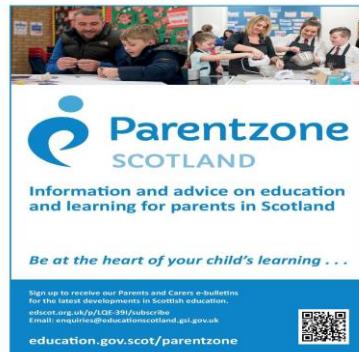




Banchory Primary School & ELC

2024-2025 School Brochure



**Clackmannanshire
Council**

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Chief Education Officer's Foreword 2024/25

Clackmannanshire Council People Directorate

It is an exciting time in education across Scotland. Within the Clackmannanshire People Directorate, we provide a wide range of services for children, young people, families and communities and we are committed to lifelong learning, giving children the best possible start in life as they progress from nursery to school and beyond.

Despite the recent and ongoing global challenges, our mission to educate, protect, support and promote the achievements, health and wellbeing of every child and young person has ensured our children continue to flourish. Much of our work is undertaken in partnership with other services, agencies, communities, children, young people and their families. Improvements and a relentless focus on wellbeing is delivered in collaboration across educational establishments, services and with other regional and national partners.

With the full support of our Headteachers, Elected Members, Chief Executive, our corporate colleagues and partners, we are committed to our values of Respect, Inclusion and Collaboration - raising attainment, tackling inequity and ensuring that high aspirations and positive outcomes are the expected norm for every child in Clackmannanshire. Health and wellbeing, safety of our pupils and staff and educational attainment continue to be at the forefront of our minds.

We are committed to ensuring that the views of our children, families, communities and partners are taken into account when planning and delivering our services. Shared ownership and awareness of the education values is key.

- Respect – we have due regard for the feelings, wishes and rights of others
- Inclusion – we make sure that everyone can enjoy the same experiences
- Collaboration – we work together to create and achieve

Parents and carers, who have always been the most important educators of their own children, assumed an even greater role during lockdown, supporting their children to continue learning in whatever way possible, whilst keeping them safe and well. I believe we now need to strengthen parental involvement in education and continue to provide flexible systems to enable parental engagement and representation.

I encourage you to get involved in whatever way you can, be that via Twitter, Class Dojo or other in school activities to help you support your child's learning. Read with your child every day! Ask them what they have learned that day and get them to show you! Look out for opportunities to learn together as a family!

We are all ambitious for our children and young people and together we can ensure the best possible future for all in Clackmannanshire.

Colin Bruce

Chief Education Officer

Clackmannanshire Council

Curriculum for Excellence

Curriculum for Excellence is the national strategy for learning for all 3-18 year olds – wherever they learn. It aims to raise standards and prepare children for the future as well as to help them develop skills to live in a fast-changing world.

Teachers and practitioners share information to plan a child's learning from 3-18, helping them to make a smooth progression from early years settings to primary, from primary to secondary and beyond. They will plan for children continue to learn at the pace that is right for them and with challenge that they can thrive on.

Every child is entitled to a broad and deep general education. Every teacher and practitioner will be responsible for learning in literacy and numeracy because these skills unlock other subjects and are vital to everyday life.

Curriculum for Excellence aims to develop skills for learning, life and work. It brings real life into the classroom, making learning relevant by helping young people apply their learning to life beyond the classroom. It aims to link knowledge in one subject area to another to help children understand the world and make connections. It aims to develop skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

There is personal support to help young people make the most of their opportunities with additional support as it is needed. There will be a new emphasis on looking after children's health and well-being to ensure that the school is a place where children feel safe and secure.

Ultimately, Curriculum for Excellence aims to improve children's life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens.



CLACKMANNANSHIRE COUNCIL: EDUCATION SERVICES

Information Statement to Parents: Primary Education

Certain management structures are necessary for the smooth running and well-being of primary schools. These features have been identified and set out in this paper as a guide to parents on the type of management, which will normally be encountered within a Clackmannanshire Council primary school.

1. Management Structure

Each primary school is staffed according to national recommendations and is managed by a Headteacher supported, in most schools, by a Depute Headteacher and one or more Principal Teachers. The Headteacher is responsible to the Executive Director of Education and Community Services for the efficient management, administration and leadership of the school.

2. Pupil Conduct

In collaboration with parents, pupils and staff, we have developed a Framework for Positive Relationships which has been approved by our Parent Council. This can be available on request.

3. Pupil Activities

Every school is encouraged to offer as wide a range of sporting and cultural activities as possible. Usually, these activities are incorporated in the school's extra-curricular programme, although some schools are in a position to offer certain activities within the curriculum.

The Council does its best to provide financial and administrative support for leagues, competitions, festivals and similar events but it is recognised that again the help of parents and the community is irreplaceable. The voluntary partnership of parents, teachers and members of the community in sustaining after school activities is much appreciated.

The Council also undertakes to organise and administer certain annual events and many schools take part in these. Schools are advised of these events at the appropriate time.

4. Parental Consultation

All schools offer the opportunity for parents to discuss their child's progress with teachers through arranged meetings. Although arrangements vary in the schools, all parents will be advised of at least one time per session when these meetings will take place. In addition, of course, parents are welcome to be in touch with the school to ask for information or for an interview at any time.

The recommended practice is that an appointment system should be organised whereby definite times and dates are arranged to allow parents to discuss their child's progress with the child's teacher.

5. Child Protection Procedures

We have a Safeguarding and Child Protection Policy which is reviewed annually. Please contact the Headteacher if you would like to see or discuss this policy

6. Curricular Policies

Every school has written curricular policies, which are the subject of ongoing discussion and consultation and consequent amendment.

7. Multi-cultural and Anti-racist Policy

The Authority has a multi-cultural and anti-racist policy. All schools have a copy of the policy and are expected to follow the policy and guidelines.

8. Equal Opportunities Policy

The Authority has an Equal Opportunities policy. All schools have a copy of the policy and are expected to follow the policy and guidelines.

9. English as a Second Language

The Council provides a support service of teachers of English as a Second Language who visit schools to work with those bilingual pupils who require assistance in developing English language skills.

10. The Parent Forum

The Authority is responsible for maintaining a register of parents in each school who are entitled to vote in the election of Parent Council members, and for ensuring that elections are conducted in accordance with legislation. It is the duty of an elected Parent Council to initiate and maintain contact with parents.

11. Communication with the Home

From time to time your child will carry communication from the school giving items of basic information such as holiday dates together with information of interest about the life of the school. We use Class Dojo as our main form of communication between school and home but also use Groupcall and email. Any queries should be directed to the class teacher in the 1st instance.

12. Equalities

Clackmannanshire Council has developed Council-wide policies for diversity, race, disability and gender equality, which aim to ensure that all Council employees are aware of their responsibilities to ensure that no child or young person will receive a less effective service on grounds of ethnicity, disability or sexual orientation.

HANDBOOK FOR PARENTS

These notes are intended to help you to understand school policy and procedure. Please read them carefully and keep them for reference.

