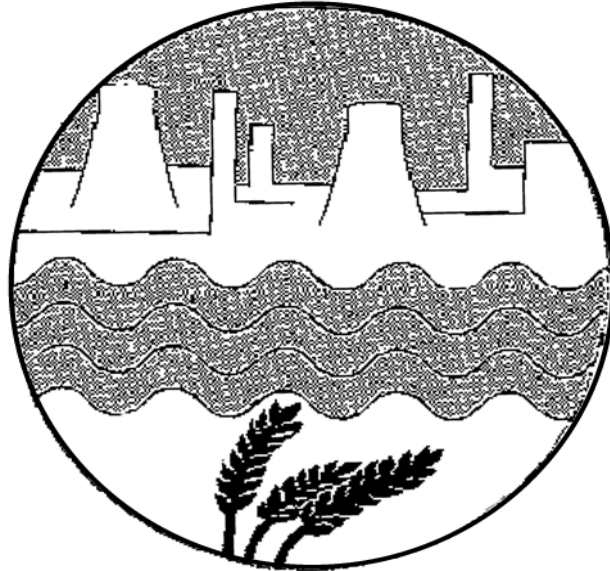


Bowhouse Primary School



School Brochure 2011 - 2012



Falkirk Council
Education Services



A FOREWORD BY THE DIRECTOR OF EDUCATION

Session 2011-12

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. 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 the Education service.

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 service. 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 us questions about 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 introduce this brochure for session 2011/12 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 your child's 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. Enquiries should be directed to the Communications Officer for Education Services (tel: 01324 506602).



Dear Parent/Carer,

On behalf of the staff, parents and pupils, I extend a warm welcome to you and your child as part of our school community at Bowhouse Primary School.

Bowhouse Primary School is an active member of Coordinated Children Services -a partnership of schools, health, community and social services working together to serve children and families in our local community and across Falkirk. Whilst education continues to undergo many changes to prepare children for the demands of a rapidly changing world, the central aim of our primary school remains - we still seek to provide the best possible education for each child in our school, challenging and supporting them to achieve their potential and experience success in their lives.

From Nursery Class to P7, the staff seek to work in partnership with parents and carers. With the home and school working together, we can ensure the best possible progress for each child

I hope this brochure will provide a helpful introduction to Bowhouse Primary School, our Vision, Our Values and Aims and how importantly how we deliver the curriculum in an ever changing society.

If you would like any further information please contact the school and we will be delighted to help.

Yours sincerely,

Pat Cassells

Headteacher

To make our brochure easier to read I've divided the information into five different sections:-

SECTION ONE – SCHOOL INFORMATION

This section provides you with some background information on our school (and our nursery). It tells you the names of all our staff and how our school day and school year are made up. Our school's educational aims and objectives are also detailed within this section.

Lastly, it includes information on our PTA and Parent Council and how parents can get involved in the life and work of the school.

SECTION TWO – CURRICULUM INFORMATION

This section describes the range of subjects and subject areas your child will be learning at school. It also explains about additional support needs and the types of specialist services provided within our school.

The section gives you an insight into how your child's progress will be assessed while at school and how we will keep you informed about his/her progress.

As well as giving you information about the statutory curriculum requirements we have included details of the extra curricular activities which are available at our school together with information on sports and outdoor activities available to pupils and the range of facilities available within the school.

Further information for parents is available in Education Services Parenting Handbooks and on our school website where a number of parent guides are available.

SECTION THREE – SCHOOL POLICIES

As with any organisation, to ensure smooth running and appropriate maintenance of standards, a range of procedures and policies have to be implemented within our school.

This section gives an overview of the policies the school has in place. If you would like to see a full copy of these policies or policy statements, or wish to discuss them in more detail, please do not hesitate to contact me.

- School and Nursery Improvement Plan
- Child Protection
- Health and Safety
- Sex Education
- Anti-Bullying
- Positive Behaviour
- Support For Learning

- Homework Policy
- Clothing or uniform (PE Clothing)
- Health Statement - Medicines

SECTION FOUR – ARRANGEMENTS FOR PUPIL WELFARE

This sections deals with the practical aspects of your child's attendance at our school. It provides details on such things as:-

- travelling to and from school,
- school meals and milk.
- financial assistance with school clothing, transport and school meals
- school closures in an emergency or unexpectedly
- general supervision available for your child in the morning and at lunchtime
- wet weather details

SECTION FIVE – STATISTICAL INFORMATION

Education Services are legally required to provide the undernoted statistical information

- Attendance rates
- Authorised/Unauthorised rates of absence
- School Attainment Levels
- School costs

Whilst Falkirk Council is happy to provide this information we do have some reservations that the publication of raw statistics, without any kind of informed qualification, can be misleading to the reader. In particular, they should not be construed as offering an indication of the quality of education provided in any of our schools.

I hope you find all of the above information helpful and self-explanatory. If you have any queries about any of the information contained in this brochure, or indeed about any aspect of our school, please do not hesitate to contact me.

Pat Cassells
Headteacher
Bowhouse Primary School

School Brochure

Section One

School Information

THE SCHOOL

Bowhouse School is a primary school catering for children from Nursery class to Primary 7. Bowhouse Primary is part of the Coordinated Children Services which also includes other local schools, Health, Community and Social Work Services.

Bowhouse Primary School was opened in 1969. There are five classrooms and a resource room in the infant department and ten classrooms and a resource room in the upper school.

The nursery building is joined to the school by a link corridor. The nursery class was opened in August 2001. A separate nursery class brochure is available from the school office.

There is a school library and networked computer suite, a parents`/meeting room, a large hall/gymnasium with stage, a medical room and a dining area. The school has a large tarmac playground and grass playing field. It is close to Grangemouth Stadium and adjacent to Grangemouth High School.

