

Carron 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).

Carron Primary School

**Alloa Road, Carron, Falkirk,
01324 503450**

Dear Parent,

In Carron Primary School we aim to create a warm, caring atmosphere to foster good practice and high standards.

Our staff are dedicated, hardworking teachers who work co-operatively to provide the best possible education for your child. We try very hard to create a happy positive atmosphere in school and our staff try to build excellent relationships with our pupils.

Our pupils are encouraged to exhibit a high standard of personal behaviour in school and receive individual care and guidance.

This booklet is intended to give you some information about this school and covers areas of interest or concern to parents.

I fully appreciate that this booklet will not be able to answer all of your questions and I hope that, if this is the case, you will arrange an appointment with me.

This school is proud of its achievements and will be proud to show them to you.

Yours sincerely

Lynn Orr

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.

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 to discuss them in more detail, please contact me.

- Homework Policy
- Development of pupils' spiritual, moral, social and cultural values
- Additional Support Needs
- Clothing or uniform (PE Clothing)
- Discipline and School rules
- Anti-Bullying – Positive Behaviour
- 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

School Brochure

Section One

School Information

CARRON PRIMARY SCHOOL - OUR AIMS

At Carron Primary School & Nursery we want our school to be a place where pupils, parents and staff are happy, friendly, safe, and value and respect each other.

We want to make a difference to people's lives so that we all work well together, are motivated and challenged in our learning to become successful learners, confident individuals, responsible citizens and effective contributors.

We want to be proud of our achievements, our school and our community.

Aim 1 – Successful Learners

- 1.1 Provide a safe learning environment where everyone is motivated and actively involved*
- 1.2 Providing interesting, high quality learning experiences which motivate and challenge learners*

Aim 2 – Confident Individuals

- 2.1 Ensuring a positive school ethos where everyone feels valued*
- 2.2 Achieve, value and celebrate success in and out of school*
- 2.3 Promoting good physical and emotional health and wellbeing*

Aim 3 – Effective Contributors

- 3.1 Encourage parental involvement in their child's learning and the life of the school*
- 3.2 Encourage personal choice and participation by all in every aspect of school life*
- 3.3 To provide opportunities for all to be creative, solve problems and use thinking skills effectively through an appropriate curriculum*

Aim 4 – Responsible Citizens

- 4.1 Providing experiences of citizenship and enterprise education which prepare pupils for living in a modern multicultural society*
- 4.2 Promoting self respect and respect for others and the environment and live by our school values*
- 4.3 Promoting a sense of pride in our school and wider community*
- 4.4 Develop an understanding of the world and Scotland's place in it*
- 4.5 Promoting self respect and respect for others and the environment and live by our school values*

Our Values

RESPECT
FUN
AMBITION
SELF BELIEF
HONESTY
RESPONSIBILITY
JUSTICE
FAIRNESS

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 DAY

	<u>SCHOOL HOURS</u>	<u>NURSERY HOURS</u>
Morning Session	9:00am – 12:15pm (Primaries 1 and 2) 9:00am – 12:30pm (Primaries 3 – 7)	9:00am – 11:30am
Afternoon Session	1:15pm – 3:00pm	12:45pm – 3:15pm

Primary 1 pupils attend for the half day only for the first week of the autumn term.

There is an interval in the morning between:

10.30 a.m. - 10.45 a.m.

There is an interval in the afternoon for Primaries 1 and 2

2.00 p.m. – 2.15 p.m.