School Address: Banchory Primary School
Alloa Road
Tullibody
FK10 2TF

School Website: TBC
School Official Twitter Page: @BanchoryPS

Telephone Number: Tel: 01259 452606
Fax: 01259 725821

E-Mail: banchory@edu.clacks.gov.uk

Headteacher: Mrs Gemma Kennedy

Depute Headteacher: Mr David Kerr

Roll of the School: 158 P1 – P7

Members of Staff:

- 2 Principal Teachers
- 12 Class Teachers
- 1 Support for Learning Teacher (p/t)
- 2 Inclusion Support Worker
- 1 Early Intervention Worker
- 1 Administrator
- 1 Home School Liaison Officer
- 9 Learning Assistants
- 2 School Assistant (p/t)
- 1 Janitor

Denominational Status: Non-Denominational

Stages of School: P1 - P7



Term Dates Session 2023/24

Event	Date
Autumn term begins (Staff only - staff development days):	Monday & Tuesday 14th & 15th August 2023
Autumn term begins (Pupils):	Wednesday 16th August 2023
Autumn term ends:	Friday 6th October 2023
October holiday begins:	Monday 9th October 2023
October holiday ends:	Friday 20th October 2023
Winter term begins:	Monday 23rd October 2023
Staff development day (pupils off)	Friday 24th November 2023
Christmas holiday begins:	Monday 25th December 2023
Christmas holiday ends:	Friday 5th January 2024
Spring term begins:	Monday 8th January 2024
Staff development days (pupils off)	Monday & Tuesday 12th & 13th February 2024
Spring half-term holiday begins:	Wednesday 14th February 2024
Spring half-term holiday ends:	Friday 16th February 2024
Spring term ends:	Friday 28th March 2024
Spring holidays begin:	Monday Friday 29 th March 2024
Spring holidays end:	Friday 12th April 2024
Summer term begins:	Monday 15th April 2024
May public holiday:	Monday 6th May 2024
Summer term ends:	Friday 28th June 2024
Summer holidays begin:	Monday 1st July 2024

Staff Development Days

- Monday 14th August 2023
- Tuesday 15th August 2023
- Friday 24th November 2023
- Monday 12th February 2024
- Tuesday 13th February 20



Term Dates Session 2024/25

Event	Date
Autumn term begins (Staff only - staff development days):	Monday & Tuesday 12 & 13 August 2024
Autumn term begins (Pupils):	Wednesday 14 August 2024
Autumn term ends:	Friday 11 October 2024
October holiday begins:	Monday 14 October 2024
October holiday ends:	Friday 25 October 2024
Winter term begins:	Monday 28 October 2024
Staff development day (pupils off)	Friday 29 November 2024
Christmas holiday begins:	Monday 23 December 2024
Christmas holiday ends:	Friday 3 January 2025
Spring term begins:	Monday 6 January 2025
Staff development days (pupils off)	Monday & Tuesday 10 & 11 February 2025
Spring half-term holiday begins:	Wednesday 12 February 2025
Spring half-term holiday ends:	Friday 14 February 2025
Spring term ends:	Friday 4 April 2025
Spring holidays begin:	Monday 7 April 2025
Spring holidays end:	Monday 21 April 2025 (Easter Monday)
Summer term begins:	Tuesday 22 April 2025
May public holiday:	Monday 5 May 2025
Summer term ends:	Friday 27 June 2025
Summer holidays begin:	Monday 30 June 2025
Summer holidays ends:	Friday 8 August 2025

Staff Development Days

- Monday 12 August 2024
- Tuesday 13 August 2024
- Friday 29 November 2024
- Monday 10 February 2025
- Tuesday 11 February 2025



THE SCHOOL AIMS, VISION & VALUES AND WHAT MAKES US UNIQUE

At Banchory we...



- Are committed to providing all children with opportunities to be confident, connected, curious and creative learners so they can thrive in the 21st century.
- We want to recognise and celebrate achievements for all.
- Create a kind, nurturing and safe environment where all children can be listened to and supported.
- Provide meaningful, engaging and exciting learning experiences, which allow all children the opportunity to meet their full potential and be the best they can be.
- Work closely with all partners to ensure our learners have access to an extended range of learning opportunities, which develop skills for learning, work and life.



THE SCHOOL DAY

P1-P7

Morning Session	9.00 a.m. - 12.15 p.m.
Morning Break P1-P3	10:25 a.m. – 10:40 a.m.
Morning Break P4-P7	11:00 a.m. - 11:15 a.m.
Lunchtime	12.15 p.m. - 1.00 pm
Afternoon Session	1.00 p.m. - 3.00 p.m.

SCHOOL POLICY

In Banchory School we work hard to create a warm and nurturing environment to help pupils learn. Staff, pupils and parents alike are responsible for creating the environment. Mutual understanding and trust is the basis of our shared responsibility. In Banchory we see our role as helping each child learn and develop his/her talents to the full while developing respect for the beliefs, characters and talents of others.

ADMISSION

There is only one admission date for children starting school for the first time, and that is in August after the summer holidays. In order to ensure accuracy in our records, parents are asked to bring the child's birth certificate when the child is enrolled at school. Enrolment takes place during January.

EQUALITIES

Clackmannanshire Council has developed Council-wide policies for diversity, race, disability and gender equality, which aim to ensure that all Council employees are aware of their responsibilities to ensure that no child or young person will receive a less effective service on grounds of ethnicity, or sexual orientation.

AIMS OF EDUCATIONAL PHILOSOPHY

- **Social Inclusion**

To ensure that every young person enjoys equality of access to educational opportunities, regardless of social or economic background. We are the first Primary School in Clackmannanshire to be awarded 'Fair Trade Status' which shows our commitment to showing we care for everyone and wish everyone to be treated equally. We also have a nationally recognised Rights Respecting School award.

- **Ethos**

To provide a welcoming, safe and caring environment in which each learner is valued and supported.

- **Health Promotion**

To ensure good health in all young people through strategies, which promote physical and mental well-being and self-esteem.

- **Support for Learners**

To provide effective support systems for all learners, which promote personal and social development and underpin academic achievement.

- **Curriculum**

To ensure a broad and balanced curriculum that provides young people with the best possible learning opportunities and experiences.

- **Attainment**

To ensure that all learners are able to realise their potential through the promotion and recognition of achievement and excellence.

- **Citizenship**

To prepare young people for responsible citizenship by developing values, beliefs and attitudes compatible with living in a modern, democratic and multicultural society. We are a Rights Respecting School and have been awarded a Level 1 from UNICEF to acknowledge our work on the rights and responsibilities of the children.

- **Learning Environment**

To ensure that all learners are able to experience a calm, positive and safe environment that promotes good behaviour, self-discipline and respect for others.

CURRICULUM

The school curriculum is broad and balanced with an emphasis on continuity and progression to develop pupils' skills for learning, work and life, including literacy and numeracy and health and wellbeing. All curricular areas are addressed from P1-P7 and are set in balance of age/stage and attainment. Learning is provided in individual, group and class teaching situations with the emphasis on catering for the individual needs of each child. Support for Learning can be provided where appropriate. As part of the learning experience, children will have the opportunity to participate in educational excursions. The school also makes full use of specialists and partnerships.