SCHOOL INFORMATION

School Address: Tinto Drive
Grangemouth
FK3 ODZ

Telephone Number: (01324) 508710
Fax Number: (01324) 508712
E-Mail: www.bowhouse.falkirk.sch.uk

School Hours

Morning Session: Nursery - 9:00 - 11:30
P1 – P7 - 9.00 - 12.15

Afternoon Session: Nursery - 1:00 –3:30
P1 - P2 - 1.15 - 2.45
P3 - P7 - 1.15 - 3.15

STAFF Staffing (for session 2009-10) is as follows

Headteacher: Mrs Pat Cassells

Depute Headteacher: Mrs Rosalind Waddell

Principal Teachers Mrs Elaine Harley
Mrs Beverly Keith

Class Teachers: Mrs Margaret Love
Miss Paula Marshall
Ms Bernadette Kelly
Miss Leeanne Allan
Miss Margaret Hughson
Miss Annabel Lauchlan
Miss Carly Mc Lintock
Mrs Valerie Wyper
Miss Rachel McCartney
Miss Lynne Mc Farlane
Mr Andrew McLeod
Mrs Margaret Whyte
Mr Jonathan Crawford
Mrs Nicola Lorenzetti

Specialist Teachers:
Learning Support - Mrs Jennifer Sherrington
Music Mrs Gillian Brodie
Art & Design Mrs Vivian McLeod
P.E. Mr Andrew Symon and Ms Gladys Stewart

Early Years Officers: Mrs Dorothy Ostacchini (senior)
Mrs Jennifer Holmes and Mrs Teresa Argent

Support for Learning Assistants/Staff Officers Mrs Suzanne Melvin
Mrs Helen Hunter
Mrs Jill Campbell
Mrs M`c Allister
Mrs Pettigrew
Mrs Rhona Clark
Mrs Evelyn Wilson
Mrs Fiona Stewart

School Secretary: Mrs Gail Henderson

Janitor: Mr Robert Dick

Family Support Worker: Mrs Susan Glasgow and Ms Sarah Mc Bride

MANAGEMENT STRUCTURE

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

Each Primary school is staffed according to national recommendations and is managed by a Headteacher supported, in the larger schools, by a Depute Headteacher or one or more Principal Teachers. The Headteacher is responsible to the Director of Education for the efficient management, administration and leadership of the school and for the quality of education provided in the school.

The school's priorities are identified within the School Improvement Plan.

PARTNERSHIP WITH PARENTS

Here in Bowhouse Primary School it is our aim to build on our partnership with parents and we actively encourage parental involvement which results in a meaningful engagement in the education of their child/ren and in the wider life of the school.

PARENT TEACHER ASSOCIATION (PTA) / PARENTS ASSOCIATION (PA)

The PTA or PA is mainly responsible for arranging events for parents and raising funds for the school. Volunteers are welcome - please contact the PTA/PA if you want to join in.

The Parents' Association may be contacted through the school

The Scottish Parent Teacher Council is the national organisation for PTAs and PAs in Scotland and runs an independent helpline service for all parents. They can be contacted by phone on 0131 226 4378, fax 0870 706 5814 or email on sptc@sptc.info or write to SPTC, 53 George Street, Edinburgh, EH2 2HT.

PARENTAL INVOLVEMENT / PARENT COUNCILS

Parent Councils are the formal representative body for parents / carers with children attending school. Parent Councils are different in each school to enable them to meet the needs of parents / carers locally.

All parents / carers are automatically members of the Parent Forum at their child's school. The Parent Forum decides how their representatives on the Parent Council are chosen and how the Parent Council operates. Parents / carers are encouraged to volunteer or put themselves forward to be chosen as representatives of the Parent Council if they wish.

The main aims of the Parent Council are:

- To support the school in its work with pupils
- To represent the views of parents
- To promote contact between the school, parents, pupils, providers of nursery education and the community
- To report to the Parent Forum
- To raise funds for the school for the benefit of pupils (in some schools the PTA / PA fulfils this role).

Please contact the Headteacher or Chair of the Parent Council, Dawn Differ, via the school for details on how you can get involved.

PARENT HELPERS

We are keen to involve parent helpers in school for activities such as baking, singing, etc. as well as for field trips or seasonal activities such as parties. If any parent has a talent, particular interest they can share with us or some free time, we are always eager to hear from them. *All parents require to be Disclosure Checked.*

COMMUNICATION WITH PARENTS

From time to time your child will bring home important and routine communications from the school. Parents are encouraged to check their child's schoolbag for these communications. Enquiries of any kind should be addressed to the Headteacher in the first instance. The school uses the school website to communicate the monthly news in the form of an electronic newsletter though paper copies are available on request. A number of classes also now have class blogs and parents and carers are encouraged to post a comment on the work of the class or of their child. For further details please contact the school.

REPORTING OF PUPIL PROGRESS

In November there is a formal parents' meetings held over two evenings when all parents are invited along to school to discuss their child's progress with his/her class teacher. In June an end of year pupil report is sent to parents after which parents are invited to an Open Afternoon to view and discuss the children's work on display and arrange a drop in meeting if they wish to discuss the report. Should you wish to come to school at any other time, please do not hesitate to contact the school to arrange a suitable appointment. All appointments must be made through the School Office.

PLANNING CHILDREN'S AND YOUNG PEOPLE'S LEARNING

Teachers in nursery, primary and secondary schools increasingly share their learning intentions with pupils, parents and carers. This takes place on a day-to-day basis, for instance, when agreeing the aims of an individual piece of work. Following the lesson a plenary is held and children evaluate their learning and together with the teacher agree the next steps in learning.

Longer-term planning also takes place, in a variety of forms and pupils plan together with their teacher the focus of the learning and teaching in particular in topic work. In secondary schools, pupils review progress against targets and negotiate new ones with their pastoral teacher.

In Bowhouse Primary School to encourage pupils to take responsibility for their learning, Learning Logs have been successfully introduced as another approach to homework offering pupils the opportunity to consolidate or extend and share their learning with parents and carers at home. In secondary schools, homework diaries serve a similar purpose. These diaries are also used for pupils to record their long-term targets.

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

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.

SECONDARY SCHOOL

At the end of P7 pupils from Bowhouse Primary School normally transfer to Grangemouth High School.