SCHOOL DETAILS

Address: Alloa Road, Carron, Falkirk. FK2 8EJ
Telephone Number: 01324 503450
School Roll: 391 (including 65 nursery pupils)
Nursery Class: 30am/30pm

Staff

Headteacher: Mrs Lynn Orr

Depute Headteacher: Mrs Lynda Balmer

Principal Teacher: Mrs Jennifer Deacon
Principal Teacher: Mrs Lorna Wooler

Other Teaching Staff: Mr John Bell
Mrs Rachel Campbell
Mrs Lynda East
Miss Anne Easton

Mrs Alexandra Fraser
 Miss Debra Finlayson
 Mrs Vivien Gillies
 Miss Rowena Henderson
 Mrs Violet Miller
 Mrs Grace Mower
 Mr Ewan Shanks
 Mrs Megan Thomson

Visiting Teachers:	Mrs Marion Stempczyk	English Second Language
	Mrs Helen Thom	Music
	Mrs Morag Simpson	Physical Education
	Mrs Ann McPhilemy	Additional Support for Learning

Visiting Instructors:	Mr Jeremy Atkinson	Violin
	Mrs Jill Taylor	Piano

Non-teaching Staff:	Mrs Heather Cranston	Clerical Assistant
	Mrs Katherine Hastings	Clerical Assistant

Mrs Morag Snedden	Support for Learning Assistant
Mrs Jacqueline Watson	Support for Learning Assistant

Mrs Anne Couper	Support for Learning Assistant
Mrs Lorraine Easton	Support for Learning Assistant
Mrs Susan Murray	Support for Learning Assistant
Mrs Wendy McCracken	Support for Learning Assistant
Mrs Elaine Murphy	Support for Learning Assistant
Mrs Marjorie Watson	Support for Learning Assistant

Mr James Borthwick	Janitor
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Nursery Staff:	Mrs Michelle Cook	Senior Early Years Officer
	Mrs Caroline Colburn	Early Years Officer
	Mrs Sarah Collumbine	Early Years Officer

ARRANGEMENTS FOR PARENTS VISITING THE SCHOOL

Meetings with Staff

A number of opportunities are given throughout the session for parents to visit the school. There are 2 opportunities during the session when parents are able to meet with class teachers to be informed of their child's progress. These one-to-one appointments usually take place in November and March. Appointments with the Headteacher, Depute Headteacher or one of the Principal Teachers can be made either by telephone, letter or by visiting the school. In cases of urgency, when the Headteacher is away from the school on official business, the Depute Headteacher will be available for consultation and advice.

An 'Open Door' policy is operated in Carron Primary and parent meetings can be arranged with either a member of the Senior Leadership Team or the class teacher depending on the nature of the concern. Where the school has concerns regarding a child's progress or behaviour, parents will be contacted so that together we can support the child.

OPEN DAY

There are a number of opportunities during the school year when parents are invited to view their children's work and share in their learning.

INFORMATION SESSIONS

There are a variety of information sessions organised throughout the year when parents can access more information about curriculum areas and new policies.

WORKSHOPS

Workshops for parents to inform them about various areas of the curriculum and for the parents of new entrants are arranged during the session. Parents are informed of these via newsletters.

PARENT HELPERS

Parents are invited to assist in supervising children on educational excursions and also in working with staff and children on a regular basis in class. Parent Helpers are invaluable as are Granny and Grandpa Helpers! Anyone who can offer assistance should give their name to Mrs Cranston in the office. All parent helpers have to complete a Disclosure Form.

HOME SCHOOL LINKS

A school consists of pupils, parents and staff. Only a high degree of co-operation between parents and staff will ensure that the pupils gain maximum benefit from their school experience. Parents are therefore always welcome to visit the school and to take an active part in the life of the school.

Parents are invited to meet with relevant members of staff each session to discuss pupil progress. Also parents will receive an interim report in December and a full report in June.

PUPILS' COUNCIL

The school has a Pupils' Council. Representatives are elected from classes and they meet regularly with senior management to discuss issues of importance to pupils.

The school also has an ECO committee with pupil representatives from each stage.

There is also a Health Promoting Schools Group with representation of staff, pupils and parents.

RESIDENTIAL EXCURSIONS

The school provides 2 residential experiences for the pupils during their primary school years. Primary 7 have a week's visit to York and Scarborough. Primary 6 pupils have the opportunity to participate in a 3 day visit to the outdoor education centre at Dalguise.

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 via the school for details on how you can get involved.

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 Chairperson of the Parents' Association is Hazel McMeekin
The PA may be contacted via 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.