Numeracy & Mathematics

The work in mathematics provides practice in number, problem solving and mathematical topics. The material now in use ensures that practical experience is gained as well as written work so that maths has more meaning for the pupils. The programme ensures continuity from stage to stage and offers challenges for more able pupils and support for pupils who need it. Please find this link to our revised numeracy and mathematics rationale at Banchory Primary school: ([Link to follow \(in process of updating school website\)](#))



TECHNOLOGIES

There is an ongoing commitment to developing skills in Digital Technology throughout the school and by the end of P7 the pupils will have considerable hands-on experience of technologies for various challenges. The many programmes used provide a variety of experiences for the children in all areas of the curriculum. Each class has an interactive whiteboard, class iPads, netbooks and access to blue-bots and dash robots to share and present their work in a variety of ways.



LITERACY

(Listening, Talking, Reading and Writing)

In P1, pupils are prepared for reading before reading books are issued and not all are ready at the same time.

We are always keen to invest literacy resources across the school which will help pupils develop skills in reading, writing and spelling. This will continue to support teachers in developing a consistent, motivating, engaging and active approach to teaching and learning. Please find this link to our revised literacy rationale & toolkit at Banchory Primary school: ([Link to follow \(in process of updating school website\)](#))

Talking and Listening

At early level we have introduced a specific programme in order to teach pupils the skills they need in order to focus, listen and pay attentions. Talking and listening are important skills, which have to be developed. Learning takes place through class and group discussions. All children participate in these and work to build good questioning skills. The children are encouraged to listen attentively and respond appropriately, showing respect and consideration for the opinions of others. The children will learn skills associated with public speaking through participating in individual and/or group talks to their peers.



SOCIAL STUDIES

The Social Studies curriculum can be broadly divided into three main subject areas – science, history and geography. As well as learning facts, children develop enquiring minds through stimulating project and topic work on a variety of subjects. Children are taught the necessary skills to research and record information appropriately from paper and electronic sources and are also encouraged to read widely as part of their Social Studies activities. As well as local studies, children will experience projects with national and international themes, both past and present. Topics are often planned in an interdisciplinary way in order to develop skills across the curriculum where pupils plan together with the class teachers. Class teachers are also encouraged to plan responsively.



SCIENCES

Children have the opportunity to learn about nature and living things and forces around them. They will be taught the key skills of hypothesising, planning, experimenting, observing and recording and presenting findings. These skills are through use of the outdoors and local environment whenever possible. We benefit from positive relationships with other agencies and specialists who bring their expertise and enthusiasm to the pupils. Banchory Primary is committed to ensure STEM experiences are provided to all our learners to develop key skills for life in 21st century Scotland.



HEALTH AND WELLBEING

The school provides an approach to health and well-being to ensure every child is safe, healthy, achieving, nurtured, active, responsible, respected and included. Pupils are encouraged to look after their own health by making positive, informed choices and encouraging others to do the same.

All classes use Emotion Works, a programme designed to develop emotional vocabulary in our young people and in-turn provide opportunities to share and develop self-regulation strategies to provide them with skills for life.

P6 children can also participate in the opt-in 'Max in the Class', which is a Health and Wellbeing programme to develop positive relationships within peers. Finally, skiing instruction is usually offered to P7 pupils at Fir Park Ski Centre, Tillicoultry. Parents will also always be informed about sensitive aspects of learning e.g. relationships, sexual health, parenthood and drugs awareness.



EXPRESSIVE ARTS

This area of the curriculum includes music, drama and art and design. There is a wide variety of opportunities provided throughout the year for our learners to showcase skills and talents developed. In particular ABC music have helped to embed a programme of experiences and outcomes for our learners in both nursery and P1-P7.

RELIGIOUS AND MORAL EDUCATION

Religious and moral education includes learning about Christianity, Islam and other world religions. It also supports the development of beliefs and values. These aspects are all taught under the teaching and learning of mutual respect and trust. There can be provision for religious instruction and observance and arrangements for parents who wish to exercise their right to withdraw their child from religious activity.



DIGITAL TECHNOLOGY

In 2018, Banchory Primary became the first school to receive a national digital award for our use of digital technology across the curriculum and beyond. We continue to support and encourage all pupils' opportunities to develop skills for life through the use of technology including class access to iPads, netbooks and our very own filming studio. Through our continued partnership with Tablet Academy, Scotland we are committed to providing 1:1 access to digital technology to a number of targeted learners to help raise both confidence and attainment in key curricular areas.



Outdoor Learning

The school continues to encourage both our teachers and classes to access the outdoors to help develop skills for life across the curriculum. We also have access to a local woodland area to allow further opportunities for developing problem solving skills and prepare our children for life in 21st century Scotland. The school has also developed a loose parts play policy and you can find out more information by clicking on the following link:

[Link to follow \(in process of updating school website\)](#)

READ, WRITE, COUNT

[Read, Write, Count](#) with the First Minister is a programme that aims to support parental engagement in literacy and numeracy. Gift bags are distributed annually to all Primary 2 and Primary 3 pupils in Scotland by Scottish Book Trust. The gift bags contain literacy and numeracy materials to support children's learning, as well as advice and support to parents.

Studies show a direct link between a strong family learning environment and progress in reading, writing and counting. In addition to the activity booklet included in the bag Scottish Book Trust offers a range of hints, tips and advice to help parents engage in their child's learning on the website.

BOOKBUG

[Bookbug](#) is Scotland's universal early years book gifting programme and aims to inspire a love of stories, songs and rhymes from birth. Bookbug gives every child in Scotland four free bags of books as babies, toddlers, three and five year olds. The bags contain books and other resources for sharing songs and rhymes that are suited to their age. Gaelic Bookbug Bags are also available.

The Bookbug Explorer Bag is gifted to all 3 year olds at their childcare setting. It includes three lovely books, an activity book, pencils, and postcards to encourage mark making.

'The Bookbug Primary 1 [Family Bag](#) encourages families to share books and activities to inspire a lifelong love of reading, writing and counting. These are gifted during Book Week Scotland in November every year!'

Check out the [website](#) for booklists, book sharing videos, activity ideas and much more.

PARENTZONE SCOTLAND

Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education.

Parentzone Scotland also has details about schools, including performance data for school leavers from S4-S6 and links to the national, local authority and school level data on the achievement of Curriculum for Excellence levels.

The Bookbug Explorer Bag is gifted to all 3 year olds at their childcare setting. It includes three lovely books, an activity book, pencils, and postcards to encourage mark making.

Every year, The Bookbug Picture Book Prize celebrates the best new Scottish picture books, and the winner of the prize is chosen by children across Scotland. All Primary 1 pupils receive the three shortlisted books in the Bookbug P1 Family Bag, given out in November during Book Week Scotland, and can vote for their favourite in school or at home with their families.

Check out the [website](#) for booklists, book sharing videos, activity ideas and much more.

ASSESSMENT

Assessment is an important part of learning and teaching, helping to provide a picture of the young person's progress and achievements and to identify next steps in learning. Our learners are assessed in various ways at appropriate times to their learning needs. Evidence is built up over time using a variety of sources and a range of activities. We support our learners at all stages by involving them in planning and reflecting on their work.

