



**Stirling Council**  
**Schools, Learning & Education**

**Our Lady's Primary School**  
**Handbook**

2018/2019

## CONTENTS

	<b>Page</b>
Chief Education Officer's Foreword	3
Welcome from the Headteacher	4
Description of the School	5
School Information	5
School Values and Aims	6
Ethos	7
School Improvement Plan	7
Curriculum	7
Partnership with Parents	8
School Uniform	9
Transition	10
Attendance	11
Child Protection and Safeguarding	11
Clothing Grants	12
Complaints	12
Enrolment	14
Equalities	15
Inclusion	15
GIRFEC	17
Insurance Information	18
School Health Service	19
School Meals	20
Transport	21
Unexpected Closures	21
Education Statistics Privacy Notice	21
School Holidays	24



## **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**

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

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

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

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

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

Marie Claire Brennan  
Headteacher



## DESCRIPTION OF THE SCHOOL

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

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

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

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

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

## SCHOOL INFORMATION

<b>School Address</b>	Our Lady's Primary School Raploch Community Campus Drip Road Stirling FK8 1RD
<b>Telephone</b>	01786 272324
<b>E-mail</b>	<a href="mailto:olps@stirling.gov.uk">olps@stirling.gov.uk</a>
<b>Headteacher</b>	Mrs Marie Claire Brennan
<b>Acting Principal Teacher</b>	Mrs K Alexander
<b>Class Teachers</b>	Mrs F Gornall Miss C Brown Miss C McDonald Mr S Burnet Mrs J McKenzie Miss J Ward (Support for Learning 0.6)
<b>Support for Learning Assistants</b>	Mrs R Rice Mrs M Leahy Mrs A Schofield Mrs A Moynihan
<b>School Admin.</b>	Mrs J Muirhead
<b>Visiting Specialist</b>	Physical Education – Mr R Paterson
<b>School Chaplain</b>	Fr M Adebajo

## **The School Day**

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

## **Absence Procedure**

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

## **Stages of the School**

This session we have 5 classes within the school. They consist of:

- P1/2
- P2/3
- P4/5
- P5/6
- P6/7

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

## **SCHOOL VALUES AND AIMS**

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

- Deliver education of the highest quality for all our pupils within a Catholic environment with equal opportunity for all children.
- Develop a positive ethos and caring community that fosters an effective partnership between home, school, parish and the wider community.
- Instil in our children self-respect, self-worth and self-dignity which leads them to tolerance and understanding of the cultures and beliefs of others.
- Foster each child's intellectual, spiritual, physical, social and moral development and enable each child to achieve his/her potential through the development and acquisition of the necessary skills, concepts and knowledge.
- Enable each child to learn how to learn and develop each child's ability to reason.
- Encourage all members of staff to work as a team with an agreed educational philosophy which has, as its first priority, the needs of our children and which operates in an atmosphere of mutual respect and co-operation.
- Encourage parental interest, involvement and co-operation.

## ETHOS

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

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

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

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

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

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

## SCHOOL IMPROVEMENT PLAN

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

## CURRICULUM

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

The Curriculum for Excellence covers 8 areas:

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



- Science
- Social Studies
- Technologies

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



### Children's Progress

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

- **Observation:** This would be done by the teacher observing individual children or groups of children while they are undertaking various tasks.
- **Oral Assessment:** For example, reading aloud, questioning/answering, listening/talking activities, using taped evidence and, at the later Stages, an oral presentation to their class.
- **Written Assessment:** This would include any form of written work produced by the child. From time to time children complete standardised assessments in accordance with Council policy.

### Homework

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

## PARTNERSHIP WITH PARENTS

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

### Parent Group

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

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

## SCHOOL UNIFORM

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

Grey, black or navy trousers/skirt

Navy blue school sweatshirt or cardigan – with school badge

Royal blue school sweatshirt or cardigan with school badge – P7

Pale blue shirt/blouse and school tie or pale blue school polo shirt – with school badge

Black school shoes

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

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

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



## **TRANSITION**

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

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

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

St Modan's High School details:

St Modan's High School  
Royal Stuart Way  
Stirling  
FK7 7WS  
Tel: 01786 470962  
Fax: 01786 447117

Headteacher: Mr R O'Neill

## **ATTENDANCE**

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

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

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

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

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

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

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

## **CHILD PROTECTION 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](mailto: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](http://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](http://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](mailto: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](http://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](http://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](mailto:info@enquire.org.uk)
- Two websites - [www.enquire.org.uk](http://www.enquire.org.uk) (for parents/carers and practitioners)  
[www.reach.scot](http://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](mailto: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](mailto:additionalsupportneeds@stirling.gov.uk).

