

FALKIRK **D**AY **U**NIT



SCHOOL BROCHURE

2010 - 2011



Falkirk Council
Education Services



A FOREWORD BY THE DIRECTOR OF EDUCATION

Session 2010-11

This brochure contains a range of information about your child's school which will be of interest to you and your child. It offers an insight into the life of the school and also offers advice and assistance which you may find helpful in supporting your child's education.

Falkirk Council is keen to engage parents in the education process, not only to allow you a greater opportunity to contribute to your child's education, but also to encourage you to play a greater role in the life of the school as a whole. Therefore, we offer a number of other opportunities when you will be able to make your voice heard in relation to your own child's education, your local school, and indeed the education authority as a whole.

Throughout each school year there will be opportunities for you to discuss your child's progress with his/her teacher. There will also be four annual events for parents organised by the Education Authority. These evening sessions are spread across the school year and each focuses on a particular theme. The sessions are open to all parents to attend and they are also attended, wherever possible, by the Convener of the Council's Education Committee as well as myself and members of the Service's Management Team. Each of the sessions offers parents an opportunity to ask questions of Councillors and the Service's senior managers on aspects of their child's education.

Parental involvement in the decision making processes and performance monitoring are now, more than ever, an integral part of school life and will continue to become even more transparent in future years. We look forward to developing that partnership with your support.

I am pleased to commend this brochure for session 2010/11 and hope that it will provide you with all the relevant information you may need concerning your child's school. If you have any queries regarding the contents of the brochure please contact the Headteacher of the school who will be happy to offer any clarification you may need.

Julia Swan
Director of Education
Falkirk Council

Footnote: It may be possible to offer some assistance in helping to translate all or part of this brochure to parents whose first language is not English. Any enquiries in this regard should be directed in the first instance to the Communications Officer for Education Services (tel: 01324 506602).

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

Introduction

Falkirk Day Unit is one of Falkirk Council's schools for children with educational needs of an emotional/behavioural nature. It provides education for secondary pupils. Pupils come to the school from the Falkirk area.

Information**School Address**

Camelon Education Centre
Abercrombie Street
Camelon
Falkirk
FK1 4HA

Telephone:

01324 501650

Fax:

01324 503719

Email:

falkirkdayunit@falkirk.gov.uk

Headteacher

Gordon Bell

Staff

1 Depute Head
5 Teachers
2 Support for Learning Assistants
1 Youth Worker
1 Clerical Assistant

Visiting Teachers

P. E., Music Technology, Football, Art, Guitar

Class Groups

Pupils can be taught in groups of up to 5.
The school role is usually around 18 pupils.

The School Day

Monday to Thursday

9am – 3pm

Friday

9am – 12.30am

Falkirk Day Unit

Falkirk Day Unit is located within Camelon Education Centre. It is situated centrally in Camelon, approximately 1 mile from the centre of Falkirk.

Falkirk Day Unit is one of Falkirk Council's schools for children with educational needs of an emotional/behavioural nature. It provides education for secondary pupils in their last year/year and a half of education. Pupils come to Falkirk Day Unit from the Falkirk area and some have a Coordinated Support Plan.

The Unit has a Headteacher, a Depute Head, 5 Teachers, 2 Supervisory Assistants, a Clerical Assistant and a Youth Worker.

Support to pupils is shared with Forth Valley College and may be shared with secondary schools or wholly within the Unit. Falkirk Day Unit does not make provision for young people beyond school leaving age.

The curriculum is balanced towards life skills, communication skills and personal and social development.

Activities such as outdoor adventure activities are important components as are expressive arts. Work experience opportunities are a major factor.

Falkirk Day Unit can offer a limited number of Standard Grades and also some SQA Modules.

Bad Weather

If bad weather occurs during a school day, it may occasionally be necessary to send pupils home early, to guarantee their safe return. If there is no-one at home to contact, the emergency number will be used.

If the weather and road conditions are so bad that school taxis and buses fail to arrive to pick up pupils in the morning, they should not be sent to school by any other means, as a safe return home could not be guaranteed under these circumstances.