In line with Curriculum for Excellence, progression is described as follows:

Level	Stage
Early	The pre-school years and P1 or later for some
First	To the end of P4 or earlier and later for some
Second	To the end of P7 or earlier and later for some
Third and Fourth	S1 to S3 or earlier for some
Senior Phase	S4-S6 and college or other means of study

The school has also developed a short video clip that shares information on how we assess learning and you can find out more information by clicking on the following link:

https://www.youtube.com/watch?v=_IL_j4igHM&feature=youtu.be



PARENTAL CONTACT WITH SCHOOL

We welcome visits to the school from parents and new entrants will have the opportunity to visit and see the school before starting. We are pleased to discuss the work of the school and the children's work and progress with you. If parents wish to discuss matters in detail it is preferable that they make an appointment to ensure that the work of the class is not disrupted. All classes and the Senior Leadership Team are all using **Class Dojo**. In the interests of school security, all visitors are expected to sign in and report to the school office. Parents can also share learning at home via pupil portfolios that are now available through Class Dojo as well.



PARENT COUNCIL: 'Our Family Hive'

There is an active Parent Council, known as Our Family Hive. The AGM takes place every September where a new Committee is elected which is the organising body. Please support the Parent Council by attending meetings/events, helping, or by donating prizes. Our current chair of the Parent Council is **Emma Wilson** and her contact email address is: banchoryofh@gmail.com

[Our Family Hive Facebook Page](#)

"All families are important and make a real difference to children's learning. We want to work together with everyone involved in school life and ensure that all families have a say in their children's education. I welcome all families to attend Our Family Hive meetings and I will represent your voice."

Emma Wilson, Chair of the Parent Council

FUNDRAISING COMMITTEE

The Fundraising Committee is a sub group of the Family Hive (Parent Council). They work hard all year round to raise funds for various resources that benefit the school and always welcome parents to come along at any of the meetings and would encourage as many parents as possible to be part of this committee.



PARENTS' EVENINGS

These are held to give parents the opportunity to come in to school to discuss their child's progress and to view work. Parents can make appointments to see teachers at other times to seek guidance or to pass on information.

Throughout the year, events will take place to provide information with parents and then share the learning in classes. Dates and times for these events will be communicated in advance and we welcome all family and friends of the school to share our many achievements and help us to continue to meet the needs of all our children.

PARENTAL INVOLVEMENT

Banchory Primary and supporting services can benefit from developing positive and active partnerships with our parents/carers by involving them in decisions including information sharing, discussions, open events and focussed sessions on developing the core messages. You may find the following link useful for more information for parents from Education Scotland.

<https://education.gov.scot/parentzone>

The better the information that Banchory Primary provides to parent/carers, the more they can support their children's learning and the school. Information that parents share with the school can assist teachers in adapting their teaching to suit the learning styles of pupils and take account of any particular issues that may exist. Below you will also find a link to our 2021/22 Standards and Qualities Report that aims to share our progress for 2021/22 against targets we set ourselves at the beginning of the year. Furthermore, please also find a link below to our school improvement plan for session 2022/23. We hope you find the following links useful:

[Standards & Qualities Report 2022/23](#)
(Link to follow (in process of updating school website))

[School Improvement Plan Session 2022/23](#)
(Link to follow (in process of updating school website))

SCHOOL TRAVEL PLAN

Banchory Primary is committed to ensuring that all our learners are educated in Road Safety Awareness and have developed a School Travel Policy, in collaboration with parents & children. Please see the link below for further information, which includes our School Travel Action Plan.

[Banchory Primary School Travel Plan](#)
(Link to follow (in process of updating school website))

Everyone who is a parent, as defined in terms of the Schools (Parental Involvement) Act 2006 has rights under the right to receive advice and information about their child's education, general information about the school, to be told about meetings involving their child.

<http://www.scotland.gov.uk/Resource/Doc/148166/0039411.pdf>



PARENT VOLUNTEERS

We welcome support from parent helpers. We have very good support from a small group of helpers for tasks both in and out of the classroom. Regular parent helpers may require to be PVG checked. All volunteers are provided an induction at Banchory School and adhere to our Volunteer Policy.



MEDICATION

Clackmannanshire Council has a policy and procedure for the administration of medication in school. If your child requires medication to be administered in school, please contact the Headteacher.



EMERGENCY CONTACTS/PERSONAL DETAILS

In order to keep our records up to date we rely on parents informing us of any changes in circumstances. It is particularly important to know of any changes of address or telephone numbers.

PARENT PAY AT BANCHORY PRIMARY SCHOOL

Given the option, most parents prefer to pay online at a time that suits them. With ParentPay they don't need to queue up at the school office with cash or expect their child to carry envelopes to school with consent forms and money. ParentPay helps the school office too; instead of spending time counting cash payments, you can use our in-depth financial reports to improve efficiency, accuracy and manage parent debt.

Please see the below link for further information about ParentPay.

<https://www.parentpay.com/schools/>



POLICY ON ADDITIONAL SUPPORT NEEDS INCLUSION

The Education (Additional Support for Learning) (Scotland) Act 2004 was amended in 2009. The 2009 Act strengthens the duties placed on Clackmannanshire and Stirling Education Service 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 Clackmannanshire Council to provide access to

mediation and dispute resolution services free of charge to parents who have made a successful placing request from another Authority.

The Act now deems all Looked After children to have additional support needs unless the education authority determines otherwise. Clackmannanshire Council has procedures in place to assess these needs through the Staged Intervention process, as with all children and young people who may require additional support.

Information and leaflets for parents, carers and young people can be found on the Council's website

<https://www.clacks.gov.uk/learning/asl/>

Leaflets include

- Additional Support for Learning – a Guide for Parents
- Additional Support for Learning – Resolving Differences

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 – 0845 1232303
- An email enquiry service – info@enquire.org.uk
- Two websites –
www.enquire.org.uk (for parents/carers and practitioners)
www.enquire.org.uk/yp (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 service will be provided through a partnership between Kindred Advocacy Service and the Scottish Child Law Centre, known as "Let's Talk". 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 National Advocacy service please contact the Scottish Child Law Centre:

- Telephone: 0131 6676333
- Email: enquiries@sclc.org.uk
- Web: www.sclc.org.uk

Some literature still refers to the previous partnership between the Scottish Child Centre and Barnado's and this will be updated shortly.

Clackmannanshire Council Education Service 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 Clackmannanshire is available by contacting either the school, or the ASN team at Kilncraigs: telephone 01259 452441 or e-mail asn@clacks.gov.uk

CHILD PROTECTION

The safety of children is everyone's responsibility. If staff has any concerns for a child or young person's wellbeing, they have a duty to pass on information that will help keep that child safe. All school staff receives child protection training at the beginning of a new academic year.

All staff and volunteers working with children and young people (in or out of the school building) are checked for offences that would make them unsuitable for such work. The school also has close working links with a wide range of other services and agencies that can help support children and young people in need. Each school has a named co-ordinator responsible for all issues relating to child protection. In our school this person is the Head Teacher. Full details of the council guidelines and procedures for child protection can be seen in the school on request.

The council requires all staff to inform the co-ordinator if any allegation or suspicion of abuse arises. Such information cannot be kept confidential. The co-ordinator must pass the matter to social services and ensure that parents/carers are informed. Other members of school staff will be informed only if they have a direct role in supporting the child or young person. Social services staff will pursue the allegation. Sometimes this will be as part of a joint team with the police. The school actively supports children and young people develop their knowledge and skills about personal safety and to be confident in expressing any anxieties about their own well being. This is encouraged through HWB and through specific curriculum programmes reflected within our HWB progression framework.