COMMUNICATION WITH THE HOME

From time to time your child will bring home important and routine communications from the school. Parents are encouraged to check their child's for these communications. Enquiries of any kind should be addressed to the Headteacher in the first instance.

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.

TRANSFER FROM PRIMARY SCHOOL TO SECONDARY SCHOOL

The Secondary School to which our pupils transfer is Larbert High School, Carronrange Avenue, Stenhousemuir, Larbert FK5 4HB, telephone (01324) 554233. The Headteacher is Jon Reid.

Consultation takes place between the school and Larbert High School and P7 pupils have the opportunity to meet members of staff and to visit the school prior to transferring.

SCHOOL CALENDAR

A school calendar, detailing all holidays, in-service days and major school events is sent to parents at the beginning of the session. Thereafter any additions or alterations are notified to parents via school newsletters.

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>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

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Section Two

School Curriculum

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.

A Curriculum for Excellence
Developing Four Capacities to Enable All Young People to Become

Successful learners

with

- enthusiasm & motivation for learning
- determination to reach high standards of achievement
- openness to new thinking and ideas

and able to

- use literacy, communication & numeracy skills
- use technology for learning
- think creatively & independently
- learn independently and as part of a group
- make reasoned evaluations
- link & apply different kinds of learning in new situations

Confident individuals

with

- self respect
- a sense of physical, mental and emotional wellbeing
- secure values and beliefs
- ambition

and able to

- relate to others and manage themselves
- pursue a healthy and active lifestyle
- be self aware
- develop and communicate their own beliefs and view of the world
- live as independently as they can
- assess risk and take informed decisions
- achieve success in different areas of activity

Responsible citizens

with

- respect for others
- commitment to participate responsibly in political, economic, social and cultural life

and able to

- develop knowledge & understanding of the world and Scotland's place in it
- understand different beliefs and cultures
- make informed choices and decisions
- evaluate environmental, scientific and technological issues
- develop informed, ethical views of complex issues

Effective contributors

with

- an enterprising attitude
- resilience
- self-reliance

and able to

- communicate in different ways and in different settings
- work in partnership and in teams
- take the initiative and lead
- apply critical thinking new contexts
- create and develop
- solve problems

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.

MATHEMATICS

Carron Primary like many other schools in the area uses Scottish Heinemann which we believe links effectively to the attainment targets of 3-18 Mathematics. This scheme is used as a core mathematics scheme at all stages.

Scottish Heinemann Maths has been developed so that children learn through using practical materials, rather than being given large amounts of writing to do, particularly at the early stages. Work is done on problem-solving and enquiry; information handling; number, money and measurement; and shape, position and movement and mental agility. Our aims in teaching mathematics are not only to teach basic skills but also to develop in children both the confidence to apply mathematical skills in a variety of contexts and the ability to approach problems in a systematic and logical manner so that they are better prepared to meet the needs of the changing world in which they live. Where appropriate, calculators, computers and programmable toys are used to aid children's development of mathematical skills. Children who experience difficulties may use Breakaway Maths; children requiring to be challenged may use Spotlight Mathematics in addition to the core scheme. Apex Maths, T Jay Maths and Tens Materials are used to supplement the main scheme.

ENGLISH LANGUAGE

English Language seeks to achieve four outcomes: Listening/Talking, Reading and Writing and our programmes of work are planned to ensure that children have a balanced experience of these four areas of language.

We aim to ensure that by the time they leave Carron Primary School, children should:-

- have mastered the technique of listening attentively
- have been trained to read thoughtfully and critically
- be able to express themselves clearly and intelligently in writing and in speech

To this end we use a variety of resources: Heinemann Story World, Longman Book Project (Fiction & Non-Fiction), Accelerated Reading, Synthetic Phonics, Jolly Grammar, North Lanarkshire Writing, Nelson Skills and Development, Nelson Handwriting, Nelson Focus on Comprehension and Nelson Grammar. Where children experience difficulties, in consultation with parents, they are moved on to Wellington Square, a reading scheme which we have found very helpful and motivating. We also believe, even in this technological age of computers with spell-checks that it is important that children spell accurately and write legibly! There is a comprehensive spelling programme followed from primary 2-7, using Nelson Spelling, Alphabetical Spelling lists (Target Spelling) and Rhyme World.