Work with secondary school staff is ongoing throughout the school session to ensure each P7 child's learning and welfare is fully supported during the transition from primary to secondary school.

Further information about Grangemouth High School can be obtained by contacting:-

Mrs Maralyn Brown
Grangemouth High School
Tinto Drive
Grangemouth
FK3 OHW

Telephone: 01324 660210

SCHOOL IMPROVEMENT PLAN

To help develop our aims there is a broad and balanced curriculum which is under regular review as part of our school improvement plan. Copies of our current improvement plan are available to parents on request.

BOWHOUSE PRIMARY SCHOOL AIMS

We aim to enable all young people to become SUCCESSFUL LEARNERS by:-

- Providing an exciting and challenging curriculum which is both broad and balanced.
- Making teaching and learning experiences fun and innovative.
- Raising attainment through recognising and rewarding hard work and excellence.
- Ensuring the use of effective teaching methods and resources to challenge and support pupils' learning.
- Promoting excellent communication systems, school-wide.

We aim to enable all young people to become CONFIDENT INDIVIDUALS by:-

- Providing a safe, caring and stimulating environment in which to build self-confidence.
- Encouraging the development of each individual child to the best of his or her abilities.
- Celebrating achievement in all areas of the curriculum and the wider community.
- Ensuring that all children have an opportunity to thrive and build on their own successes.
- Building pupils' self esteem, by providing them with the confidence that they will receive fair and equal treatment at all times.

We aim to enable all young people to become RESPONSIBLE CITIZENS by:-

- Participating in local events and ventures to build a sense of belonging and community responsibility.
- Playing a full part in the Grangemouth Integrated Learning Community
- Developing positive attitudes to the environment and encouraging children to be proactive in its care
- Promoting mutual respect, and understanding towards the values, opinions, beliefs, gender and cultures of other people.
- Fostering effective partnerships between staff, pupils, parents, carers and the wider community.
- Encouraging positive behaviour and attitudes towards people and their property.

We aim to enable all young people to become EFFECTIVE CONTRIBUTORS by:-

- Engaging the whole school community in activities which promote happiness, healthy attitudes and well being.
- Building active partnerships to underpin the role of parents and carers in learning and school life.
- Supporting parental organisations.
- Valuing each member of the school as part of a team.
- Teaching children their duties and responsibilities as local citizens and giving them the opportunities put these citizenship skills into practise.

FALKIRK COUNCIL : EDUCATION SERVICES

Agreed Term Dates for Session 2011-2012

School Year	<u>Term Dates</u>	<u>Days</u>	
		<u>Staff</u>	<u>Pupils</u>
Autumn Term Begins (Staff Only - Dev Day)	Monday 22 August 2011	1	-
Autumn Term Begins (Pupils)	Tuesday 23 August 2011		
Autumn Term Ends	Friday 14 October 2011	39	40
Winter Term Begins	Monday 24 October 2011		
Winter Term Ends	Thursday 22 December 2011	44	44
Spring Term Begins	Monday 9 January 2012		
Spring Term Ends	Friday 30 March 2012	60	60
Summer Term Begins	Monday 16 April 2012		
Summer Term Ends	Friday 29 June 2012	<u>55</u>	<u>55</u>
		199	199
Less Term Time Public Holidays		4	4
Less Staff Development Days		<u> </u>	<u> 5</u>
		<u>195</u>	<u>190</u>

Term Time Public Holidays

Monday 12 September 2011
Friday 17 February 2012
Monday 20 February 2012
Monday 7 May 2012

Staff Development Days

Monday 22 August 2011
November 2011 Staff Development Days – to be confirmed
February 2012 Staff Development Days – to be confirmed

School Brochure

Section Two

School Curriculum

CURRICULUM FOR EXCELLENCE

BRINGING LEARNING TO LIFE AND LIFE TO LEARNING

Curriculum for Excellence

Bringing **learning to life** and **life to learning**

Curriculum for Excellence has now been introduced across Scotland for all 3-18 year olds – wherever they learn. It aims to **raise standards**, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world.

Curriculum for Excellence enables professionals to teach subjects creatively, to **work together** across the school and with other schools, to share **emerging practice** and explore learning together. Glow, Scotland's unique, world-leading, online network supports learners and teachers in this and plans are already in place for parents across the country to have access to Glow.

Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring each transition is smooth. They'll ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of **knowledge** and **skills**.

Every child is entitled to a **broad and deep** general education, whatever their level and ability. Every single teacher and practitioner will be responsible for **literacy and numeracy** – the language and numbers skills that unlock other subjects and are vital to everyday life.

It develops **skills** for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links **knowledge** in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

There will be new ways of **assessing progress** and ensuring children achieve their potential. There will be new **qualifications** for literacy and numeracy from 2012/13. New qualifications at National 4 and 5 will be available from 2013/14. Our well regarded Access, Highers and Advanced Highers will be updated to take account of and support the new approaches to learning and teaching.

There is an entitlement to personal **support** to help young people fulfil their potential and make the most of their opportunities with **additional support** wherever that's needed. There will be a new emphasis by all staff on looking after our children's **health and wellbeing** – to ensure that the school is a place where children feel safe and secure.

Ultimately, Curriculum for Excellence aims to improve our children's life chances, to nurture **successful** learners, **confident** individuals, **effective** contributors, and **responsible** citizens, building on Scotland's reputation for great education.

We have revised **Learning to Achieve** – our flagship policy. **Learning to Achieve** describes in detail how Curriculum for Excellence will be delivered in our educational establishments. We will use **Learning to Achieve** to monitor, develop and improve outcomes for children and young people.

English Language

Our aim is to teach our children to use language effectively in a wide range of contexts. Our programme helps the children develop skills in using language in its many forms by talking, listening, reading and writing. Throughout the school we use a structured approach to the teaching of reading. The core resource is Storyworlds in the early years and Literacy World at later stages in the school. We encourage "the reading habit" from the earliest years - reading for pleasure as well as for study and information.

