



Stirling Council
Schools, Learning & Education

Killin Primary School
Handbook

2018/2019

CONTENTS

	Page
Chief Education Officer's Foreword	3
Welcome from the Headteacher	4
Description of the School	5
School Information	6
School Values and Aims	7
Ethos	7
School Improvement Plan	8
Curriculum	8
Learning and Teaching	11
Assessment	13
Partnership with Parents	13
School Uniform	14
Secondary School	15
Attendance	16
Child Protection and Safeguarding	16
Clothing Grants	17
Complaints	17
Enrolment	19
Equalities	20
Inclusion	20
GIRFEC	22
Insurance Information	23
School Health Service	24
School Meals	25
Transport	26
Unexpected Closures	26
Education Statistics Privacy Notice	26
School Holidays	29



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

I hope you find our brochure informative. However, please feel free to make an appointment to come to see the school and meet the staff and pupils if you require further information. We are always happy to show you around our lovely school.

I have a dual role as Headteacher of Killin and Crianlarich Primary Schools. If you need to speak to me at Killin Primary and I am not in the school that day, please ask a member of staff to contact me with your details. Killin and Crianlarich Schools have Principal Teachers and they are responsible for the learning, teaching, safety and wellbeing of all pupils in my absence.

To ensure that parents are involved in the school as partners in their child's education we have a Parent Partnership Group, Parents Evenings and other school events. As part of the school's improvement plans, we are looking at ways to further develop this positive partnership.

Our vision for the children at Killin Primary School is to provide opportunities to enable them to be healthy, happy, confident, and achieve their full potential in a safe and caring environment. I believe that everyone in the school community has a role to play in this vision, and look forward to building on partnerships with parents, the local community and local businesses as well as other agencies that help support the development of children's education.

At Killin Primary School the agreed set of core School Values are Respect, Honesty, Justice, Care and Challenge. It is my aim to promote these school values and to ensure that staff and pupils understand and share them.

Killin is a very supportive community, which contributes greatly to the resourcing of the school through the commitment of time, money and interest. I look forward to working in partnership with you to give your child a very enjoyable primary school experience.

Mr Richard Teall
Headteacher

DESCRIPTION OF THE SCHOOL

The school has been situated in its present location since 1873. However, the part, which is now solely used as our school, was only built in 1959/60 as a Junior Secondary School for the area. The secondary department closed in 1969.

Some classrooms are now occupied by the Public Library and the Nursery. The Nursery is run as a separate school with its own Headteacher and is open all year including holidays. There are very strong links between the two schools with a well-developed transition programme so that by the time the children transfer from nursery to school, they are already very familiar with their new classroom and staff.

The facilities for the school are three classrooms, a well-appointed gymnasium, a nurture room, a library, school kitchen and dining area. There are also numerous store cupboards. There is a playground with a mixture of grass and tarmac. There is also a climbing frame. The school benefits from a small but delightful environmental area with a pond which often has nesting ducks as well as toads!

We are well provided for with modern technology, with internet access and resources that meet the needs of the developing curriculum.

Tourism is a very important part of the local community. Killin is located within the Loch Lomond and Trossachs National Park at the western end of Loch Tay. The school has developed strong links with the National Park Authority – for example in 16 17 a ranger from the park worked with P6 P7 children on a regular basis leading to their gaining their John Muir Award (which helps children value their environment and gives them the skills and knowledge to better understand it as well as to help conserve it). The school also receives support from the National Trust for Scotland as well as several village based organisations such as the drama club and local churches.

SCHOOL INFORMATION

School Address	Killin Primary School Killin FK21 8UW
Telephone Number	01567 820265
E-mail Address	killinps@stirling.gov.uk
School Roll	64
Headteacher	Mr Richard Teall
Principal Teacher	Mrs R Foubister
Class Teachers	Mrs K Dunshea Mrs M Simpson Mrs R Foubister Mr P Waugh
Support for Learning	Mrs Hamilton
Admin Support Assistant	Mrs M McRae
Support for Learning Assistants	Mrs S MacAskill Mrs K Lafferty Mrs S Hibbert Mrs R Hay Miss A Elston
ASD Outreach	Mrs R Lawson
School Cook	Mrs L Martin
Caretaker/Cleaner	Mr C McLarty
Stages of the School	Primary 1 – Primary 7
The School Day	
Morning session	09.00-12.15
Morning break	10.30-10.45
Lunch break	12.15-13.00
Afternoon session	13.00-15.00

SCHOOL VALUES AND AIMS

Our aims at Killin Primary School are:

- To create a welcoming, calm, happy and purposeful atmosphere
- To provide an education that meets the needs of all pupils
- To provide an education that is inclusive and free from racial or gender discrimination, or discriminates pupils or staff for other reasons including disabilities.
- To encourage all children and staff to show consideration and respect for others and their property
- To provide a balanced curriculum which takes full advantage of the beautiful surroundings
- To provide positive role models
- To provide an environment that is attractive and stimulating
- To provide a framework of support to enable the effective development of all staff.