To stimulate further interest in books and reading, an Annual Book Week is held in autumn when parents are asked to become involved and various activities are arranged for the children. During this week we organise a Book Fair and invite storytellers into school. In addition, we hold a second Book Fair, usually in May.

MODERN LANGUAGES

Children in Primaries 1, 2, 3, 6 and 7 have the opportunity to learn French. Children in Primaries 4 and 5 are being taught Gaelic.

ENVIRONMENTAL STUDIES

Environmental Studies includes studying People in the Past, People and Place, People in Society, Science and Technology. The Environmental Studies programme offers children opportunities to observe and study their surroundings; to learn the necessary skills to enable them to interpret and record the information gained; and to gain understanding of their environment.

EXPRESSIVE ARTS

Expressive Arts includes Music, Drama, Physical Education, Craft and Art and Design. We are very ably assisted in developing these areas of the curriculum by specialist teachers who visit the school. Instrumental tuition is available for violin and piano.

FOCUS WEEKS

At various times during the session the whole school focuses on a particular programme of study. These special focus weeks or days give us the opportunity as a school to focus on specific areas:

➤ Citizenship Week	-	2 week block at the start of Term 1
➤ Book Week	-	Week 2 of Term 2
➤ Scots Week	-	January
➤ Health Week	-	March
➤ Safety Week	-	Summer Term

Scots Week takes place in January coinciding with the Burns' celebrations, Health Week during the Summer term of the session and Book Week takes place in autumn.

RELIGIOUS AND MORAL EDUCATION

Religious and Moral Education is part of the school curriculum. Christianity forms the main part of the teaching programme. Also incorporated are Personal Search, Judaism and Islam. We aim to encourage pupils to become aware of a range of religious experiences and of their importance to believers; and to assist pupils in their personal search for meaning, value and purpose in life. Where appropriate, pupils visit places of worship as part of their programme.

The school has regular assemblies which are led either by the Headteacher, the Depute Headteacher and Principal Teachers. We also occasionally have visiting speakers. Pupils take responsibility for sections of the assemblies. Parents are invited to attend his/her child's Showcase Afternoon. Parents and friends are also invited to share our Harvest Festival, Christmas, Easter and end of session services which take place, weather permitting, at Stenhouse and Carron Church.

Our School Chaplain attends assemblies throughout each session. We rely on parents to assist in accompanying pupils to church. Parents may exercise their right to withdraw their children from religious education and religious observance and this should preferably be requested, in writing, at enrolment.

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.

ASSESSMENT

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.

As pupils progress through school, teachers use a range of assessment strategies, including Assessment 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.

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.

Longer-term planning also takes place, in a variety of forms. Pupils in primary schools negotiate with their teachers their aims for the next block of learning. At the end of the block progress against these aims is assessed by the teacher and pupil, and, new targets are set for the following block of learning.

In secondary schools, pupils review progress against targets and negotiate new ones with their pastoral teacher.

In order to encourage pupils to take responsibility for their learning, a growing number of primary schools use Learning Logs in which pupils plan their programme for completing homework assessments. In secondary schools, homework diaries serve a similar purpose. These diaries are also used for pupils to record their long-term targets.

HOMEWORK

The school has a clearly defined policy on homework, a copy of which can be obtained from the Headteacher.

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 fittings 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.

There is a range of extra curricular activities available for pupils during lunchtime and after school. Parents will always 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.

A number of extra-curricular activities are available:-

- Country Dancing
- Basketball
- Choir
- Debating Club
- Art Club
- Football Club
- Cross Country
- Story Club
- ICT Club
- Craft Club

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. The school also has an outdoor games area.

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.

HEALTH PROMOTING SCHOOLS

Health education is developed through our whole school approach to Health Promoting Schools and Health Education Programme where the children have opportunities to learn about themselves, healthy eating, healthy habits, hygiene and human growth.