Failure of Heating or Plumbing

In the event of failure of either the heating or the plumbing system, pupils may be sent home.

Transferring Educational Data About Pupils

The Scottish Government and its partners collect and use information about pupils 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 Careers 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.

Data policy

Information about pupils' education is collected 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 collected by Scottish Government is used for statistical and research purposes only.

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 (www.scotxed.net).

Scottish Government works with a range of partners including HM Inspectorate of Education, Careers Scotland and the SQA. On occasion, we will make individual data available to partners and also academic institutions and organisations to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, which 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 of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government.

Concerns

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at **Peter.Whitehouse@scotland.gsi.gov.uk** or write to The ScotXed Support Office, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, Braille and large print.

FALKIRK COUNCIL : EDUCATION SERVICES
Agreed Term Dates for Session 2010-2011

School Year	<u>Term Dates</u>	<u>Days</u>	
		<u>Staff</u>	<u>Pupils</u>
Autumn Term Begins (Staff Only - Dev Day)	Monday 16 August 2010	2	-
(Staff Only – Dev Day)	Tuesday 17 August 2010		
Autumn Term Begins (Pupils)	Wednesday 18 August 2010		
Autumn Term Ends	Friday 8 October 2010	38	38
Winter Term Begins	Monday 18 October 2010		
Winter Term Ends	Thursday 23 December 2010	49	49
Spring Term Begins	Thursday 6 January 2011		
Spring Term Ends	Friday 1 April 2011	62	62
Summer Term Begins	Monday 18 April 2011		
Summer Term Ends	Friday 24 June 2011		
		201	199
Less Term Time Public Holidays		6	6
Less Staff Development Days			4
		<u>195</u>	<u>189</u>

Term Time Public Holidays

Staff Development Days

Monday 13 September 2010
 Friday 18 February 2011
 Monday 21 February 2011
 Friday 22 April 2011
 Monday 25 April 2011
 Monday 2 May 2011

Monday 15 November 2010
 Tuesday 16 November 2010
 Wednesday 16 February 2011
 Thursday 17 February 2011

Medicine administration

The administration of medicines prescribed by a family doctor is undertaken at the discretion of the Head Teacher but schools are generally happy to co-operate with parents in doing so. In order to safeguard the health and safety of children, procedures are drawn up by Falkirk Council Education Services.

Whenever you wish us to give your child medication, which is prescribed by a doctor or dentist, you should fill in request form MED1 and bring the medication to the school. Prescribed medication should be clearly marked with your child's name, the date prescribed, how often it has to be taken and for how long.

Non-prescribed medication may only be given in school if you complete request form MED3. Certain non-prescribed medication e.g. aspirin may not be administered in school. You will be contacted if we are unable to administer a non-prescribed medicine, which you have asked us to give. Again, please bring in non-prescribed medication to the school yourself.

For medical appointments during school hours, please notify us by letter and collect your child from school.

School Lunches



The Hungry for Success initiative ensures that all food in schools is healthy, and encourages all pupils to make school meals their first choice at every break time. Through consultation with pupils and school staff, catering menus now offer a wide variety of choices from traditional meals, meal deals, salad boxes, pasta and deli bars.

All staff and pupils receive free school meals. Meals are provided from the kitchen of a nearby secondary school. Packed lunches are provided for outings. Special diet requirements are catered for.

Health Promoting Schools

A Health Promoting School is one in which all member of the school community work together to provide pupils with positive experiences and structures which promote and protect their health.

This includes both formal and informal curriculum, the creation of a safe and healthy school environment, the provision of appropriate health services and the involvement of the family and the wider community in efforts to promote health.

Falkirk Council and partner agencies will continue to develop and support opportunities for children, young people and families to make healthier lifestyle choices.

In our schools and communities we will promote services targeting all areas of health.

Healthy eating, physical activities, emotional wellbeing, oral & sexual health

Falkirk Council is committed to the health and wellbeing of all pupils and has supported all schools to achieve Health Promoting School status.