ETHOS

Our school is a small community. Every member of the school community has the right to be treated with respect. The qualities of tolerance, politeness, good manners and respect for others will be encouraged at all times. We ask for your co-operation and support in developing and reinforcing these qualities within the school and in sustaining our code of conduct and behaviour. All members of our school community are committed to working within our school values of Respect, Honesty, Care, Courage and Unity.

Positive Behaviour Approaches

We use the Good to Be Green system when children earn their Golden Time by working hard and conforming to the agreed class rules. This is very successful in enabling children to make the right choices and understand that actions always have consequences.

Occasionally, a child may continue to behave in a disruptive manner in which case their parents will be invited into school and targets for behaviour will be agreed. The Staged Intervention process will be used to put in supportive measures to improve a child's behaviour and actions taken will be agreed as part of this process.

Certificates are presented at a weekly assembly along with a Star of the Week trophy for each class. Housepoints are collected each week with children being a member of one of our two Houses – Dochart and Lochay. (Named after the two rivers that flow through the village of Killin).

Sports

Our Sports Committee has been looking at ways of increasing the range of physical activities within the school. The school has renewed its Silver Sports Scotland Award and is working towards gaining the Gold Award. Active Stirling staff have run a Sports Leaders programme so that our older children now have regular opportunities to coach our younger children. This session we have run several additional after school clubs including running, netball and football. New to the school is a Climbing Club.

Pupil Council

The pupil council has been very active in representing the views of children in deciding many issues that are important in the running of the school such as the charity that we will support and fundraising activities that go with it.

Extra-Curricular Activities

We offer a number of out of school activities as well as some lunchtime clubs which vary according to the season. Not just sports clubs but we include other areas of the curriculum eg a Writing Club and an ICT Club. *Active Stirling* also run sessions in the school. This has included ensuring that there are opportunities for our youngest children such as a P1-P2 football tournament. The school also takes part in McLaren Cluster events such as gymnastics, athletics and swimming competitions. The school has a ski team which regularly takes part in national competitions. In March 17, the P6 and P7 children enjoyed two wonderful days of skiing at Glencoe as well as one day at Braehead. Non sporting events are also attended such as local quizzes or in working with children from other schools on important issues such as discrimination and inequality. P3 to P7 children take part in the annual Think Dance competition at the McRobert Theatre in Stirling. Every other year, P6 P7 children complete their Bikeability Levels 1 and 2.

SCHOOL IMPROVEMENT PLAN

Our Priorities are:

- To continue to raise the attainment and achievement of all children.
- To continue with plans to share best practice in learning, teaching and assessment- focussing on improving pace and challenge for all learners.
- To continue to develop the curriculum at a brisk pace.

In order to ensure that we are providing a broad and balanced curriculum throughout the school, scrutiny of forward planning will be followed along with classroom observations and monitoring.

Continued links with our community are to be developed through our Parental Partnership whilst through Staff Development and consultation with all members of the school community we will develop further our inclusive ethos.

CURRICULUM

The school is currently developing teachers' skills to ensure we provide opportunities to create:

- confident individuals
- effective contributors
- successful learners
- responsible citizens
- to reflect a Curriculum for Excellence.

We aim to meet the needs of individual children within each area of the curriculum – Literacy and English, Numeracy and Mathematics, Health and Wellbeing, Expressive Arts, Religious and Moral Education, Sciences, Social Studies and Technologies. Our aim is to provide a broad and balanced curriculum.

All aspects of expressive arts are addressed by class teachers and specialist teachers. Social Studies allow children the opportunity to investigate the past and the world around them and to learn and develop the required skills to do this.

Literacy and English

The development of children's Literacy skills takes place in all areas of the curriculum. The skills necessary for communication to be developed are listening, talking, reading and writing. From the early years an atmosphere is created which encourages children to appreciate reading as an activity which will bring them great pleasure and personal satisfaction. Teachers ensure that children read a wide range of quality texts covering a variety of genres. Teachers model and teach the children in a systematic way all aspects of reading and writing. From an early stage, reference skills are taught and practised within a meaningful context.

