Primary School we offer children from P1-7 French and in addition P4-7, learn Gaelic. It is the responsibility of a trained member of staff to plan, implement and evaluate these lessons. Children are encouraged to speak French and Gaelic by practicing vocabulary. At primary level there may be some written work but the focus is mostly verbal.

LEARNING AND TEACHING

In supporting and promoting effective learning and teaching we hope to deliver a curriculum in line with Curriculum for Excellence with the purpose of enabling all young people to become:

Successful learners

With:

an enthusiasm and motivation for learning, determination to reach high standards of achievement and an openness to new thinking and ideas

Able to:

use literacy, communication and numeracy skills
use technology for learning
think creatively and independently
learn independently and as part of a group
make reasoned evaluations
link and apply different kinds of learning in new situations

Effective contributors

With:

an enterprising attitude, resilience and self-reliance

Able to:

communicate in different settings
work in partnership and in teams
take the initiative and lead
apply critical thinking in new contexts
create and develop
solve problems

Responsible citizens

With:

a respect for others and a commitment to participate responsibly in political, economic, social and cultural life

Able to:

develop knowledge and understanding of the world and Scotland's place in it
understand different beliefs and cultures
make informed choices and decisions
evaluate environmental, scientific and technological issues
develop informed, ethical views of complex issues

Confident individuals

With:

self-respect, a sense of physical, mental and emotional wellbeing, secure values and beliefs and ambition

Able to:

relate to others and manage themselves
pursue a healthy and active lifestyle
be self-aware
develop and communicate their own beliefs and view of the world
live as independently as they can
assess risk and make informed decisions
achieve success in different areas of activity



Deanston Primary School Assessment Policy Updated August 2017

Learning and Teaching

Our strategic 3 year planning cycle assists teachers by providing a framework for coverage of experiences and outcomes, providing staff with the opportunity to plan for all stages and levels; ensuring breadth of learning as well as coherence and progression across curricular areas and outcomes. Evidence is gathered by the learner and practitioner/teacher in a variety of ways (Say, Make, Write and Do) and across the four contexts for learning at key points in a learner's journey.

All teachers encourage active learning and children contribute to planning contexts, providing opportunities for relevance, personalisation and choice. Most curricular based subjects are planned for the whole class with a focus on an outcome with differentiated activities providing depth of learning and opportunities for progression at a pace that is best suited to the individual learner. Teachers regularly meet with the Head teacher to discuss progress, next steps and individual pace. Learners participate in the process and contribute to determining and gathering relevant evidence.

Assessment must be valid, reliable, fair and manageable for all involved and must be consistently applied. There are opportunities for moderation of standards using ES Benchmarks with local schools as well as at learning community and authority level.

Teachers meet regularly with the Head-teacher to discuss children's progress using both formative and summative assessment information and to identify and plan next steps in learning for individuals and groups.

Formative Assessment	Summative	Assessment	Curricular area/theme
Teachers use a range of approaches to assess children's learning e.g. information gathered from jotters, workbooks, check-ups and through photographs etc. Assessment samples are gathered throughout the year (not necessarily for each context taught) e.g. start/end of context assessments, samples of good work, annotated photographs, photocopies of jotter work, copies of individual/group feedback etc.	Termly each academic session	Using Stirling Council Pathways	Writing
	By December	holistic	Maths / Literacy
	January	Progress in Maths Single Word Spelling Test	Maths Spelling
	February/March	SNSA	Literacy and Maths
	April/May	YARC Clacks Single Word Spelling Test	Reading Maths Spelling
Aifl Learners peer and self-assess using strategies including, traffic lights, thumbs up and fist-of-5 for effort.			
Learning intentions and success criteria are used to ensure learners know what they are learning and how they will know they have achieved.			
Teachers share children's progress through: meetings, snapshot jotters, open sessions etc.			