Equal Opportunities

Falkirk Council has published an Equality Opportunities Policy and an Equality Scheme, which can be viewed on the council's website. These outline the duties which the Council is required to undertake to tackle discrimination, prevent harassment and ensure our work promotes equality. The Council is committed to eliminating discrimination on the grounds of race, gender, disability, sexual orientation, faith/belief or age.

Education Services has policies and statements to address equalities issues specific to education to enable us to fulfil these duties. All schools have copies of these policies. The Service also supports the Racist Attacks and Harassment Multi-Agency Strategy and all education establishments have a responsibility to report racist incidents.

Multicultural and Anti-Racist Policy

The Authority has a multicultural and anti-racist policy. All schools have a copy of the policy, are expected to follow the policy and guidelines and fully support the Racist Attacks and Harassment Multi-Agency Strategy. All educational establishments have a responsibility to report racist incidents by completing a Racist Incident Monitoring Form.



English as an Additional Language

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



Gender Equality

Falkirk Council Education Services has a Gender Equality statement that commits the Service to eliminating sexism and gender discrimination and to actively promoting equality of opportunity, regardless of gender.



Complaints Procedure

Falkirk Council Education Service is keen that you should be completely satisfied about your child's education.

Should you have any concerns about your child's education, or indeed any reason to complain about the service provided by your child's school, please report this to the Headteacher in the first instance. In most cases problems can be dealt with quickly. However, should you feel that the matter has not been resolved satisfactorily by the Headteacher you can make your complaint in person, by phone or in writing to the Complaints Officer for Education Services – Tel. 01324 506694 or email complaints.educ@falkirk.gov.uk



Discipline

One of the Unit's aims is to create an ordered, caring and supportive environment. The quality of the relationship between staff, pupils and families/carers is one of the main factors in developing mutual respect and consideration. This will be rewarded by positive re-enforcement by staff. To this end, Unit rules are kept simple and few, for example co-operation and respect.

Sanctions may include withdrawal of privilege, time out of main classroom and in serious circumstances, temporary exclusions from the Unit.

Falkirk Day Unit is a restorative practices school

Clothing/Uniform

There is no school uniform. Pupils are expected to come to school comfortably and suitably dressed. Rangers and Celtic football colours are not allowed in the Unit.

P.E./Activities – all pupils require soft shoes/trainers, swimsuits and suitable clothing for outdoor activities such as ski-ing and hill-walking.

For physical activities – facial jewellery must be removed if possible or taped up. For ordinary day to day attendance, the Unit strongly dissuades pupils from wearing facial jewellery.

Emergency Closure of Schools

It is necessary that all parents provide the name of an emergency contact person who is at home during the day and who has a telephone. This person will be contacted only when a pupil requires to be sent home early.

School Aims

FDU aims to support pupils to become:

- effective learners;
- confident individuals;
- responsible citizens; and
- positive contributors

and to make a positive transition to employment, training or to further education after leaving the Unit.

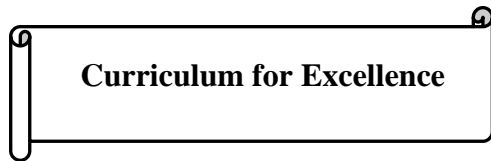
FDU does this by providing:

- a broad curriculum which will develop the skills required to be successful in life after school;
- effective teaching and opportunities to learn so that all pupils achieve their full potential;

- an environment where staff and pupils respect each other, have high expectations and feel safe to take the challenges;
- effective management and leadership to ensure that the work of the Unit is of the highest quality, that staff plan for individual pupils in partnership with others, have access to necessary resources and receive appropriate training.

Our young people need to:

- a) Live independently
- b) Sustain a healthy life
- c) Operate socially
- d) Value lifelong learning.



The Curriculum in Falkirk Day Unit matches the experience and outcomes of a Curriculum for Excellence. The emphasis is on preparation for life after school.