Mathematics

Our aim is to give each child a good foundation in all aspects of mathematics: Number, Money, Measure, Shape Position and Movement, Information Handling and Problem Solving. We place an emphasis on the practical application of these skills so that the child can apply them to meaningful experiences across the curriculum. The core mathematics scheme is Numicon in the early years and Teejay Maths in the upper stages, supplemented by TENS and Breakaway Mathematics for consolidation and extension work.

Social Studies

Social Studies includes the component areas of Science, History and Geography. Technology, including Information Communication Technology and is taught generally through a social subject topic.

Our aim is to help the child/ren to develop:

- knowledge and understanding of the world in which he/she lives
- a wide range of skills to enable him/her to investigate and understand the environment
- informed attitudes and values towards the care and conservation of the environment

The school has a networked computer suite and a PC in each classroom. Children from P1 have the opportunity to use the computer, building on their skills as they progress through school.

Expressive Arts

In the Expressive Arts, art and design, music and drama, we aim to extend the children's ideas and horizons, promote their affective, physical, personal and social development and an awareness of cultural heritage. Above all we hope they will take pleasure from these subjects and may continue some of them in their own time.

Where possible we try to integrate the Expressive Arts subjects with our topic work and develop the skills that the children require to carry out their work with confidence. At the time of writing we have visiting specialist teachers in Music, PE and Art. Instrumental tutors in violin, brass and piano also visit the school.

Health and Wellbeing

Within Health and Wellbeing we aim to provide:

- the foundation for the development of concepts and skills necessary for participation in physical activity

- a foundation for participation in a number of active sports in later life-thereby leading a healthy and fulfilling lifestyle.
- an understanding of the relationship between food, health and wellbeing
- an understanding of what constitutes a healthy balanced diet
- knowledge, skills and understanding in relation to substance use and misuse and sexual health and parenthood
- understand the impact of risk taking behaviour on life choices
- make informed personal choices which will keep them safe and healthy
- understand the importance of family relationships to help nurture health and wellbeing
- in P5 are sexual Health and Relationships programme focuses on Growth and Development and this is revisited in P6 and P7.
-

Should parents not wish their child to take part in this study unit they must inform the Headteacher in writing. Arrangements will then be made for their children to be supervised with an alternative task.

Religious and Moral Education

There is a programme of Religious Education from P1 - P7. Our aims in religious and moral education are to develop in the children a knowledge of Christianity and other world religions, to promote and appreciate moral values such as honesty, justice, liberty, fairness and concern for others, to investigate and understand the questions and answers that religion can offer about the nature and meaning of life, and to develop the children's own beliefs, attitudes and moral values through personal search.

Part of our programme involves weekly stage and monthly whole school assemblies where pupils come together to worship and share their learning experiences. These assemblies are of a broadly Christian character. Our local minister and school chaplain visits the school to conduct an assembly on a regular basis and also spends time in each class supporting our RME curriculum. During the school year each class group has the opportunity to lead an assembly and on these occasions parents are invited to join us. Should parents not wish their child to take part in our religious programme they must inform the Headteacher in writing. Arrangements will then be made for their children to be supervised with an alternative task.

Throughout our curriculum we aim to give pupils a positive regard of themselves and others.

Parents who wish to exercise their right to withdraw their child from religious instruction and / or observance should contact the headteacher, in writing, and alternative arrangements will be made for your child.

Every school is encouraged to offer as wide a range of sporting and cultural activities as possible. In this context, the Authority provides a degree of 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. Quite separately, the Council also undertakes to organise and administer certain events and many schools take part in these.

Please contact the headteacher if you would like any further information about the curriculum within our school.

LEARNING TO ACHIEVE

Our **Learning to Achieve** document explains how we will deliver Curriculum for Excellence in Falkirk Council schools. It outlines our aspirations for children and young people in Falkirk.

We want all learners in our schools to have enjoyable, challenging experiences allowing them to work to their full potential. For economic and social reasons we must enable all young people to be pro-active and independent within their own learning experiences. Our service must support young people to develop resilience of character and the creativity and flexibility necessary to function in our rapidly changing society. Learners will then develop the skills and attributes which will allow them to make a positive contribution to society and to their own health and well-being. We must inspire young people to become enthusiastic lifelong learners.

We aim to ensure that all our learners have access to:

- Positive learning environments
- Opportunities to fully develop the four capacities
- Opportunities for play, sport, creativity and cultural activities
- Opportunities to contribute to decision making
- Opportunities to develop skills for life and skills for work
- Support that will enable them to make positive transitions at all stages of their learning

We recognise that learning experiences will take place in and beyond school. It is vital that all adults, including parents and carers, contribute to the educational experiences of our learners and are key players in making this vision a reality. The **Learning to Achieve** document is designed to enable all adults involved in the education of our young people to raise the bar and ensure the best possible educational outcomes.

ADDITIONAL SUPPORT NEEDS

As with all local authority schools in Scotland, this school operates under the terms of the Additional Support for Learning Act (2009) and its accompanying Code of Practice. Further details of the policies and procedures can be found on the Falkirk Council website, and the school's Additional Support for Learning Co-ordinator will be able to outline the support that can be offered in school.

Working with other agencies and professionals – for example, Social Work Services, Educational Psychology Service, National Health Service and parents – decisions are made with regards to the best possible education to meet the needs of the child within the resources available.

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

Enquire: www.enquire.org.uk, 0845 123 2303

Scottish Independent Advocacy Alliance, www.siaa.org.uk, 0131 260 5380 **Take Note:**

National Advocacy Service for Additional Support Needs (Barnados in association with the Scottish Child Law Centre) www.sclc.org.uk, 0131 667 6633.

SUPPORT FOR LEARNING

At Bowhouse Primary School we aim to provide a relevant and appropriate curriculum which is accessible to pupils of all abilities throughout the school. Our learning support teacher has a unique role to fulfill.

She consults with the Headteacher to identify areas of need throughout the school then will liaise with class teachers in planning an appropriate programme for pupils with additional support needs. She works co-operatively with class teachers in supporting pupils in an identified area of the curriculum and this will include specific assessment to identify gaps in learning or learning needs. The learning support teacher will also liaise with parents and support agencies. Should it be thought that any further help is required (after discussion with parents and

following parental permission) a referral would be made to the Educational Psychologist in order to try to ascertain the nature of the child's difficulties and plan appropriate support.