Numeracy and Mathematics

All aspects of Numeracy and maths are taught in a structured and interactive way. When appropriate, teachers develop children's numeracy skills within a context and will look for opportunities to ensure that these are linked to real life situations. Teachers will plan to teach mathematics using a variety of differing resources and approaches, children are encouraged to become independent mathematical thinkers, developing strategies that enable them to tackle problems alone, or in co-operation with peers.

Through primary years, practical experiences are incorporated alongside the computer and calculator to combine in fostering skills such as estimation prediction and data handling, whilst promoting a positive attitude towards mathematics and its value in everyday life. At Killin Primary School it is our policy to encourage daily interactive mental maths activities.

Health and Wellbeing

Learning in health and wellbeing ensures that children and young people develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future. Learning through health and wellbeing promotes confidence, independent thinking and positive attitudes and dispositions.

Children will develop knowledge of:

- mental, emotional, social and physical wellbeing
- food and health
- substance misuse
- relationships, sexual health and parenthood

Expressive Arts

Expressive Arts encompasses Art and Design, Music, Drama and Dance. For all these areas we aim to develop practical skills and encourage pupils to aim to progress in all areas.

Religious and Moral Education

Religious and Moral Education is taught by the class teacher, following the Curriculum for Excellence Guidelines. Pupils will learn about Christianity, World Religions and develop their beliefs and values. Whole School Assemblies are once a week on a Friday, to provide opportunities for moral issues, citizenship and personal and social development to be further explored. The Good work Assembly on Friday gives an opportunity for the whole school to celebrate success when the children are given certificates for effort or success in all aspects of school life.

Individual study time will be provided if parents wish to exercise their right to withdraw their child from RME or Religious Worship.

Development of Pupils' Spiritual, Moral, Social and Cultural Values

The school is committed to supporting the development of its pupils as whole people and as a result, wishes to encourage their development in spiritual, moral, social and cultural terms.

These key human aspects of learning are supported through the following arrangements by:

- Creating a school ethos which in every way possible gives value to these aspects of development, especially by providing an environment that is both caring and challenging and which provides opportunities for the development of personal responsibility.
- Promoting social and moral learning through the management of behaviour.
- By highlighting everyone's right to be treated with respect whilst understanding that with these rights come responsibilities.
- Ensuring that staff and adults within the school provide positive models for pupils.
- Arranging regular gatherings of the school as a community and using such occasions to encourage and reinforce the values on which the school is based.
- Enriching the curriculum in all appropriate areas with an emphasis on spiritual, moral, social and cultural development.
- Providing opportunities within the curriculum to advance personal, social and emotional development.
- Providing a programme of religious education in which consideration will be given to responses to basic questions relating to the meaning, value and purpose of human life.
- Providing a programme of moral and spiritual education.
- Taking every appropriate opportunity to acknowledge value and appreciate the various cultures and heritage of the pupils and to encourage them to appreciate and value the cultures and heritage of others.

Sciences

Through learning in the sciences, children and young people develop their interest in, and understanding of, the living, material and physical world. They engage in a wide range of collaborative investigative tasks, which allows them to develop important skills to become creative, inventive and enterprising adults in a world where the skills and knowledge of the sciences are needed across all sectors of the economy.

The key concepts for Science are:

- Planet Earth
- Forces, electricity and waves
- Biological systems
- Materials
- Topical science

Social Studies

Through social studies, children and young people develop their understanding of the world by learning about other people and their values, in different times, places and circumstances; they also develop their understanding of their environment and of how it has been shaped. There is strong focus on Killin and its local environment including the Loch Lomond and Trossachs National Park. As they mature, children and young people's experiences will be broadened using Scottish, British, European and wider contexts for learning, while maintaining a focus on the historical, social, geographic, economic and political changes that have shaped Scotland. Children and young people learn about human achievements and about how to make sense of changes in society, of conflicts and of environmental issues. With greater understanding comes the opportunity and ability to influence events by exercising informed and responsible citizenship.

Social Studies are the study of:

- People, past events and societies
- People, place and environment
- People in society, economy and business

Technologies

The technologies framework offers challenging activities which involve research, problem solving, exploration of new and unfamiliar concepts, skills and materials and the rewarding learning which often results from creating products which have real applications. It provides progression in cognitive skills. Children and young people will develop their creativity and entrepreneurial skills and be encouraged to become innovative and critical designers of the future. These attributes are essential if, in the future, our children and young people are to play a major part in the global economy and embrace technological developments in the 21st century. New Chromebooks were purchased during the last session.