The school regularly presents pupils for Standard Grade and Scottish Qualification Units whenever possible. Obviously we cannot offer a wide range of subjects covered in a high school, but we try to make each day as varied as possible.

Guidance

The functions of guidance are to support all pupils in curriculum and career choices, to offer opportunities for personal and social development through social education courses and to provide a listening ear in times of difficulty.

In special schools, class teachers fulfil these functions as part of the close working relationship, existing between them and their pupils. Due to frequent class contact throughout the school day and year, they come to know their pupils very well, often their parents too, and are well able to guide their pupils when necessary.

At relevant points in a pupil's career, a multi-disciplinary team of perhaps teachers, a psychologist, a social worker, a careers officer and others as appropriate, will meet as an extended guidance team, to offer support to pupils and their parents in tackling major life decisions.

Assessment/Review Procedures

Pupils are assessed on a regular and ongoing basis in order to improve the learning and teaching process. Individual Education Plans are used to support pupils.

You will be kept informed of your child's progress and be involved in the planning and reviewing which takes place at meetings in the Unit and at home.

Arrangements for Parents Offered or Seeking a Place in or to Visit the Unit

Most youngsters are referred via their mainstream school.

The procedure after that is usually

- / Parental "showround"
- / Pre-Admission information gathering meeting
- / Admission meeting
- / Admission



Home/School Partnership

Falkirk Day Unit will have little chance of achieving its aims if we do not have the active involvement and support of parents/carers.

As a staff, we value close links with families/carers.

If your child is offered a placement in the Unit, it will generally be after a period of consultation with you as parents and, as far as possible, involving Psychological Services. Arrangements for an admissions meeting in the Unit will take place. At this meeting, parents and their child have an opportunity to look round the school and discuss with staff in detail any queries they may have.

When your child takes up a place, home and school plan to make sure there will be good communication and regular contact (e.g. telephone, home visits and review meetings).

Time is set aside each year for parents to get together with their child's teacher to discuss educational progress.

An open reporting system operates within the school and contents of all reports are shared with parents. We regard parents as an important part of the team involved with each child.

Religious and Moral Education

The Unit approach to Religious and Moral Education is through the study of cultures, customs, celebrations and festivals.

The Unit has a school Chaplin who visits regularly.

Any parents who wishes to exercise their right to withdraw their child from religious instruction and observance should contact the Headteacher.

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

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

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

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

Transport



Generally, pupils are encouraged to travel independently to and from the Unit by public transport. Where it is considered more suitable, a taxi will be arranged.

N.B. Changes to travel arrangements can only be made by the Headteacher.

Community Involvement

The school has built up a network of community links, which are important to the needs of an 14 – 16 year age group of pupils preparing for life post-school. These include links with local firms, community centres, claimants' adviser, recreation clubs, local football clubs etc.

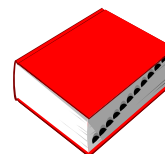
Social and Physical Activities

Social and physical activity is a central component in what is offered. We have the use of games hall of Camelon Education Centre and offer a small, but extensive P.E. programme and an outdoor adventure programme.

Other activities might include trips to dry-ski slopes, visits to theatre and cinema.

We have been asked by the Education Authority to point out that during some contact sports, e.g. football, handball, basketball etc. that some members of staff may be taking part in the games with the youngsters. This is done for several reasons, including to motivate the youngsters and even just to make up the numbers on some occasions.

Homework



The Unit does not normally give out homework. However, homework is available when requested, when staff feel it is appropriate or when a youngster is being reintegrated into a mainstream school.

Care of Books / Materials

To enable us to provide the best possible education for your child, every care should be taken to look after the school's resources, including covering books and jotters and exercising care in the use of all school materials.

Books and learning resources which are lost or destroyed must be paid for, either wholly or in part, depending on the age of the book. Any loss of school or council property should be reported immediately to the school.

Parents are asked to remind their child(ren) that all school equipment and fittings should be used with care. Also, areas within the school such as cloakrooms and toilets should be used appropriately and kept as clean as possible.