EDUCATIONAL PSYCHOLOGY SERVICE

The Educational Psychology Service is part of Education Services. Every school has a link Educational Psychologist providing consultation, 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.

ASSESSMENT

Baseline Assessment is completed in May for all children in their pre-school year as part of the summative reporting process informing transition to primary 1. Baseline Assessment allows a snapshot picture of where individual children have reached in their literacy and numeracy development at the end of their nursery career. This information helps Primary 1 teachers plan for learning at early stages of Primary 1.

An End of P1 Assessment is completed for all children by May of their Primary 1 year. This builds on information from Baseline Assessment and shows the progress that children have achieved in literacy and numeracy. This is followed up in P2 and P5 for language and P3 and P6 for maths with a standardised assessment which informs teachers and pupils of progress and areas for development.

As pupils progress through school, teachers use a range of assessment strategies, including Assessment is for Learning strategies as well as setting tests. Pupils are also involved in assessing their own progress and developing their next steps.

We recognise that all pupils do not develop and progress at the same rate and, therefore, we use both group and individual methods to ensure that all pupils are given appropriate instruction and the opportunity to succeed. Please contact the school as soon as possible if you have any concerns about your child's progress.

Parents have the opportunity to discuss their child's progress with class teachers on Parents' Evenings. Pupil Summary Reports are sent home to parents and they have an opportunity to comment on these. In addition, of course, parents are welcome to contact the school at any time to ask for information or for an appointment to consult with the Headteacher or class teacher.

ACTIVE LEARNING

Curriculum for Excellence emphasises the value of an active learning approach. In the early years, children will have a range of learning experiences that include planned and purposeful play and stimulating learning which engages and challenges children's thinking using real life

and imaginary situations. As children progress through school they continue to be involved in active learning experiences which are engaging and give them ownership of their own learning.

REPORTING OF PUPIL PROGRESS

Teachers are increasingly sharing their learning intentions with pupils, parents and carers. This takes place on a day-to-day basis, for instance, when informing the children of the learning intention and agreeing the expected outcome for an individual piece of work.

HOMEWORK

The school has a clearly defined policy on homework, a copy of which can be obtained from the Headteacher or from the school website. A parent guide is also available on request.

Pupils are regularly given homework to support their learning and to encourage them to become more organised and self-supporting in their learning. Homework tasks will be given where a teacher feels a particular child or group of children may benefit from it. The homework will be organised according to the stage and ability of the child, it can arise from all curricular areas, and it may include written, oral or practical activities. The tasks set will be interesting, worthwhile and challenging for the child.

Parents are encouraged to help pupils with their homework as a means of keeping them up to date with the work of the class and the child's progress and to promote partnership between the school and parents. Homework provides an opportunity to consolidate what has been learned in class, and makes you aware of what your child is learning and provides you with a useful discussion starter. Homework is also an integral part of school work, Parental interest and co-operation in ensuring homework is undertaken is appreciated. The school encourages parents to sign each homework task.

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 and facilities. Parents are asked to remind their child(ren) that all school equipment and fitments should be used with care.

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.

EXTRA CURRICULAR ACTIVITIES

There is a range of extra curricular activities available for pupils during lunchtime and after school. Parents will be informed about these by the school. In addition to in-school activities, classes also make regular educational visits and field studies. Wherever possible, these visits are linked to pupils' class work.

All activities are supervised by members of staff, and many schools have a study support co-ordinator whose job it is to plan and oversee the extra curricular programme of activities. Where participation involves children travelling or staying late after school, written permission for children taking part is required from parents. Activities may change but may include the

following:

P1 –2

- multi activity club for 6 weeks.
- weekly after-school games club
- lending library

P4-P7

- athletics club
- art and craft
- card making
- football
- rugby
- taekwondo
- chess
- skiing
- knitting
- cheerleading
- dance

P 6– P7 - Football training is given to children from P6 upwards once per week at the end of the school day. This may lead to children playing in the school football team.

These activities are organized on a purely voluntary basis. Other after-school activities may be developed during the session.

FACILITIES FOR PHYSICAL EDUCATION AND OUTDOOR ACTIVITIES

The gym hall has a variety of apparatus for physical education within the school. As part of the school's physical education programme, pupils may also use the facilities of the local sports complex, swimming pool or athletics stadium.

ACTIVE SCHOOLS

The fundamental aim of Active Schools is to give school-aged children the tools, motivation and the opportunities to be more active throughout their school years and into adulthood. These opportunities are available before, during and after school, as well as in the wider community. For further information contact the Active Schools Team on 01324 501656 or visit our website www.activeschoolsfalkirk.co.uk.

Facilities Available at School Outwith Hours

Tuesday

Rainbow Guides

6.00 p.m. - 7.15p.m.

School Brochure

Section Three

School Policies

CURRICULAR POLICIES

Every school has written curricular policies which are the subject of ongoing discussion and consultation and consequent amendment. These policies can be made available for perusal on request. The various policies are summarised below:-

DEVELOPMENT OF PUPILS' SPIRITUAL, MORAL, CULTURAL AND SOCIAL VALUES

The three key shared values of Bowhouse Primary School are: Respect, Fairness and Commitment to Learning. These values are echoed in our school motto “At Bowhouse We Build Up!”

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

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

- Creating a school ethos which in every way possible gives value to these aspects of development, especially by providing an 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 to basic questions relating to the meaning, value and purpose of human life.
- Providing a programme of moral education.
- Taking every appropriate 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 cultures and heritage of others.

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.

EQUAL OPPORTUNITIES POLICIES

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.

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.

ETHOS

Personal and Social Development

We see our school as a community - where all individuals, pupils, staff and parents know they are valued. We try our best to create a warm, caring atmosphere within the school. We endeavour to increase the child's self awareness - give them confidence and most important a high level of self-esteem. We want to help them to identify values which are important to the home, school and community and lead them to have respect and tolerance towards others. During session 2000-2001 a Pupil Council was established. This is now firmly established as an integral part of school life and monthly meetings are held with Mrs Harley the staff representative and one representative from each stage. Two children also participate once a term, in the cluster pupil council and contribute to discussions on community issues for all children in Grangemouth.