## GETTING IT RIGHT FOR EVERY CHILD

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



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

### Wellbeing

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

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

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

### Named Person

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

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

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

### Child's Plan

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

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

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

## **INSURANCE INFORMATION**

### **1 Public Liability**

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

#### **Pupils' Property**

Each session, unfortunately but inevitably, pupils' property is lost, damaged or stolen in school. Parents should be aware of the following points:

- a) Parents' house contents policy may give some measure of cover for personal effects of family members.
- b) It is suggested that parents may wish to consider taking out additional individual personal cover.
- c) Pupils should be encouraged not to bring valuables to school.

The general rule is that pupils bring property to school at their own risk. There may be situations where the school accepts responsibility for pupils' property, but otherwise the council is not responsible if property is lost, damaged or stolen in school.

### **2 Personal Accident/Travel Cover – Educational Excursions**

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

A brief summary of the cover is as follows:

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

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

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

## **SCHOOL HEALTH SERVICE**

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

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

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

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

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

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

The School Health Service can be contacted at:

Area Community Child Health Department  
Stirling Royal Infirmary  
Livilands  
Stirling FK8 2AU  
Telephone: 01786 434150

### **Infectious Diseases**

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

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

### **Head Lice**

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

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

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

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

### **SCHOOL MEALS**

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

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

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

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

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

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

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

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

<http://www.stirling.gov.uk/services/education-and-learning/parental-support/parental-support-schools-and-education/free-school-meals>.

This form should be completed and returned to Customer First, Port Street, Stirling or post to Stirling Council, Teith House, Kerse Road, Stirling FK7 7QA.

## **TRANSPORT**

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

Further information is available on the Stirling Council website at:

<http://www.stirling.gov.uk/services/education-and-learning/schools/schools-travel-and-trips/schools-transport>.

## **UNEXPECTED CLOSURES**

While schools have contingency planning in place to cope with a number of circumstances, sometimes it is necessary to close schools or amend the normal school day. e.g., storm damage, power cut.

In the event of this happening, we have to ensure school record of parents place of employment and childcare arrangements are up to date. Please make sure we have an emergency contact telephone number and address. We will issue an annual update form to check the accuracy of contact details and other information held by the school.

Please make sure your child knows who to go to if you are not at home.

## **EDUCATION STATISTICS PRIVACY NOTICE**

### **Annual Data Check**

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

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

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

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

## **Transferring Educational Data About Pupils**

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

### **Why do we need your data?**

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

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

### **Data policy**

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

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

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

### **Your data protection rights**

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

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

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

### **Concerns**

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis, Mick Wilson, at [mick.wilson@scotland.gsi.gov.uk](mailto: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

<b>Autumn Term</b> Starts Ends	Monday 21st August 2017 Tuesday 22nd August 2017 Friday 6th October 2017	Teachers return <b>Pupils return</b>
<b>October Holiday</b> Starts Ends	Monday 9th October 2017 Friday 13th October 2017	
<b>Winter Term</b> Starts	Monday 16th October 2017	
Staff Development Day Staff Development Day	Thursday, 23rd November 2017 Friday 24th November 2017	
<b>Winter Term</b> Ends	Friday 22nd December 2017	
<b>Christmas Holiday</b> Starts Ends	Monday 25th December 2017 Friday 5th January 2018	
<b>Spring Term</b> 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	
<b>Spring Term</b> Ends	Thursday 29th March 2018	
<b>Spring Holiday</b> Starts Ends	Friday 30th March 2018 Friday 13th April 2018	
<b>Summer Term</b> Starts	Monday 16th April 2018	
<b>Local Holiday</b>	Monday 7th May 2018	
<b>Summer Term</b> Ends	Friday 29th June 2018	
<b>Summer Holiday</b> 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

<b>Autumn Term</b> Starts  Ends	Friday 17 August 2018 Monday 20 August 2018 Friday 12 October 2018	Teachers return <b>Pupils return</b>
<b>October Holiday</b> Starts Ends	Monday 15 October 2018 Friday 19 October 2018	
<b>Winter Term</b> Starts	Monday 22 October 2018	
Staff Development Day Staff Development Day	Thursday, 29 November 2018 Friday 30 November 2018	
<b>Winter Term</b> Ends	Friday 21 December 2018	
<b>Christmas Holiday</b> Starts Ends	Monday 24 December 2018 Friday 4 January 2019	
<b>Spring Term</b> 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	
<b>Spring Term</b> Ends	Friday 29th March 2019	
<b>Spring Holiday</b> Starts Ends	Monday 1 April 2019 Friday 12 April 2019	
<b>Summer Term</b> Starts	Monday 15 April 2019	
Good Friday Easter Monday	Friday 19 April Monday 22 April	
<b>Local Holiday</b>	Monday 6 May 2019	
<b>Summer Term</b> Ends	Friday 28 June 2019	
<b>Summer Holiday</b> 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