We have achieved Health Promoting Schools accreditation at level 2 and we are actively encouraging healthy choices for both staff and pupils. We have a Health Promoting School focus group which includes parents, staff and pupils which meet each term.

Our pupils are actively encouraged to drink water throughout the day and we have a 2 water machine facilities available to the children. We also have a healthy tuck-shop which offers a choice of healthy products.

A wide range of extra curricular activities that develop personal and social skills are offered to the pupils. During the session the children will take part in 5 or 6 Health Promoting Walks around the local area organised by pupil members of the focus group.

We have well established links with external health agencies and the school nurse who helps in the delivery of this area of the curriculum.

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.

ENTERPRISE EDUCATION

Our aim through Enterprise Education is to ensure that every pupil has the opportunity to engage in education in a way that allows them to develop skills, knowledge and attitudes they need to succeed in school and beyond.

All pupils in the school are involved in an Enterprising Initiative. Some of these are Book Week, Christmas Market, Church Services, Parents' Showcases, Social Subjects and Charity Work.

A World of Work Day is organised for the P7 pupils and involves our parents and the wider community.

School Brochure

Section Three

School Policies

CURRICULAR POLICIES

Every school has a range of curricular policies in written format. These policies are the subject of regular discussion, consultation and review with school staff and all can be made available for perusal on request. The various policies are summarised below:-

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

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

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

- Creating a school ethos which in every way possible gives value to these aspects of development, especially by providing an 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 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.

SCHOOL DRESS CODE

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

The uniform, which has been agreed in consultation with parents, pupils, staff, the Parent Council and PA, incorporates a range of popular items of dress, e.g. sweatshirts, T-shirts, and it contributes to a positive school ethos which helps avoid discrimination and reduces peer pressure to wear expensive designer clothing.

A school's reputation can 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. Where a price is indicated below, the item is available to order from the school.

The uniform consists of:

Boys: white shirt with school tie or school polo shirt (£7.50)
red pullover or
school sweatshirt (£8.50-£11.50)
grey or black trousers - long or short

Girls: White blouse with school tie or school polo shirt (£7.50)
red cardigan or
school sweatshirt (£8.50-£11.50)
grey or black skirt
red checked cotton dress for summer

Optional – Black Blazer with school badge or a Fleece Jacket (red or black) embroidered “C” (£13-£16). Also available is a waterproof jacket (red or black) embroidered “C” (£20.00). Parents are able to order any of these items during the school session when we issue pupils with uniform order forms and also during the visit to the school of the P1 new intake.

It should be noted that if pupils are representing the school at any event, they will be asked to wear a white shirt/blouse, school tie or school sweatshirt and grey or black skirt/trousers.

The nursery uniform is a blue sweatshirt (£8.50) and either a yellow or blue polo shirt (£7.50) Children should not wear inappropriate dress to school, eg clothes which:

- could potentially cause faction (such as football colours)
- carry advertising, particularly for alcohol or tobacco
- provide inadequate covering, eg mini skirts or cropped tops.

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 is also banned, e.g. T-shirts or other items painted with obscene language or illustrations. Football colours are also inappropriate as they can lead to incidents of rivalry.

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

Some families may be eligible for free school meals or assistance with clothing. 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

For health and safety reasons children are required to change for PE and are not allowed to participate if they are unsuitably dressed. They should wear shorts, T-shirt and gym shoes or trainers. Footwear for PE should not have black soles since these can badly mark the floor. Young children who have not yet mastered tying laces should wear slip on gym shoes. Swimwear will be necessary at P5 stage.

For health and safety reasons children must not wear jewellery during PE lessons.

If for any reason it is not possible for them to leave jewellery at home then they should have a small, labelled container in which it can be securely held. The school cannot be responsible for children losing jewellery.

If ears have recently been pierced and earrings cannot be removed, then children must come to school with these taped over to ensure everyone's safety.

This complies with Falkirk Council Policy.

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.

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.