Since 2001 the school has also been very proactive in raising the children's awareness of the Environment and an Eco Committee is working very proactively to improve both the school and local environment for now and in the future. In 2010 the school was successfully awarded the first Green Flag Award in recognition of its work for a sustainable environment and also Fairtrade Status.

Since our school is part of the Co-ordinated Children Services we are able to provide a range of additional supports and services to pupils and their parents. These can be offered in response to identified needs or requests.

Discipline

The school has a discipline policy which includes our positive behaviour approaches based on restorative practice and anti-bullying strategies. Our Golden Rules and the reasons behind them have been discussed with the children so that all pupils are aware that rules are in place for their safety and well-being. Our school policy and accompanying “Parents’ Guide” are issued to all parents at the start of each new session .

Our Golden Rules are:-

- *Be kind and considerate towards each other*
- *Be truthful and honest*
- *Try your best in all you do*
- *Act safely at all times*
- *Care for our school*

SCHOOL DRESS CODE

Parents are asked to co-operate with the school in encouraging the wearing of the school uniform.

The uniform was agreed in consultation with parents, pupils, staff and the Parent Council. It incorporates a range of popular items of dress, e.g. sweatshirts, T-shirts.

Wearing school uniform contributes to a positive school ethos helps avoid discrimination and reduces peer pressure to wear expensive designer clothing.

A school’s reputation can also be enhanced in the local community by the wearing of school uniform and school security will be improved as it will be easier to identify intruders.

School Uniform consists of:-

Grey Sweatshirt with school badge

White Polo-shirt with school badge

P7 black/ grey jumper/ cardigan with school tie

Dark trousers, skirt or pinafore

A traditional uniform i.e. white shirt and school tie is also acceptable for younger children.

The uniform can be purchased from Trutex in Vicar Street Falkirk or through the school. Order forms with prices are issued in May and new uniforms available by the last week in June..

Orders can also be taken during the school year. Please ensure your child`s clothing is clearly labelled and that you regularly check it is still visible.

If you have any queries regarding the school’s dress code, please contact the Headteacher.

Some families may be eligible for a clothing grant and should this be the case application forms are available from the school office. For more information on clothing grants you can contact the Council’s Advice & Information helpline on 01324 590599 or visit the Falkirk Council website, www.falkirk.gov.uk where you can download an application form. Application forms are also available from Falkirk Council One Stop Shops.

Physical Education Clothing and Footwear

- T-shirt (the wearing of football tops is not permitted)

- Shorts
- Gym shoes - not trainers that are worn as shoes to school.

For health and safety reasons, pupils should wear these for PE and bring them to school on days when class has PE.

The wearing of any jewellery is not permitted during PE. It is the parent`s responsibility to ensure any ear-rings which cannot be removed are covered by tape – provided by the home.

The appropriate clothing and footwear for PE is a T-shirt, shorts and gym shoes with non-marking soles. These are necessary for health and safety reasons and your co-operation is requested to ensure that pupils are equipped to participate in the PE lessons.

Please ensure that all items of clothing are clearly labelled, particularly ties, sweat shirts and PE equipment which are often lost. A protective apron or an old shirt should be worn for art and craft activities.

In certain circumstances, appropriate clothing will be necessary for school activities for safety reasons, e.g. in games areas, science laboratories, technical workshops; this extends to the wearing of suitable footwear and even, on occasion, to the length of pupils` hair and the wearing of jewellery and earrings.

Offensive clothing such as T-shirts or other items painted with obscene language or illustrations are not permitted. Football colours are also inappropriate as they can lead to incidents of rivalry.

INSURANCE COVER FOR SCHOOL CHILDREN

Public liability

Personal Injury

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

Pupil's Property

Each session, unfortunately but inevitably, pupil's property is lost, damaged or stolen from school.

Parents are to be discouraged from allowing their children to carry expensive items of personal belongings to the school but are reminded that a standard household policy can be extended to provide a degree of cover for personal items taken away from the home.

Any claim made for loss or damage to the property left in the care of the school will have to be submitted, in the first instance to Education Services, and the claim will only be settled if it is shown that the Council can be held legally liable for the loss.

Personal Accident Cover – Educational Excursions

The Council has in force personal accident cover for the school children under which the compensation is payable in the circumstances stated, irrespective of legal liability.

Policy Cover: 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.

<u>Compensation:</u>	1. Death	£20,000
	2. Permanent Total/Partial 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.

School Brochure

Section Four

Pupil Welfare

ATTENDANCE AT SCHOOL

It is a duty of parents, by law, to make sure that their children attend school regularly and punctually.

If your child is late for school on occasion, please send a note of explanation with your child.

Whenever your child is absent from school, you should contact the school as soon as possible (preferably before 9.45am in primary schools and before 10am in secondary schools/additional support needs schools) on the first day of absence to let them know.

If the absence in three days or longer parents are required to notify the school, either by note or telephone, reporting the reason for absence.

When a child has an afternoon absence, having been present in the morning, parents must inform the school immediately for safety purposes.

Please note that family holidays should be taken during the recognised school holidays and not during term time. Other than in exceptional circumstances, which should always be discussed and agreed in advance with the Head Teacher, all family holidays taken during term time will be recorded as ‘unauthorised absence’ on the part of the pupil(s) concerned. Furthermore, if family holidays are arranged during term time, parents should be aware that the school is not obliged to make special arrangements to help pupils catch up with any missed school work.

Schools are obliged to report persistent pupil absences to Education Services. Attendance panels will then consider the attendance and where there is not improvement after an Attendance Panel Hearing, the matter will then be referred on to the Attendance Committee.

PRIMARY SCHOOL ADMISSIONS

Education Services must set a date each year for the commencement of children’s attendance at Primary school. This date is usually the 2nd or 3rd week in August.