OTHER SUPPORT SERVICES

Several support services are readily available to the school. Clackmannanshire Council Education Service provides advice and support regarding overall issues of quality and effectiveness. Other services provide advice and/or assistance about how best to meet the needs of an individual child or group of children. Staff from the Primary and Secondary Schools Support Service offer experience in working with children with social, emotional or behavioural difficulties; staff from Psychological Services provide assessments of and support for a range of pupil needs; and the school can link with social services over matters of family and child welfare. Attendance and Welfare staff support pupils' attendance at school.

Creative Therapeutic Interventions for Children

Clackmannanshire Education Service is working in partnership with Inscape Therapies and Reachout With Arts in Mind to provide support to children and young people who are experiencing mental health and wellbeing issues.

Creative Therapeutic Interventions for Children (CTIfC) is a targeted service available to 5 – 9 year old children across Clackmannanshire's primary schools. It

offers developmentally appropriate resources which include:

Music Therapy – Inscape Therapies

Music therapists are fully qualified and registered. They deliver a longer term one to one service in school or remotely to children who are experiencing issues such as trauma, bereavement, loss and anxiety.

Referrals are made through the Girfec forum.

Therapeutic Art – Reachout with Arts in Mind

The qualified artists from Reachout offer a 6-session group work programme to children in an identified school. The group focuses on building resilience, self-esteem and confidence through art and is delivered in school supported by school staff.

The school is offered this service and refers children through the Counselling in Schools Coordinator.

Educational Psychology Service

Educational Psychologists (EPs) work together with families, schools and ELCs and other professionals, to help meet children and young people's educational needs.

Educational establishments can make referrals to the Educational Psychology Service as part of the Staged Intervention process, once they have obtained the agreement of parents/ carers and, where appropriate, the pupil.

Parents/ carers can also contact the service directly through the Telephone Consultation Line which operates Monday - Friday, 9.30-12pm in term time.

Additional Support Needs

As with all local authority schools in Scotland, this school operates under the terms of the Education (Additional Support for Learning) Scotland Act (2004) as amended 2009 and its accompanying Code of Practice (Third Edition) 2017 . Further details of the policies and procedures can be found on the Clackmannanshire Council website: <https://www.clacks.gov.uk/learning/asl/> These procedures have been strengthened through the Children and Young People (Scotland) Act (2014).

Schools and Early Learning Centres (ELC) work closely with parents/carers and other agencies and professionals such as Social Work Services, Educational Psychology Service, National Health Service to ensure that decisions are made jointly with parents, children and young people with regards to the best possible education to meet the needs of the child within the resources available.

Support for Pupils

Pupils' additional support needs will be identified and addressed through the Getting It Right For Every Child processes. This involves close co-operation between the parent or carer, the child and the staff in school – they are the core part of the Team Around the Child. Others involved in your child's education and well-being will also be part of the Team, and will help to complete a rounded

picture of assessment where appropriate. The Team will also draw up and review plans to meet the needs identified. If you believe your child may have unrecognised additional support needs, your first point of contact should be the child's class teacher or form tutor.

The school makes provision for pupils with additional support needs throughout their education:

- each teacher differentiates the curriculum within their class to provide educational targets and objectives suited to their age and stage of development
- the school has an experienced Support for Learning Teacher to co-ordinate and organise support for children
- the school can call on the time of a Support for Learning Assistant for exceptional cases

Disputes and Resolution in Additional Support Needs

Schools and Early Years facilities do their best to support pupils, and are responsive to the needs of parents, carers and pupils. Nevertheless, problems may arise, and it is important to deal with these as soon as possible.

In the first instant it is most appropriate to contact the school or ELC directly, and if the matter cannot be satisfactorily resolved, you may wish to discuss with the Quality Improvement Officer ASN or the Senior Manager Inclusion and Partnerships. If this cannot be resolved at this level, Children's Services also commission independent mediation through Children in Scotland. Their services, called Resolve, may be arranged by the Additional Support for Learning Adviser, or accessed directly by parents on 0131 222 2456.

Parents, carers and children with additional support needs can also seek independent advice and support through:

- Enquire – the Scottish advice and information Service for additional support for learning: www.enquire.org.uk, 0345 123 2303 · Scottish Independent Advocacy Alliance; www.siaa.org.uk, 01312605380
- Take Note: National Advocacy Service for Additional Support Needs (Barnados in association with the Scottish Child Law Centre) www.sclc.org.uk, 01316676633.
- Let's Talk ASN, c/o Govan Law Centre, letstalkasn@edlaw-org.uk, 0141-445-1955



ATTENDANCE

Clackmannanshire Council is committed to working with parents, children and other agencies to ensure that all children enrolled at its schools attend regularly.

All children are likely to be absent from school at some time in their school career. However, persistent poor attendance is disruptive to the individual and to the work of the class and may be an early warning of other difficulties.

Where there are genuine reasons for non-attendance, the authority will work with agencies to ensure that the child's education is continued by means other than school attendance.

The Council's and school's staff overwhelming concern is for the welfare of children. Parents who fail to secure an adequate education for their children, for example by failing to secure regular attendance, are in breach of their statutory duty.

Unfortunately, some absences may be condoned or even actively encouraged by parents. This is not acceptable and where this is found to be the case, the Authority will use all powers at its disposal to ensure that children attend school regularly.

The procedures that the Council and school have put in place are aimed at ensuring the welfare of all its pupils. Parents are asked to help by co-operating with these procedures.

Clackmannanshire Council actively discourages taking children out of school during term-time for family holidays because of the disruption that it causes to the education of the individuals and class groups. Schools cannot give parents permission to do this and, except in the most exceptional of circumstances, such absences will be treated as unauthorised. However, it is helpful for schools to know of such absences in advance and schools may be able to offer advice to you on projects that your child can undertake while on holiday that will promote learning while the child is out of school.

Absences are categorised as authorised or unauthorised.

Authorised absences will include absences due to:

- sickness (medical) – where a note is received from parent/carer
- medical or dental treatment; appointment at a doctor or dentist
- family circumstances including bereavement; religious observance; weddings

Unauthorised absences will include absences due to:

- truancy
- unexplained absence
- most family holidays during term-time.

However, family holidays during term-time can be authorised due to exceptional circumstances i.e., where it is judged that a family holiday is important to the well-being and cohesion of the family following a serious or terminal illness, bereavement or other traumatic event.

To assist in ensuring the welfare and safety of all our young people, parents/carers are asked to:

- notify the class teacher and school office in writing or by telephone in advance of any planned absence or late arrival for their child because of an appointment (medical or dental etc.)

- notify the school on the first day of absence for your child. You can do this in person at the office or telephone the school on 01259 722606 between 8.30 and 9.00 am.
- Parents/carers are asked to telephone the school before 9 a.m. if their child is not going to attend that day. If the school is not informed, the Home School Liaison Office will contact the parent/carer to confirm the reason for non-attendance.



HOMEWORK

Homework, when appropriate, can provide pupils opportunities to apply and use creatively the knowledge and skills that they are gaining in school. Pupils will know when homework is set and what is required. The amount of homework set and the time required to complete it will vary from child to child and year to year.