Every child is unique and special. Some may have disabilities which will result in them having additional support needs throughout their education; others, the majority, will experience some difficulty in one or more areas of the curriculum during their primary years. As a staff we are committed to supporting the needs of all children, whether their additional support needs are related to short-term difficulties or whether they are the result of a specific disability or need.

Through careful monitoring by the class teacher, and formal and informal testing, difficulties are noted. Help is given in the class through careful selection of materials and tasks suitable for the age, aptitude and level of attainment of the child. Where staffing levels permit, additional support where appropriate will also be given by the learning support teacher and senior management when available. Parents are notified if a child is experiencing significant difficulty, so that help can be given at home as well as in school. This is also the position where assessment indicates that a child would benefit from extension activities. If a learning difficulty seems more pronounced, then outside agencies such as Psychological Services are asked, with the agreement of parents, to give advice and help to both school and parents. Some pupils may also have support from an additional support needs assistant, support for learning teacher. Where time is available members of senior management may also support children.

If at any time you are concerned about anything related to your child at school, please contact the Headteacher and arrangements will be made for you to discuss the matter either with the class teacher, support for learning teacher or member of senior management.

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.

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 CROSSING PATROL/ROAD SAFETY

A School Crossing Patrol is located on Carronshore Road near the junction of Alloa Road. There can be times when due to illness etc, there is no school crossing patrol. Wherever the school knows about this, they will endeavour to inform parents. However, it is the parents' responsibility to ensure the safety of their child/children walking to school. In the interests of safety, parents are asked to refrain from taking pupils in and out of school via the car park area. There are several pedestrian entrances around the school. Please avoid parking on the zig-zags as well as making three-point turns in cars outside school. We appreciate if parents park their cars in the Sports Centre Car Park and walk via the underpass to school.

PUPIL CONDUCT

A partnership between the 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).

SCHOOL DISCIPLINE

Our school is a small community. Certain qualities are essential if the school is to function smoothly, efficiently and happily. These qualities are politeness, tolerance, good manners and respect for others and they are positively encouraged at all times.

Class teachers deal with any minor discipline problems. More serious problems and persistent offenders are referred to the senior leadership team and, ultimately, the Headteacher. At this stage the parents may be called in. It may also be necessary in certain cases to refer a child to the Psychological Services.

All staff follow the school's Anti-Bullying Policy, The Positive Behaviour Management Policy and Falkirk Framework for Behaviour.

We ask for your co-operation and support in continuing to maintain a caring atmosphere in the school and also your continuing help in sustaining our code of discipline and behaviour.

The maintenance of discipline is rarely a problem within our school but we do expect the highest standards of behaviour from all our pupils both in and out of class.

Unacceptable behaviour can be described as behaviour which is disruptive or which is likely to hurt someone, whether physically or emotionally. The structure of the school curriculum, the organisation and the attitudes encouraged in pupils are all intended to foster good behaviour. The school operates a positive approach to discipline, encouraging a high standard of work and behaviour, by awarding House Points, Class Awards and incentive stickers and certificates. The relationship between pupils and teacher is similar to that between the child and his or her own parents, requiring mutual consideration on both sides. Inappropriate behaviour will be dealt with according to our discipline procedures.

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.

Children may remain at school for lunch. They can choose either to purchase a Dinner or a Pick and Mix (£1.15). They may also choose to bring a packed lunch. Dinners and snacks can

be paid for daily. A great many children have to be supervised by a limited number of staff during the lunch interval. We therefore expect a high standard of behaviour from all children. Dinners and Pick and Mix are served in the Dining Room and pupils bring their money on a daily basis.

A till system is in operation in the Dining Room. Packed Lunches are eaten in the Primary 4/5 area. The school operates a Breakfast Club. Breakfasts are served daily (8.15 a.m. – 8.50 a.m.) at the cost of £1.00.

Pupils who do not go home at lunch are not allowed to leave the playground. During inclement weather pupils who go home for lunch should not return to school until 1.10 p.m.

FREE SCHOOL MEALS

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.