The technologies framework has six organisers:

- Technological developments in society
- ICT to enhance learning
- Business computing science
- Food and textiles
- Craft, design, engineering and graphics

Personal and Social Development

Personal and Social Development in our school is embedded in our daily practice. We teach personal and social skills as part of Curriculum for Excellence. This area is continually being worked on throughout the school day to ensure that pupils become responsible members of the school community, reflecting our agreed school values.

We have 'Circle Time', a Pupil Council and the Pupil Council Voice Box to give the children time to express their own opinions.

LEARNING AND TEACHING

Policies

Policies are continually refreshed to ensure that they reflect current best practice.

Anti-bullying Policy

Bullying in any form is not acceptable. By using our approach to positive behaviour we hope to prevent any bullying. Anti-Bullying Guidelines are available. Some of our main strategies to prevent bullying at this school are Buddying and Golden Rules. We also teach anti-bullying as part of our Citizenship Education and Personal and Social Development.

Classroom Organisation and Management

Due to our school roll, our classes are organised in composite classes, i.e. more than one year group in the same classroom. This current arrangement is P1/2, P3/4/5 and P6/7.

The classes are managed by grouping. The groupings are flexible and change according to the learning context and the children's needs.

Additional Support for Learning

All of the children at Killin Primary School are taught at their own ability and rate of learning with suitable work being undertaken by each one. The Getting IT Right for Every Child (GIRFEC) agenda is used to ensure the needs of all pupils are addressed through Staged Intervention process.

Where children may need more individualised or specialised learning, we have an additional support for learning teacher who assists the teacher in the classroom, to supplement the educational experience. The school is also privileged to have a strong team of support for learning assistants; their role is to assist the class teacher in implementing individual education programmes or supporting the learning of children. The Staged Intervention Process allows the staff in school and Support for Learning Team to assist with the teaching of pupils with specific difficulties, or to help develop Individualised Education Programmes.

All pupils in our care are catered for as individuals. If any child needs a specialist service, such as Speech and Language Therapy, Occupational Therapy or Psychological Services, that service would be contacted and the necessary help acquired.

Homework

Although homework is not a legal requirement, we believe it is a valuable part of your child's education. Our school policy is that work will be given on a Monday and returned on a Friday. We offer a variety of tasks such as setting big challenges to be completed at home or research about a particular topic. We also hope that children will read at home and we encourage parents and carers to comment on their child's reading in the homework diary. We do though understand that sometimes a family may have other commitments at certain times. In these situations we ask that you contact the school to say that it has not been possible for your child to complete their homework. Although we do not generally give homework for a weekend, children who have been absent may themselves ask to catch up on work at the weekend.

If it is felt that a child has not covered the work he or she should have due to inappropriate behaviour, then the class teacher may, with parental agreement, send this work home at the weekend. Alternatively, we run a catch up session on a Friday afternoon.

Homework will not be given if it would involve the child taking up the whole evening. It would be expected that a child in P1 would have 10-15 minutes work extending to approximately 45 minutes by the time he/she reaches P7.

ASSESSMENT

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

The progress of the children is assessed regularly throughout the year. We use a variety of assessment approaches including standardised testing such as Progress Tests in English and Mathematics as well as the New Group Reading Test. The national SNSA assessments are carried out in February.

We also use Assessment is for Learning on a day to day basis in order to identify strengths and areas for development of individual children which then informs our planning. Children are encouraged on a daily basis to reflect on their own learning and that of their peers. We have a rigorous tracking system which allows us to quickly identify where a child may need additional support or extension activities.

All of these assessments help us to build up a detailed picture of each child and ensures that we can meet their needs. If there is cause for concern regarding a pupil's progress parents are requested to visit the school for consultation and Staged Intervention Process guidelines followed.

PARTNERSHIP WITH PARENTS

Every parent or carer of child who attends Killin Primary School is a member of the Parent Forum. Parents and carer will be consulted about school improvements.

In addition to the Parent Forum the school also has a Parent Partnership of which Yvonne Gillies is the Chair. This runs regular events – for example, the 2017 Duck Race raised over £800 pounds. There is a Facebook page for members of the Forum.

Care of Books and Materials

Schoolbooks and materials are now very expensive. Our budget is limited and we therefore insist that great care be taken of all school materials. Any books, which are lost or destroyed, must be paid for, either wholly or in part, depending on the age of the book.