Litter bins are provided in the classrooms and playground. These should be used to keep the school and its surroundings tidy.

Absence Procedures

If your child is going to be off school, it is very helpful to let the school know by note and by telephone.

Regular attendance is essential, if your child is to keep up-to-date with his/her schoolwork. It is the policy of the school to encourage full attendance. Should difficulties arise in this area, staff will work closely with parents/carers to address the problem.

Special Events/Fundraising

Pupils and staff may be involved in community and fund-raising events.

Pupils are encouraged to be involved in the planning and running of such exercises as part of their skills training. Parents/carers are generally supportive and are valued as workers alongside staff and pupils in these ventures.

OTHER AGENCIES

Educational Psychology Service

The Educational Psychology Service is part of Education Services. Every school has a link educational psychologist, providing consultation, advice, assessment, intervention, staff development and project work.

Educational psychologists can be consulted by schools and others about questions or concerns they have about pupils and how best to support them. The school must obtain the agreement of parents and, where appropriate, the pupil before involving the educational psychologist.

Social Work Service

Social Work Service provide a wide range of services some of which are general services available to anyone in the community who may require the service and some of which are more specialised in nature.

There are social workers who provide specialised services to people with disabilities. One such service is the Community Respite Care Service. Information can be obtained about the provision of Respite Care with an approved Respite Carer. Please contact the Dundas Resource Centre, telephone 01324 504311 for any enquiries.

In addition there are specialist social workers who can offer advice and information on sensory handicaps, contact telephone 01324 504160.

Occupational Therapists based in the Area Offices also provide advice and guidance on aids, appliances and adaptations to property to help with daily living problems experienced by families who have a member with special needs.

The Welfare Benefits and Disability Information Service can also offer help in terms of advice on financial entitlement or resources which may be available to families. Information may be obtained from Social Work Services Headquarters, telephone 01324 506400.

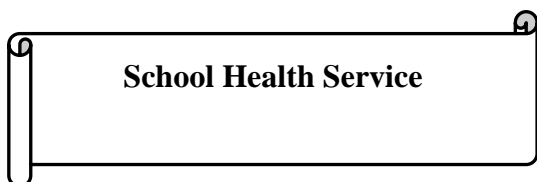
Speech Therapy Service

Speech Therapy Services are organised to provide a rotational service to schools based on priorities related to the speech and language needs of pupils who have communication problems.

Speech Therapy offers the following services:

- Assessment/advisory/review
- Periods of regular speech and language therapy

Parents are welcome to contact their Speech Therapist to discuss their child's speech and language needs at any time.



Forth Valley NHS Board has a statutory obligation to provide a health service for all school-age children in Falkirk District. 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.

Parents will be given the opportunity to meet the named nurse for the school when their child starts in Primary 1. This will involve the parents completing a health questionnaire for the child and requesting an appointment if required. All children in primary 1 and at other selected stages will be seen to have their height, weight and vision checked. High school pupils are also offered immunisation and at the appropriate time will be issued with a form for information and consent.

If you have any concerns with your child's health, which may affect their education, then an appointment can be arranged with your named nurse by contacting the department at the telephone number below.

School staff with parental permission can request an appointment with the named nurse at any time. Hearing is no longer being tested in school and teachers and parents are encouraged to report any concern about hearing especially in Primary children. The named nurse will also offer health promotion sessions within the school setting at agreed times with the school. If you wish further details about the content of these sessions then this is available by either speaking to the teacher or contacting the named nurse at the telephone number below.

The school doctor (Community Paediatrician) sees children with Additional Support Needs or with any significant ongoing medical or developmental conditions affecting their education. School staff and parents can request a consultation with the school doctor at any time.

The school dentist carries out dental inspections in Primary 1 and 7, and offers full treatment facilities for those children not registered with a general dental practitioner.

With parental consent, the school health team can refer a child to other specialists such as speech and language therapy, chiropody, occupational therapy, physiotherapy etc.