When commencing Primary 1 education, your child will normally attend the local denominational or non-denominational Primary school (regardless of religion) and transfer from it, after Primary 7, to its associated Secondary school. Details of the catchment areas and boundaries can be obtained from the Forward Planning Section – tel. 01324 506619/506608 Education Services, or the relevant school.

Any movement between denominational and non-denominational schools at year stages other than Primary 1 will require a Placing Request Form to be completed.

Enrolment dates will be set by each school and the enrolment should be completed in January prior to the start of term in August. The school will place adverts in the local press and nurseries advertising the date(s) for enrolment. Enrolment Forms should be completed on enrolment day at your catchment school. Parents are asked to bring the relevant birth certificate(s) and proof of residency when enrolling their child(ren). Enrolment timetables will also be available through the Falkirk Council website at www.falkirk.gov.uk.

PLACING REQUESTS

As a parent, you have the right to make a Placing Request for your child(ren) to be educated in a school other than the local school. Applications for Primary 1 and Secondary 1 Placing Requests to commence school in August will only be accepted following the publication of an advert in the local press inviting applications in early December.

Every effort will be made to try to meet parental wishes, but you should note that it is not always possible to grant every Placing Request to a particular school. You should also note that a successful Placing Request for one child does not guarantee a successful one for another child. It may be, therefore, that a parent could end up with children at different schools.

Primary 1 children must also be enrolled at the catchment area school on the appropriate Enrolment Form whilst awaiting the outcome of their Placing Request Application. If the Placing Request is granted, the child's enrolment at the catchment school will automatically be withdrawn by Education Services.

Placing Requests can only be approved when there are sufficient places remaining in the class after all catchment area children have enrolled and if staffing and accommodation at the school are able to meet the numbers of Placing Requests at that school. Education Services can also reserve places in a class for future catchment pupils they expect to move into the area in the following school year.

If more Placing Requests are made for admission to a particular school than places available, these Requests will be prioritised according to Falkirk Council's Admissions Policy and requests accepted and refused accordingly.

If you wish to make a Placing Request, you should complete the appropriate application form (one for each child involved) and return it to Forward Planning Section, Education Services, Sealock House, 2 Inchyra Road, Grangemouth, FK3 9XB. This Form must be completed by the child's Parent/carer. Placing Requests for primary 1 and secondary commencing in the next school session must be made by the 15th of March each year for consideration and response no later than the 30th April.

Your Placing Request will be considered against a set of criteria which is set out in the Council's priorities for admission.

Any Placing Requests received after the 15th March for Primary 1 and Secondary 1 will not be considered in the first round of Placing Requests. Parents / Carers will be notified of the outcome of their request within 8 weeks of receipt.

As soon as a decision has been made, you will be notified of the result. If your Placing Request is successful, you will be asked to contact the school to establish arrangements for enrolment.

Placing Request Forms are available from Forward Planning Section, Education Services at Sealock House, all schools, Libraries, One-Stop Shops and on the Falkirk Council website.

PRIMARY TO SECONDARY TRANSFER

Visits to secondary schools are organised before the summer holidays and children from other catchment schools who will be attending the same secondary school will have the opportunity to meet and get to know each other and their teachers.

If you wish your child to attend a secondary school other than the catchment denominational or non-denominational secondary school for your home address, you will be required to make a Placing Request as detailed in the Placing Request section below.

You do not need to submit a Placing Request if you want your child to transfer from a non-denominational secondary school or vice-versa at the primary to secondary transfer stage, as long as the intended secondary school is still the catchment school for your home address. Parents of children who are planning to change from denominational to non-denominational or vice-versa between primary and secondary school should ensure that both the primary school and the intended secondary school know what is to happen.

MID SESSION TRANSFERS

You may make a Placing Request at any time during a School session. If your child is experiencing problems at School, you are advised to discuss the matter with the Head Teacher prior to making a Placing Request. Completing the Application Form does not guarantee a place for your child at your chosen School. Your Placing Request will only be granted if there are surplus places available at the School.

TRANSPORT FOR PLACING REQUESTS

If a Placing Request is successful, parents will be responsible for the safety and transportation costs of their child to and from their chosen school. Further information can be obtained from the Transport planning Unit, Tel: 01324 504966 / 504724.

SCHOOL SAFETY

Visitors

Visitors should only enter the school at the main entrance and must initially approach the Office to make their presence known and the reason for their visit. Visitor badges must be worn if the visit is to be of duration. Also, the visitor's book must be signed entering and leaving.

Entrances to School Grounds

There is an entrance at the rear of the school and one at the front with crossing patrols in attendance. Children using these entrances should cross the road only at the crossing patrol. Children are not allowed to enter or leave school via the car park entrance.

Parking

Cars are not allowed in the playground for safety reasons. As space in the car park is limited, this area is for staff parking only.

We have introduced Park and Stride which is an initiative to encourage parents to park at the designated area (the stadium car park) and to walk with their child or allow their child to walk to school via the back path, using the crossing patrol to cross the road.

We strongly discourage parking in the designated nursery drop off area and at the front of the school.

Pupil Conduct

A partnership between school and parents is required in order to ensure the best possible standards of pupil conduct. Pupils are expected to set themselves high standards in appearance and behaviour. School rules have been devised to encourage the maximum amount of self-discipline. The rules themselves are relatively simple and few in number to allow for the smooth running of the school. The general aim is to produce an atmosphere of friendly co-operation, encouraging respect and consideration for other persons and for property. A behavioural agreement is included in the School Enrolment Form that parents complete when enrolling their child(ren).

TRANSPORT FOR PRIMARY AND SECONDARY SCHOOL CHILDREN (EXCLUDING PLACING REQUESTS)

Free school transport is provided to and from your home address to your child's catchment school if they are distance entitled. Falkirk Council operate a more generous distance entitlement policy than required by law.

Distance entitled children will be:

- ✓ All children under 8 years of age who live one mile or over from their catchment school.
- ✓ All children over 8 years of age who live two miles or over from their catchment school.