PARTNERSHIP WITH PARENTS

Parent Council

The Parent Council forms part of the Parental Involvement Act of which the main aims are to:

- Help parents become more involved with their child's education and learning
- Welcome parents as active participants in the life of the school
- Provide easier ways for parents to express their views and wishes

To help achieve these aims, all parents will automatically be members of the Parent Forum at their child's school and will be entitled to have a say in what happens at the school.

Following the AGM of the Deanston Primary School Parent Council, in October 2017, the following office bearers were elected:

Mrs Anne Armstrong / Mrs Marie Savage	Joint Chair
Mrs Jillian MacDonald	Minute taker
Mrs Caroline Lothian	Treasurer

A copy of the Constitution of Deanston Primary School Parent Council is available upon request to the office.

Parent Helpers

Parent helpers are made welcome in school; we would always prefer that parents do not volunteer in their own child(ren)'s class as this can be difficult for both parents and children.

Parent Evenings

An informal meeting is held in June with the parents of the next session's P1 pupils. Formal parent interviews are held in November and in May when they will provide an opportunity for staff to share pupil reports. There is also a 'drop-in' session in

Sharing Learning

We share learning with parents in a variety of ways: Twitter, School Website, invitations to attend shows and assemblies, through 'snapshot' jotters that are sent home twice a year to allow parents to see children's work tasks over the course of a week, parental involvement in school activities such as grounds days, information in school newsletters about what children have been learning etc.

Open Door Arrangements

The head teacher will welcome parental enquiries and visits to school. If you wish to speak to a class teacher, please call to make an appointment in order to avoid disruption to teaching. It is helpful if you can give an indication of what your query is about so that staff can gather information beforehand (if need be).

Communication with Parents

From time to time your child will carry communications from the school giving items of basic information such as holiday dates together with information of interest about forthcoming events in the school. Enquiries of any kind should be addressed to the head teacher in the first instance. If you would prefer to receive letters etc. by email, please let us know.

We use App Central to provide dynamic updates and reminders re activities; almost all parents have downloaded and use this App. There is a monthly newsletter and the Parent Council operates a very successful Facebook page with details of weekly activities and upcoming events

Community Involvement in the School

Deanston Primary School is very much a community school and relies on the co-operation and support of everyone in the community and beyond. Parents are encouraged to come along and support our after school activities. Through our close partnerships with CAFD - Community Action for Deanston – there are a well-established weekly Yoga and Art Classes. In addition many other organisations make use of the premises for a wide variety of functions.

SCHOOL UNIFORM

Stirling Council encourages the wearing of school uniform. The school orders navy sweatshirts, navy cardigans, red polo-shirts and navy fleeces from our supplier. Orders are placed twice a year and order forms can be obtained from the school office.

Navy Sweatshirt	£7.50 £8.50	(Sizes 22"-34") (Sizes 36" and over)
Navy Cardigan	£10.00 £12.00	(Sizes 22"-34") (Sizes 36" and over)
Polo Shirt (red)	£6.50 £7.50	(Sizes 22"-34") (Sizes 36" and over)
Navy Jacket	£17.00 £21.00	(Sizes 22"-34") (Sizes 36" and over)
Rain Jacket	£13.00	(Sizes 22"-34") Only available in small sizes
Navy Fleece Jacket (full zip)	£10.50 £14.00	(Sizes 22"-34") (Sizes 36" and over)

Pupils in nursery enjoy an enhanced transition provision between April and June. They have the opportunity to meet with staff and pupils and participate in an organised transition programme of events. These are:

- 1 ¾ days in school
- Pupil visits
- Street Dance initiative in summer term – Nursery pupils and parents are encouraged to attend

SECONDARY SCHOOL

At the end of P7 pupils will normally transfer to: McLaren High School, Molland Road, Callander, FK17 8JH, tel: 01877 330156

Pupils have the opportunity to meet with pupils from the McLaren cluster and participate in an organised transition programme of events including: 3 day / 2 night residential experience, Ceilidh, Active Sports Day and Formal Induction Day.

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/akeforms/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 additional support needs@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