If a child has been unable to do the homework because of sudden illness or an emergency at home, then it would be helpful if parents could send an explanatory note. If there are any difficulties with homework, please do not hesitate to contact the school to resolve the situation. There will be occasions throughout the year when pupils will need help from parents and carers through Family Learning homework challenges. Our Family Connect Programme can also help provide strategies for parents & carers to support learning at home.



FOOD IN SCHOOLS

There is a great deal of interest in the dietary habits of children and how the food that children eat influences health, wellbeing and attainment at school.

Schools are recognised as having a key role to play in influencing the dietary habits of children, both through the curriculum and through the food that is provided for children during the school day.

Schools in Clackmannanshire are taking a whole school approach to food, through “Health Promoting Schools” and in implementing the recommendations of The Schools (Health Promotion and Nutrition) (Scotland) Act 2007.

If your child has a food allergy or needs a special diet, please discuss this with the Headteacher.

Children in Clackmannanshire can access food during the school day

- At breakfast club (limited schools)
- At morning break
- At lunchtime

DIETARY REQUIREMENTS AND ALLERGIES

In the event that your child needs assistance with either of these, please contact school so that we can assist in any way we can.



BREAKFAST SERVICE

A breakfast service is provided in your child's school. The service is available free of charge to children entitled to free school meals. All other children can have a breakfast for £1.40p (2023/24 academic session). As the school has a multi-purpose hall, the breakfast service opens at 8.30 a.m. and the final admission is at 8.45 a.m. sharp. Parents are not eligible for this service. The primary school breakfast comprises:

- Tea, fresh semi skimmed milk or water.
- A piece of fresh fruit or a glass of fresh, unsweetened apple or orange juice
- Cereal with milk. There is a choice of three cereals.
- Toast or crusty bread with spread and a choice of jam or cheese.

If you are registered at Nursery Class you can also purchase breakfast for your child. Payment should be made daily or weekly.



MILK SCHEME

All primary schools in Clackmannanshire operate a Milk Scheme. Under the Scheme, all children who are entitled to free school meals will be given a 200ml carton of chilled, semi-skimmed milk, free of charge at morning break, unless the parent opts out of the Scheme. Other children and their parents can choose to opt-in to the Scheme and pay 15p per day (2023/24 academic session). You will be notified towards the end of each term, by letter, the cost for the next term. Payment should be made to the School Office in **advance** to allow orders to be placed.

SCHOOL MEALS

The schools (Health Promotion and Nutrition) (Scotland) Act 2007 has had a significant effect on school lunches. Clackmannanshire Council implemented the nutritional requirements for food and drink in schools in primary and special schools in August 2008 and in secondary schools in August 2009.

In primary schools, a two-course lunch is available where children can freely choose from the breadbasket and also have the option of milk, fresh fruit juice and water with their meal. These choices are included with all meals for £2.20. Each lunch is guaranteed to contain a healthy balance of nutrients and is low in fat and salt.

School Menu Selector:

A three-weekly menu cycle is in operation in Clackmannanshire Primary Schools. The menu cycle is detailed on the Schools' Menu Selector web page.

All School lunches are produced centrally by a cook freeze system. In this production system, food is produced in batches, rapidly cooled and frozen to preserve flavour and vitamin content, then transported to each primary school to be finished and served. Food is served from multi-portion dishes in much the same way as it has always been. Salads and fruit are still freshly prepared in every school.

By investing in the cook freeze production method, in raw ingredients and in new recipes, we have improved the quality of food provided. The cook-freeze system is extremely

good in terms of food safety, portion and cost control. Efficient management of the production system means more funding can go into the food.

Special menu days are held throughout the year e.g. Christmas, St Valentine's Day.

The Service constantly reviews raw ingredients and recipes. Where possible, we try to source produce locally and plan to put together a "tasting panel" of pupils to check out new recipes.

Clackmannanshire Council is committed to promoting the uptake of school lunches, we believe that this is consistent with our efforts to have all our schools Health Promoting and delivering a Curriculum for Excellence. We welcome comments and suggestions from parents.

In the 2023/24 academic session, a pupil lunch costs £2.20

FREE SCHOOL MEALS 22/23 Session

School age children whose parents are receiving one of the following benefits have an automatic entitlement to free school meals, provided all necessary proof is shown. **You must also be in receipt of child benefit.**

- *Income Support*
- *Income-based Job Seekers Allowance*
- *Income-based Employment and Support Allowance*
- *Child Tax Credit where NO Working Tax Credit is payable and income is less than £16,010 (as assessed by Inland Revenue)*
- *Maximum Working Tax Credit and Child Tax Credit with an income below £6,420*
- *An asylum seeker in receipt of support under Part VI of the Immigration and Asylum Act 1999*

If you think you qualify, please contact the Facilities, Schools and Welfare Team on 01259 452499 for further information.

Pupils registered for free school meals are also eligible for free milk and for free breakfast, whether or not they take a school lunch.

Application forms can be obtained from schools, CAP offices and the Council Offices at Lime Tree House, Kilncraigs, Greenfield; also by accessing. Application may be made at any time during the session.

Childcare Costs

If you are a working parent, you may be eligible for support to pay for childcare costs.

If you claim Universal Credit, you can claim up to 85% of your childcare costs back. <https://www.gov.uk/guidance/universal-credit-childcare-costs>

If you do not claim any benefits, you may still be eligible for 20% off your childcare by using Tax Free Childcare. <https://www.gov.uk/apply-for-tax-free-childcare?step-by-step-nav=d78aeaf6-1747-4d72-9619-f16efb4dd89d>



SCHOOL UNIFORM

Parents are asked to dress their children in the school uniform – white polo shirt/blouse and grey or black trousers with black sweatshirts with our recently child designed school badge. P7's are asked to wear a red jumper.

It is recommended that each child brings an overall or large shirt, which can be used to cover school clothes when engaged in painting or clay modelling.

We would also encourage your child to bring in wellies/outdoor shoes during the winter months.

Please ensure that your child's name is clearly written on all garments and items belonging to your child.



PHYSICAL EDUCATION CLOTHING AND FOOTWEAR

1. T-shirt (Hive Colour allocated at the beginning of P1)
2. Shorts or tracksuit bottoms
3. Gym shoes (not trainers)

For health and safety reasons, pupils should wear these for PE and bring them to school each day - or they can be kept in school.

All jewellery, especially the wearing of earrings, is prohibited during PE. For reasons of safety earrings should be removed or covered by a plaster if unable to be removed.

Outdoor Learning Suitable Clothing & Footwear

With the school's continued focus on providing regular outdoor learning experiences, we would encourage you to provide your child with a set of waterproof trousers and a pair of suitable footwear e.g., welly boots that can be kept in the school and made easily accessible when required. These can be kept in school and returned for cleaning purposes when necessary.

SCHOOL CLOTHING GRANTS 2023- 2024 Session

School age children whose parents are receiving one of the following benefits have an automatic entitlement to a grant to assist with the purchase of school clothing, provided all necessary proof is shown. **You must also be in receipt of child benefit.**

- *Income Support*
- *Income-based Job Seekers Allowance*
- *Income-based Employment and Support Allowance*
- *Child Tax Credit where NO Working Tax Credit is payable and income is less than £16,010 (as assessed by Inland Revenue)*
- *Maximum Working Tax Credit and Child Tax Credit with an income below £6,420*
- *An asylum seeker in receipt of support under Part VI of the Immigration and Asylum Act 1999*

Application forms can be obtained from schools, CAP offices and the Council Offices at Kilncraigs; also by accessing <https://www.clacks.gov.uk/learning/schoolclothinggrants/> Application forms for the 2024/25 academic session are issued in June 2024 and the closing date for all applications is 31 December 2024.