Parent Helpers

Parent Helpers are most welcome at all times in our school. We issue each parent with the following guidelines and ask that they adhere to them to prevent any conflict of interests.

1. Tact, diplomacy and confidentiality should be adhered to at all times.
2. Parents should only undertake the work given to them by the class teacher.
3. Parents should never "do the work for a child".
4. Parents will not usually be working in a classroom where they have a child.

Parent Helpers have proved invaluable when preparing for concerts, undertaking art, craft and design activities or listening to children read in our busy classrooms.

Parent Evenings

We welcome visits by parents. We are pleased to discuss the work of the school and children's progress with you at any time. However, if a parent wishes to discuss matters in detail, it is preferable that an appointment is made. Please do not visit a teacher in his/her class without first seeing a support member of staff at the office.

Parents are given appointments on two occasions per year; Autumn and Spring, during which you may view your child's work and have the opportunity to discuss his/her progress with the teacher and Headteacher. Progress records are sent out in May/June to the parents. Other Parents' Evenings are held throughout the session to reflect any ongoing school developments and to allow parents to see their children's work.

Open Door Arrangements

As you are probably aware, for security reasons our main access door is kept locked during the period children are in classes. We have a doorbell which is always answered by an approved adult from within the staff. Visitors are welcome at all times but due to full time classroom commitments, we appreciate an appointment being made prior to the visit.

Communication with Parents

Communication with parents is on a regular basis. Information on what is happening in school is regularly sent out by email (with paper copies if so requested). Parents can load a free of charge app called *AppCentral* onto their phone and receive regular updates on life in the school including diary updates. Twitter is used to provide parents with regular updates on events in the school. Letters that have a permission slip attached will generally go home via the children. We do ask that parents check their children's schoolbags regularly, to avoid any letters going unnoticed. Every child has a Homework Diary; this can be used for Home/School Communication.

The Whole School Community

As a school we aim to play an important part in our local community. We have concerts, plays and special assemblies throughout the year when parents and members from the community are invited to share in the work the children have undertaken. We also have some special days where we entertain and enjoy the company of our senior citizens.

Community Involvement in the School

We have established many links with community organisations to assist us towards Health Promoting School Status and Eco-School Awards. Members of community organisations regularly help us meet educational objectives by visiting the school or allowing children to visit them. We also benefit from being part of the Loch Lomond and Trossachs National Park which allows us access to their rangers. Staff from the Scottish National Trust have also helped us.

SCHOOL UNIFORM

It is our policy that all children wear school uniform.

Navy jumper
White polo-shirt
Grey or navy skirt or trousers

School sweatshirts, Polo shirts, Fleece jackets and other items of school wear, bearing the School Logo, are available online at any time from *Border Embroideries*.

School caps can be purchased at a cost of £2.

Physical Education Clothing and Footwear

T-shirt
Shorts
Gym shoes rather than training shoes

For health and safety reasons, pupils should wear these for PE and bring them to school each day. No rings, watches, earrings etc. may be worn during PE. or Games Lessons.

A bag for gym clothes and footwear is essential.

Please put your child's name or some form of identifying mark on all of your child's belongings (School Clothing is identical to their classmates – please make sure that all clothing is marked).

Children in Primary 1 and 2 have Painting Aprons in class. However, it is important that other pupils also have an old shirt or painting overall for our Art and Craft activities.

SECONDARY SCHOOL

At the end of Primary 7 pupils normally transfer to:

McLaren High School
Mollands Road
Callander
FK17 8JH

Tel: 01877 330156

All primary schools in the McLaren cluster work closely with McLaren High School to ensure the transition from P7 to S1 is a smooth one.

The Transition Plan in place includes:

- Our P7 children work with P7 children from other primary schools in a particular area of the curriculum so that they start to make new friendships prior to starting McLaren High School. It also allows them to get to know the High School buildings and staff. The children have two days in Term 4 at McLaren High School. There is also a ceilidh in June. P7 children particularly look forward to their residential trip to Dalguise near Dunkeld. Over three days and two nights, the children mix with P7's from other schools so that they can start to make new friendships prior to starting McLaren High School. At various times during the course of the year, McLaren High School staff visit Killin to give the children opportunities to ask any questions they may have. Parents can attend a meeting at McLaren in the autumn and new for the session 17/18, there will be a further drop in session for P6/P7 parents at Killin to meet some of the McLaren staff. McLaren HS is aware that it is not always easy to travel down to Callander.
- An enhanced transition process is available with additional days for any child who needs specific support.

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 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-chool-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