

Grange 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

Welcome to the Grange Primary School Brochure, which offers an introduction to our school and a general overview of the education your child will receive at Grange Primary.

If you have any questions or would like any further information on any aspect of this brochure or the education of your child please do not hesitate to contact me.

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 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

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.

Carolynne McArthur
Acting Headteacher
Grange Primary School

DISCLAIMER

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

School Brochure

Section One

School Information

Background to our School

Grange Primary School is a non –denominational school serving the eastern end of Bo’ness. The Nursery Class also caters for children from the nearby village of Blackness.

The building, which is in good repair, dates from 1907. An extension, housing the dining room, school kitchen, staffroom and pupil toilets, was added in the 1960s. The school is close to the main Edinburgh – Falkirk bus route on Grahamsdyke Road. The bus station is located within the town centre and provides links to neighbouring Grangemouth and Falkirk, as well as Linlithgow and Edinburgh. The nearest railway station is at Linlithgow, approximately 5 miles away. A former mining town, the main employment in Bo’ness is now found in the service industries. There are, however, three factories in the school’s catchment area – including a food processing plant and wood mills.

School Address:	Grange Loan, Bo’ness. EH51 9DX
Telephone Number:	01506 778340
Fax Number:	01506 778349
Email Address:	grangeprimaryschool@falkirk.gov.uk
Website Address:	www.grange.falkirk.sch.uk

(Please note that the School Office is staffed from 9.00am until 3.00pm, except over the lunch break. We have an answering machine if you need to leave an urgent message.)

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.

Our School is staffed as follows:

Acting Headteacher: Mrs C McArthur
Acting Depute Headteacher: Vacancy

Class Teachers: Miss A Ball
Mrs L Amos
Mrs L Barr
Mr J Chalmers
Mrs R Duncan
Mrs F McDonald
Mrs S Swanston
Miss J Reid
Mrs G Webster

Teacher of Enhanced Provision: Mrs J Martin (part time)
Mrs J McBride

Support for Learning Teacher: Mrs A Green

Specialist Teacher of Music: Mrs S Marsh
Specialist Teacher of PE: Miss S McKelvie
Specialist Teacher of Drama: Mrs M Gordon

Nursery Teacher: Mrs J Martin (part time)
Senior Early Years Officer: Mrs B Grant
Early Years Officer: Mrs P Gilfillan

Support for Learning Assistants: Mrs E Bell
Mrs E Gourlay
Mrs L Keeting (part time)
Mrs FA McLean (part –time)
Miss R Paterson
Mrs F Thomson
Mrs J Smith (part time)
Mrs E Stupart

Clerical Assistant: Mrs E Love

Janitor: Mr E Ross

Roll of the School: 170 (not including Nursery pupils)
40Nursery pupils

Stages of the School: Nursery – P7
We offer provision for 3 - 4 year old children, with up to thirty places morning and afternoon. A separate Nursery brochure is available.

School Chaplain: Rev Tom Cuthell, Carriden Parish Church

SCHOOL AIMS

The aim of primary education is to enable every child to be equipped for life, building on the experiences in the home and, in some cases, playgroups or nursery schools and classes. Education in its fullest sense reaches beyond the experience offered by the school but has as its heart the knowledge; skills, attitudes and values which schools strive to develop.

The flexible curriculum of Grange Primary School continues the development of children's social relationships with parents, peers and others; engages children in activities both within the school and in the wider community, which give opportunities to explore, investigate, develop skills and knowledge in a planned, organised way; encourages children to discover the world and their place in it, and to develop self confidence and imagination in a world of change and challenge.

Our overall aim is to meet and develop the emotional, social spiritual needs of the children, to make it possible for them to live life to the full as individuals and as caring members of society.

Specifically we aim:

Curriculum:

To ensure a broad and balanced curriculum that provides young people with the best possible learning opportunities and experiences, matched to their needs and abilities.

Attainment:

To ensure that all pupils are able to attain to their maximum potential through the promotion and recognition of achievement and excellence.

Learning and Teaching:

To provide the highest quality of learning and teaching experiences, using a variety of teaching approaches, that enable pupils to enjoy their education and develop positive attitudes towards learning.