WET WEATHER ARRANGEMENTS

If the weather is inclement children remain in their classrooms during the morning intervals. During wet lunch times P1-P7 remain in their classrooms to await their turn to go to the Dinner Hall. When there are staff to supervise, pupils move back to their classes. It must be stressed that there is limited supervision at these times. Children are expected to follow any instructions given to them by any member of staff and are expected to behave in such a way that they do not put themselves or others at risk.

Where children go home for lunch, they should not return until 1.10 pm. The school day begins at 9.00 am and children should not arrive before 8.50 am, especially in inclement weather, since there is not sufficient staff available inside school prior to this to supervise.

GENERAL SUPERVISION

Before school begins supervision is very limited, therefore pupils should not arrive at school until as near to nine o'clock as possible.

During intervals school helpers supervise the children. In addition, the Senior Leadership Team are on call to cope with any difficulties which may arise. There is always access to the building and the children are made aware of this.

UNEXPECTED CLOSURES

Although every effort will be made to notify parents in advance of any unscheduled closures, nevertheless, there may be occasions when children have to be sent home without prior notice. The failure of the heating system in mid-winter might be one such occasion.

Parents should therefore have an arrangement with a neighbour, or friend, prepared and able to accept the children at a moment's notice. It is important that the school should have an up-to-date record of a child's emergency contact. In the event of such a circumstance arising, every care would be taken to ensure the safety of each child.

Most closures will be notified to you in writing, in advance, but there are occasions when the children may be dismissed early without warning, e.g. as a result of power cuts or inclement weather. In the event of an early school closure please ensure that your child knows where to go if you are not usually at home during the day.

For this reason it is important that emergency contacts are kept up-to-date on our records.

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.

HEALTH CARE

It is of the utmost importance that parents inform the school of any pupil with particular medical requirements e.g. medicines, or any physical condition which might restrict his/her activities in school. Where children need to take medication while at school, parents are required to complete a permission form available from the school clerical assistant.

It is the responsibility of parents to bring medication into the school and to remove medication at the end of the school session or when the medication is out of date.

Epipens

A number of staff have been trained to administer injections using an Epipen. Instructions for use of Epipens with individual pupils require to be drawn up with parents by school medical personnel and staff.

If a child takes ill or is injured in school he/she will be monitored by staff. When it is felt appropriate, parents or the emergency contact will be advised so that arrangements can be made for the child to be collected from school. Head injuries will be reported to the parent to allow him/her to monitor the child at home in the case of minor head injuries a letter will be sent home with the child.

While every precaution is taken to reduce the possibility of accidents, nevertheless they do occasionally happen. Minor cuts and bruises are treated by the school helpers. In the event of a more serious accident, the child's parent is contacted and a decision taken as to whether the child should be taken to the family doctor's surgery or to hospital. If it is not possible to contact the parents, the Headteacher will decide what action is necessary.

In this regard it is essential that changes of address, telephone numbers or family doctor should be notified at an early date.

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: Carron Primary School	Id No.: 240 - 5741122
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Budgeted Running Costs For Financial Year 2010-2011

School Roll at September 2009	325
Total School Running Costs at April 2010 (£)	1,038,960
Cost per Pupil (£)	3,197

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)	17,856	18,124	14,714	15,762	18,532	13,452	22,880	121,320
Percentage Authorised Absences	3.1	2.7	2.9	1.9	2.6	3.0	2.6	2.7
Percentage Unauthorised Absences	0.4	0.6	0.4	0.6	0.8	0.9	0.6	0.6

**INFORMATION FOR PARENTS 2010
PRIMARY SCHOOLS**

School: Carron Primary School	Id No.: 240 - 5741122
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5-14 Attainment

	Previous level of performance (June 2009) % P3, P4, P6 and P7 roll attaining or exceeding minimum 5-14 levels for their stage	Present level of performance (June 2010) % P3, P4, P6 and P7 roll attaining or exceeding minimum 5-14 levels for their stage
Reading	91	90
Writing	89	88
Mathematics	90	89

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	12.9	12.5