The School Health Service can be contacted at:-

Area Community Child Health Department,
Stirling Royal Infirmary,
Livilands,
Stirling.
FK8 2AU.
Tel (01786) 434059
Fax no. (01786) 434479

Infectious Diseases

Colds, flu and gastroenteritis 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. 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 staff in your Health Centre or GP Practice.

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

Head Lice

Head lice are spread through head to head contact at home, while playing or in school.

Regular wet 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 is two applications of the treatment lotion, seven days apart. If this is not followed then re-infection is likely.

Advise family members and close friends that your child has head lice and that they should check their own hair. Only treat if live lice are found. Don't be shy about advising others of this possible problem because you would likely tell family and friends about other infections which might affect them.

Regular wet combing of your child's hair with the head lice detector comb is the best protection as it allows you to detect the condition and then treat it speedily.

Further advice can be obtained from the Health Board head lice leaflet which is available in all schools and health centres. Education Services leaflet "Frequently Asked Questions", which is also available in schools.

If you would like to discuss your particular concerns, you could speak to:

Ms. Sybil Solomon
Infection Control Lead Nurse
Primary Care Operating Division
Room 1
Microbiology Lab
Falkirk District Royal Infirmary
Westburn Avenue
Falkirk
FK1 5QE
Tel: 01324 614687
E-mail: sybil.solomon@fvpc.scot.nhs.uk

Clinics

From time to time some children are asked to attend clinics (eye clinics, dentist, doctor, etc).

Please inform the school of these visits and arrange for your child to be collected if he/she must leave school to attend the clinic.

No child will be allowed away from school during school hours unless accompanied by a responsible adult or unless written permission to do so has been given by the parent.

Protecting Children and Young People

Education Services have an important role in identifying children who have been abused or are at risk of being abused.

Falkirk Council has clear procedures for all staff to follow. Headteachers or designated member of staff are instructed to notify Falkirk Council and Social Work Services when a member of staff has a suspicion that a child might have been abused or at risk of abuse.

Social Work Services will make a decision on whether or not an investigation is necessary and will advise accordingly.

Arrangements for Health Care

All pupils receive the same health care arrangements as in mainstream schools. In addition, the school nurse visits once a month on a “drop-in” basis and pupils can speak to her on a confidential basis.

INSURANCE COVER FOR SCHOOL CHILDREN

1. **Public Liability**

Falkirk Council have in force a Public Liability policy which operates in respect of claims for injury to any school child or loss of his/her property whilst in the control of the Council or employees. In the event of any claim the Council will have to be deemed negligent in order for compensation to be payable.

2. **Pupils' Property**

Each session, unfortunately but inevitably, pupils' property is lost, damaged or stolen in school. The Council would advise that the following should be brought to the attention of parents:-

- (a) Falkirk Council's insurance policy does not provide cover for property left in the care, custody or control of the Council.
- (b) The Council has no insurance to cover loss or theft of articles left in the possession of teachers.
- (c) A standard household policy gives some measure of cover for personal effects of the policy holder and their family.
- (d) It is suggested that parents extend their existing household policy to provide additional cover for personal possessions.

3. **Personal Accident Cover - Educational Excursions**

The Council has in force a personal accident cover for school children under which the compensation is payable in the circumstances stated, irrespective of legal liability. The details are as follows:-

Persons Covered: Any school child who is a minor.

When Covered: Whilst attending any activities involving a journey outside the premises of the school organised by or on behalf of the school/Council under the supervision of a responsible adult appointed thereby.

Compensation:

1. Death	£ 3,500
2. Loss of one or more limb(s) or eye(s)	£20,000
3. Permanent total disablement (continental scale of benefits)	£20,000

The above information is given in summary form only and is subject to the insurers standard policy, terms and conditions.

Travel

Medical Expenses (outwith UK)	Unlimited
Rescue Services	Unlimited
Cancellation	£10,000
Personal Property	£5,000
Money	£5,000
Personal Liability	£5,000,000

DISCLAIMER

Please note that while the information in this brochure is correct at the time of printing, some minor changes may occur by the time it reaches parents.