Concessions, details of times of operation, criteria and application forms are available from the Transport Planning Unit within Falkirk Council. Tel: 01324 504724 / 504753.

BEHAVIOUR ON SCHOOL TRANSPORT

Parents should remind their child(ren) that, in the interests of safety, good behaviour is expected from all pupils travelling on school transport.

Children should be reminded by parents that, wherever possible, they should only cross the road where there is a crossing patrol and should exercise care on walking to and from school.

Parents are requested, when dropping off/collecting children from school, that they do not park near the pedestrian exit and they take care not to restrict the view of the school crossing patrol.

SCHOOL MEALS

Primary and Secondary Menus offer healthy and tasty meal options while reflecting the Scottish Government food and drink legal requirements for School Lunches. Special diets and allergies are usually accommodated subject to consultation with parent/guardian and the regional dietician. Primary School menus provide 3 daily choices with High Schools providing a range of plated meals, pasta, meals deals and salad boxes.

Meal prices are reviewed annually. The price at August 2010 for a Primary Lunch is £1.55 and £2.05 for High Schools.

There is a choice of a hot meal or a snack (option 3) A cash cafeteria system operates so children should bring the correct money every day. It is helpful if children keep this money in a purse till lunchtime.

If your child loses his/her lunch money, the price of a school meal is lent to the child by the School Office. The child is then given a note for you, advising you that this has happened and asking you to send this amount back to the School Office the following day. Payment is expected and should a child not pay for 3 meals then parents and carers will be asked to provide a packed lunch.

Children can also bring a packed lunch. Provision is made in the dining hall after those children who have purchased school meals have eaten. Please do not send glass containers to school - these can be dangerous. Children who remain at school for lunch are not allowed to leave the school grounds during lunchtime.

Some families may be eligible for free school meals. Application forms are available from the School, Falkirk Council One Stop Shops, or can be downloaded from the Falkirk Council website. The forms have to be completed by the parent or carer along with supporting documentation as detailed on the application form. An application is required for every school session. Help with filling out the form, and more information on school meals and grants can be obtained from the Council's Advice & Information helpline on 01324 590599.

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.

WET WEATHER ARRANGEMENTS

If there is very heavy rain then children are allowed to shelter inside the school building from **8:55am**. We would appreciate that children do not arrive before 8.55am on wet mornings.

At intervals on wet days children are supervised in the school building.

Children having school lunches are supervised in the school building during wet weather. We ask that parents of children who go home for lunch, to keep them there **until 1.10 p.m** as the school has limited levels of supervisory support- even more prominent on wet days.

The above arrangements are for wet weather only. When the weather is damp or cold we would expect that all children come to school warmly dressed in outdoor clothing suitable for the time of year.

SEVERE WEATHER PROCEDURES

In the event of severe weather prior to the start of the school day, the Headteacher will make a decision as to whether the school will be closed to pupils or not. S/he will contact Central FM (103.1) so that a public announcement can be made that day alerting parents to the circumstances.

If the school is to close parents of children in nursery will be called first to alert them and ask them to collect their children. This will be continued throughout the school with P7 being called last. Older siblings can be collected at the same time as younger children.

It is therefore, extremely important that contact details are kept up-to-date. Parents must contact the school if there is any change to their contact details or those of the emergency contact. Teachers must pass this information to the office where clerical staff must update computer systems immediately.

If the school office is unable to contact any parent/carer the child/ren will be kept in school until the end of the school day and then allowed to go home as normal.

UNEXPECTED CLOSURES

There may be occasions when pupils may be dismissed without warning e.g. power cuts, inclement weather. In the event of this happening it is most important that your child always knows where to go should you not be at home. We also ask that you ensure the school has an up to date mobile contact number and that this number can receive calls throughout the day.

Any known early closures will be notified to you in writing.

SICKNESS DURING SCHOOL HOURS

If your child becomes ill or has an accident in school, we try to contact you or your emergency contact as soon as possible. In the meantime we try to care for your child until he/she can be collected from school.

It is important that the school is informed immediately of any change of address, telephone number and that emergency contact details are kept up-to-date.

SCHOOL HEALTH SERVICE

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:

Infection Control Lead Nurse
Primary Care Operating Division
Room 1
Microbiology Lab
Falkirk District Royal Infirmary
Westburn Avenue
Falkirk
FK1 5QE
Tel: 01324 614687

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.

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.

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

School Brochure

Section Five

School Statistics

RAISING ATTAINMENT

Monitoring performance and using the resulting information to secure improvement is an important part of the work of headteachers, school staff and officers within Education Services.

Details of the school attainment in the areas of reading, writing and mathematics, along with attendance information, can be found in the following pages.

**INFORMATION FOR PARENTS 2010
PRIMARY SCHOOLS**

School: Bowhouse Primary School	Id No.: 240 - 5743621
--	------------------------------

Budgeted Running Costs For Financial Year 2010-2011

School Roll at September 209	347
Total School Running Costs at April 2010 (£)	1,204,040
Cost per Pupil (£)	3,470

Attendance And Absence For School Year 2009/2010

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendances(Pupil Half Days)	21,528	17,710	18,906	16,598	20,358	17,832	17,546	130,478
Percentage Authorised Absences	4.4	4.8	3.7	3.8	3.8	5.1	5.0	4.4
Percentage Unauthorised Absences	0.4	1.0	0.6	0.7	0.5	0.9	0.7	0.7

**INFORMATION FOR PARENTS 2009
PRIMARY SCHOOLS**

School: Bowhouse Primary School	Id No.: 240 - 5743621
--	------------------------------

5-14 Attainment

	Previous level of performance (June 2008) % P3, P4, P6 and P7 roll attaining or exceeding minimum 5-14 levels for their stage	Present level of performance (June 2009) % P3, P4, P6 and P7 roll attaining or exceeding minimum 5-14 levels for their stage
Reading	83	76
Writing	79	79
Mathematics	89	82

Minimising Overall Absence

	Absence recorded (2008/2009) Average number of half days absence per pupil	Absence recorded (2009/2010) Average number of half days absence per pupil
Absence	20.0	19.3