GENERAL SUPERVISION

Children are supervised at intervals, but they are also responsible for conducting themselves in a responsible manner both inside and out of the building. There is always access into the building and children are aware of this. Qualified First Aiders are available if necessary.



WET WEATHER ARRANGEMENTS

Children are not allowed on grass areas or the football pitch when the weather is wet. In bad weather, breaks are supervised in classrooms. The Parent Council has provided wet weather boxes of activities.



TRANSPORT

Clackmannanshire Council has a Home to School Transport Policy, which is summarised below. A full copy of the policy is available from Education Services.

The Education Service ensures that schools, parents and pupils are properly informed of their respective responsibilities in relation to the operation of an efficient and effective home to school transport service.

Free home to school transport is provided generally either:

- When a child lives a long way from his or her catchment area school.
- When a child has Additional Support Needs.

Free transport may be provided by:

- Service bus, using season tickets
- Contract hire vehicle
- Parental transport contract

For primary pupils who are under eight at the start of the school session, transport is provided if the distance from home to school is more than one mile by the shortest suitable walking route. For those eight or over at the start of the school session, the distance is two miles.

Following the completion of P1 enrolment on the last Friday in January, each primary school submits a list of P1 pupils to the Education Service. Education Services measure the distance from home to school and, if a pupil is eligible for free home to school transport, the parent will be notified of arrangements before the start of the new session.

If you enrol your child

- Into P1 after the last Friday in January **OR**
- Into any later stage of primary school i.e. P2 to P7, at any time

You will need to apply for free home to school transport by completing a School Transport Application Form, which are available from the school, and returning it to the address on the form. An assessment will be carried out and, if your child is eligible for free home to school transport, you will be notified of arrangements as quickly as possible.

NOTE: All entitlement to transport is subject to policy change by the Council.

Moving home or changing school

If your child receives free home to school transport and you move to a new home or change school, you must inform the Education Service, so that the transport entitlement can be reassessed.

If you move to a new home and you think your child might have become entitled to free home to school transport please complete a School Transport Application Form, which are available from the school, and send it to us at the address on the form. An assessment will be carried out and, if your child is eligible for free home to school transport, you will be notified of arrangements as quickly as possible.

Placing Requests

Remember, children who attend school as a result of a successful placing request are not eligible for free home to school transport. However, if there is a vacant seat available on a vehicle providing transport for eligible children, then a non-eligible child may be given a seat on a concessionary basis. Please contact the Education Service for details.

Behaviour on school transport

The majority of pupils who use school transport are well behaved. It is unacceptable if a child or young person misbehaves to such an extent that they endanger others as well as themselves. Any misbehaviour that is likely to put the safety of any person at risk of repeated low -grade misbehaviour, may lead to transport provision being withdrawn.

Additional Support Needs

Children may be entitled to free home to school transport because they have additional support needs. These needs may be short or long term. For example, a pupil with a broken leg may require transport on a short-term basis; a child whose family becomes homeless may require transport on a short-term basis until the family is rehoused. Children with physical or learning disabilities may need home to school transport for the whole of their school career.

The Education Service manages home to school transport for children with additional support needs.

Contract hire vehicles including taxis and minibuses provide most, but not all, transport for children with additional support needs. Only drivers who have been checked through Disclosure Scotland are used.

Some children who receive transport because they have additional support needs require the services of an Escort. Clackmannanshire Council maintains a bank of Relief Escorts, who provide cover in the event of absence of permanent staff. If you are interested in becoming a Relief Escort, or would like to learn more, please see the Relief Escort job details on the council website: <https://www.clacks.gov.uk/learning/escorts/>

UNEXPECTED CLOSURES

Any departure from the normal arrangements will be notified to you in writing but there are occasions when the children may be dismissed early without warning e.g. in the case of power cuts or very inclement weather. In the event of this happening you should make sure your child knows where to go if you are not usually at home during the day.



CARE OF BOOKS AND MATERIALS

Schoolbooks and materials are expensive and, as the school's budget is limited, parents are requested to ensure that care is taken when handling them. Payment must be made for equipment lost or destroyed so that school stocks can be maintained.

Transition from ELC to P1

The school values the importance of a smooth transition from ELC to Primary 1, with the aim of making the move from any ELC establishment a positive, harmonious and exciting experience for all our pre-schoolers. The Health and Wellbeing of our pre-schoolers will always be our focus and they will participate in several activities designed to support a smooth transition throughout the school year. From August 24, admissions into Banchory ELC have been suspended. We continue to work together with all our local ELC establishments to ensure a smooth transition to Primary 1 remains on track for all.



COMMENTS AND COMPLAINTS

The school is keen to receive feedback from parents and carers regarding all aspects of the service it provides. We issue regular newsletters and host evenings to discuss individual pupils' progress and/or to share issues relating to the curriculum or of whole school concern. We welcome parents' and carers' support for our work and want to know of any circumstances where they may be dissatisfied. Please write to or arrange to meet with the Headteacher if you would like to discuss any concerns.

Complaints

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

Who can complain?

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

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 headteacher or depute head, will be responsible for looking into complaints.

Heads are senior managers with a high level of responsibility for your child's learning and welfare and able to look into most matters. However, the headteacher may refer the Stage One complaint to Education Services centrally, e.g. if it is about the conduct of the headteacher or too complex to be dealt with at front-line service level.

The school or ELC will give you our decision at Stage One within 5 working days or fewer unless there are exceptional circumstances. If we need further time we will ask you to agree an extension of up to 5 further days. If the Stage One complaint has been referred to Education centrally your response will come from there.

Stage Two – Investigation

If you are dissatisfied with your Stage One response you can move to Stage Two. Stage Two deals with 2 types of complaints: those not resolved at Stage One and those not appropriate for Stage One, for example the conduct of a headteacher or too complex for a headteacher to deal with.

To move to Stage Two, you should contact the Head of Education and ask for a formal investigation under Stage Two. Or you can ask the headteacher of the school or nursery to move the complaint to Stage Two on your behalf.

When using Stage Two:

- We will acknowledge your complaint within 3 working days.
- You will be contacted by the Investigating Officer for your complaint, who will usually meet you to confirm: the detail of your complaint, what you want to achieve, and if your expectations are achievable. In some cases, e.g. your complaint has been made in writing and is clear, there may be no need to meet. It is helpful if you present any evidence that you can offer in support of your complaint, e.g. contact details for witnesses, reports from other professionals etc. if appropriate.
- We will write to you confirming the details of your complaint, what you want to achieve, and what the investigation can cover.
- We will give you a full, written response to the complaint as soon as possible and within 20 working days. If our investigation takes longer than 20 working days we will agree revised time limits with you and keep you updated on progress.

After we have fully investigated your Stage Two complaint, if you are still dissatisfied with our decision or the way we dealt with your complaint you can ask the Scottish Public Services Ombudsman (SPSO) to look at it.