Support for Pupils:

To provide effective support systems for all pupils which promote personal and social development and underpin academic achievement, by building self worth and self-esteem.

Ethos:

To provide a welcoming, safe and caring environment in which everyone is valued and supported and staff and pupils give of their best.

Resources Management:

To improve the quality of teaching and learning through the effective organisation and management of the school's resources.

Management and Leadership:

To ensure that the school's promoted staff provide high quality leadership, management and support.

Professional Development:

To improve the quality of educational experiences for pupils through a programme of continuing professional development for all staff.

Partnership:

To build and maintain effective partnerships between the school and its parental body, external support agencies and its wider community.

Learning for Life:

To equip pupils with the foundation skills, attitudes and expectations required to prosper in a changing society and to encourage creativity and ambition.

Learning Environment:

To ensure that all pupils are able to experience a calm, positive and safe learning environment that promotes good behaviour, self discipline, respect for others and an appreciation of people and the environment.

Values and Citizenship:

To prepare pupils for responsible citizenship by developing values, beliefs and attitudes compatible with living in a modern democratic and multicultural society.

Social Inclusion:

To ensure that every pupil enjoys equality of access to educational opportunities, regardless of social or economic background, ethnicity, physical or intellectual ability.

Health Promotion:

To ensure good health in all pupils and staff through strategies which promote physical and mental wellbeing and self esteem.

THE SCHOOL DAY

Morning Session	9.00am - 12.15pm
Lunch	12.15 - 1.00 pm
Afternoon Session (P1 & P2)	1.00 - 2.30 pm
Afternoon Session (P3 - P7)	1.00 - 3.00pm

There is a morning break from 10.30 to 10.45am

Nursery Hours are	9.00 – 11.30 am
	12.30 – 3.00pm

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, Mr Derek Meikle, via the school, for details on how you can get involved.

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 schoolbag 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 our 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.

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, we use Learning Logs. The Learning Log is used to record key learning intentions over the session, term by term. Pupils regularly self evaluate their progress against these targets, with feedback from teachers. The Learning Log is sent home monthly to inform parents of progress and provide an opportunity for dialogue / feedback with the teacher.

These Learning Logs are kept year on year, so that as the pupil moves through the school a learning and achievement profile is assembled.

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.

- **Languages**

We use a wide variety of up to date materials are used to develop skills in Reading, Writing, Talking and Listening. Pupils are encouraged to read widely, in a variety of genres, to develop not only fluency but also enjoyment of reading. They are taught to write for a variety of purposes - functional as well as imaginative. They develop confidence and skill in expressing their views to an audience and to listen to other points of view and respect them. Pupils in Primary 6 learn German, and those in P7 learn French, as a modern language.

- **Mathematics**

Here pupils develop skills in Number, Money and Measurement; Information Handling and Shape, Position and Movement. They are able to apply their mathematical skills and knowledge through a variety of problem solving contexts across the curriculum. Much practical work is done to develop mathematical concepts before children tackle 'paper and pencil' exercises.

- **Social Subjects**

This area of the curriculum encompasses History, Geography and Modern Studies. Again, pupils, undertake investigations to develop their learning skills as well as knowledge. A variety of resources, including ICT, are used to develop learning skills and children apply skills from other areas of the curriculum e.g. in report writing etc.

- **Technologies**

ICT skills are developed from P1 - P7. We continually strive to keep our hardware up to date and in line with Education Services' policy. We have a fully networked ICT system including a computer suite with interactive whiteboard. Each classroom also has its own interactive whiteboard. We have Internet access and pupils make use of this in their studies. We also have a wide range of peripheral ICT equipment e.g. digital cameras data loggers, robotic toys etc that children use to develop their knowledge and understanding. Children also undertake activities to develop design and build skills through challenges set.

- **Sciences**

We provide a broad programme in science and aim to include as many practical activities as possible, including visits from other agencies e.g. BP workshops. We are well resourced to deliver the curriculum in the 3 aspects of scientific study.

- **Expressive Arts**

To ensure our pupils develop as well rounded individuals we promote skills and interests in this area. Visiting specialists in Music, Drama and/or Art & Design deliver these subjects, and class teachers also include these aspects in their teaching to develop children's knowledge, skills and understanding of the world and express their ideas creatively and imaginatively.