The SPSO cannot normally look at:

- A complaint that has not completed our complaints procedure.
- Events that happened or you became aware of, more than a year ago.

SECONDARY SCHOOL

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

Lornshill Academy
Tullibody Road
Alloa
FK10 2ES
Tel: (01259) 214331
Headteacher: Mr Tom Black

To make the transition as smooth as possible, there is an ongoing system of liaison between the schools. Staff and pupils from Lornshill visit Banchory to build relationships throughout the academic session and P7 pupils also take part in a visit to Lornshill during the summer term. There also enhanced transition support offered to children and families where applicable.

P7 Residential

Our annual trip to Lendrick Muir also allows opportunities for our P7 pupils to experience a number of activities related to fostering positive relationships, team building and preparing for their next steps in their school journeys.



SCHOOL HEALTH SERVICE

NHS Forth Valley fulfils a statutory obligation to provide a health service for all school-age children in Clackmannanshire. 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 Authority with advice about the spread of infections and the promotion of good health. This service is provided by staff from Forth Valley Primary Care NHS Trust.

During P1 parents will be asked to complete a health questionnaire and will be given the opportunity to ask to meet the named nurse for the school. Vision screening is carried out at pre-school by a specialist service. Hearing is no longer screened in school but any concerns about your child's hearing should be discussed with the school doctor who can arrange a fast-track referral to the audiology department. During their time at school, children are offered various immunisations and parents are asked for written consent for these.

Parents and school staff, with parental consent, can request a consultation with the school doctor at any time.

Clinics

From time-to-time children may have clinic appointments (eye clinics, dentist, doctor, etc) during school hours. Please let the school know about these visits and arrange for your child to be collected. For personal safety reasons, children are not allowed out of school during school hours unless accompanied by a responsible adult or unless written permission to do so has been given by the parent or carer.

Infectious Diseases

Colds, flu and gastro-enteritis are the most common infections affecting children of school age. Keep your child off school in the early stages of flu and while they still have diarrhoea. Help them understand how to prevent picking up and spreading such infections. For advice about early detection and treatment for other infectious diseases e.g. chickenpox and mumps, consult your GP or Health Visitor.

The School Health Service can be contacted at:-

Clackmannanshire Community Healthcare Centre
Hallpark
Sauchie
FK10 2JQ
Community Nursing Team

Jean Gracie
Clackmannanshire Community Healthcare Centre
Public Health Nurse
Hallpark
Sauchie
FK10 3JQ
01259 290195

Linda Rickard
Clackmannanshire Community Healthcare Centre
Hallpark
Sauchie
FK10 2JQ
01259 290195

Theresa Cranston
Clackmannanshire Community Healthcare Centre
Hallpark
Sauchie
FK10 2JQ
01259 290195

School Dental Inspections

The NHS in Scotland runs a programme of dental inspections of children in Primary 1 and Primary 7.

The aims of the National Dental Inspection Programme (NDIP) are:

- To inform individual parents/carers of the dental health/oral health status of children.
- To provide Scottish Government and NHS Boards with information on trends in dental disease in children in order to monitor oral health and plan dental services.
- To support dental attendance in those children who are found to have need of dental care.

For more information on NDIP please visit the website:

www.ndip.scottishdental.org/about/

Childsmile

Your child may attend a school participating in the Childsmile Programme. Childsmile is a national programme designed to improve the oral health of children in Scotland, and reduce inequalities, both in dental health and access to dental services.

For further information on Childsmile visit the website:

www.child-smile.org

Head Lice

Head lice are spread through head-to-head contact at home, while playing 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, get the correct lotion from your doctor, health visitor or pharmacist. Shampoos and other treatments are not effective.

One treatment requires **two** applications of treatment lotion **seven** days apart. If this is not followed correctly then re-infection is likely.

Advise all family members and close friends of your child to check and treat only if live lice are found. Don't be shy about advising others of this possible problem as you would tell family and friends about other infections which might affect them. Regular combing of your child's hair with the head lice detector comb is the best protection as it allows you to detect and then treat speedily. Further advice can be obtained from the Health Board head lice leaflet, which is available in all schools, and health centres and also the Education Services leaflet "Frequently Asked Questions", which is available in schools.

B.A.L.L. (*Banchory Against Live Lice*) – Head lice are a major problem in every community and a group of parents, supported by the Public Health Nurse, meet on a regular basis to help combat head lice. This is achieved through an educational programme, learning new techniques; self-help support and helping other parents to overcome this problem. If you wish to be a member of this group, please contact the Home School Liaison Officer.

INSURANCE COVER

Public Liability

There is in force a Public Liability Cover in the name of Clackmannanshire Council, which would operate in respect of any third party claim for injury or damage to property arising out of the operation of the Council. This is a Liability Cover and, as a result, negligence on the Local Authority or their employees resulting in loss or injury must be established.

Pupil's Property

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

- (a) Clackmannanshire Council's Liability policy does not automatically provide cover for personal property left within the school or other Council premises.
- (b) Under normal circumstances a Home Insurance Policy gives some measure of cover for personal effects of the policy holder and his family but pupils are strongly discouraged against bringing expensive personal items to school.

(c) It is suggested that you may care to consider taking out additional individual personal cover.

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Summary of Policy Cover

Insured Persons: Organisers, participants, members, employees and others travelling on authorised excursions or trips organised by or under the auspices of all employees of the Insured.

Insured Risk(s) and Benefits

		Adult	Under 18 years	
1.				
	1.			
a)	Death (Excursion)	£20,000	£20,000	
b)	Permanent	£20,000	£20,000	Total Disablement
c)	Permanent Partial Disablement		Proportionate based on 'Continental Scale'.	
<i>Aggregate Limit - £15m with £25m re aircraft accidents</i>				
2.	Medical Expenses			unlimited
3.	unlimited (outwith UK only)			
3.	Baggage and Personal Effects		£5,000	£5,000

Excursion/Trip Insurance

(Schools, Services to People and other Services of the Council)

	Insurer	<i>Chartis</i>	
4.	Money	£5,000	£5,000
5.	Cancellation	£10,000	£10,000
6.	Personal Liability	£5,000.000	£5,000.000

Territorial Limits *Worldwide*

For full details, please consult the Council's Policy for Educational Excursions.

SCHOOL SECURITY

Clackmannanshire Council aims to provide a safe and healthy environment for all pupils, staff and other school users. Safety and school security have been a key focus since 1997 when the Council involved all schools and school communities in the preparation of safety and security actions plans. Since then, these plans have been implemented in a systematic way. Work undertaken in schools has included:

- the creation of a one-door entry system during normal school hours
- the installation of electronic doors locking mechanisms
- the erection of signs directing visitors to the single door entry point
- the introduction of an entry procedure for visitors including the issue of security visitor pass
- the introduction of staff identification passes
- the use of mobile radios for staff working alone such as playground supervision

School alarm systems are being updated currently.

All schools have had their door entry construction work completed and all schools are using the visitor pass system. Your co-operation and assistance in complying with school access arrangements is greatly appreciated as the safety of pupils and staff is at the heart of this programme.

School Disclaimer

Whilst the information provided is considered to be correct at the time of printing, it is possible that there may be some inaccuracy by the time the document reaches parents. The handbook will be reviewed during the course of the year.