- **Health & Wellbeing**

We have a well developed programme to promote Personal and Social Development, including activities such as Circle Time, Golden Rules and Golden Time. Our health programme is designed to promote healthy lifestyles and develop awareness of safety issues. PE is a key element of this area of the curriculum and is delivered by a visiting specialist.

- **Religious and Moral Education**

The aim of this area of the curriculum is to develop pupils' knowledge of Christianity and other world religions, appreciate and respect the values of their own and other cultures; and to develop their own beliefs, attitudes, moral values and practices through personal search, discovery and evaluation.

The School Chaplain, Rev Tom Cuthell, visits the school regularly and shares responsibility with classes for leading our assemblies. Families and friends are always invited to join us at class led assemblies and our End of Term Services, usually held in Carriden Parish Church.

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.

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. Where participation involves pupils travelling or staying late after school, written permission is required from parents.

BREAKFAST CLUB

We offer a Breakfast Club from 8.15 till 9.00am, when pupils may have breakfast and take part in activities designed to promote personal and social development and study skills. Each session costs £1.00 to include the price of breakfast (or 50p to those on Income Support or free to those with a free meal entitlement).

FACILITIES FOR PHYSICAL EDUCATION AND OUTDOORS 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 and swimming pool. There is also a large outdoor area where sports and games can be practiced.

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.

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.

ASSESSMENT

Nursery staff compile a profile of your child, which will be shared with you. This builds a picture of where your child has 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.

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.

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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 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.

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.

Please note that we distinguish between Homework and unfinished class work sent home to be completed.

SCHOOL DRESS CODE

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

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

Our informal school uniform comprises:

School sweatshirt with logo (royal blue)*	£8.75
School fleece (royal blue, with logo) *	£12.50
School jacket, with logo*	£15.50
School polo shirt with logo *	£8.00
Woolly cap, royal blue, with logo*	£4.25
Self coloured trousers /skirt (black)	from £5.00
School summer dress, royal blue check	from £7.00
Dark coloured shoes	variable

The items marked * are available to order through the school. Orders are taken in May and September.

Traditional uniform items may be bought in shops, at varying prices:

Shirt / blouse, white
School tie, royal, self-coloured
Self coloured trousers/skirt, black
Self coloured sweater or cardigan, royal blue
School summer dress, royal blue check
Dark coloured shoes

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.

Pupils are expected to wear uniform daily and are required to wear uniform if they are to represent the school for any reason. School uniform should be worn for all visits out of school unless otherwise indicated. When our school hosts the Kirking of the Bo'ness Fair Queen Elect, pupils taking part are required to wear traditional uniform (ie white shirt and school tie). On formal occasions (e.g. Church Services) choir members will be provided with a special choir sweatshirt to wear during the performance

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.

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.

For the above reason we discourage the wearing of casual clothing such as jeans and jogging trousers.

Some types of clothing must not be worn in school, for example:

- Offensive clothing, e.g. T-shirts or other items decorated with inappropriate or offensive language or illustrations.
- Items with football insignia or colours are also inappropriate as they can lead to incidents of rivalry.
- Items that carry slogans or adverts for alcohol or cigarettes
- Clothing that exposes too much skin or is considered immodest.

Please note that jewellery may not be worn during PE lessons. If earrings cannot be removed they should be covered in tape.

We also ask that other belongings (e.g. school bags, lunch boxes, stationery etc) comply with these rules on advertising and football logos. Please ensure that all items of clothing are clearly labelled with your child's name, particularly sweat shirts, jackets and PE kit, which are often lost. A protective apron or an old shirt should be worn for art and craft activities.

Some families may be eligible for assistance towards the purchase of 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.

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

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.

PRIMARY TO SECONDARY TRANSFER

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

Bo'ness Academy,
Gauze Road,
Bo'ness,
EH51 9AS,
telephone number 01506 822028

Prior to this staff from both schools meet to share information and Academy staff visit the P7 class regularly to work with pupils. First year students also visit the pupils in Grange Primary to discuss aspects of life at secondary school. Pupils' records of attainment are shared with the Academy to assist with curriculum planning. As part of the transition process a Cluster Residential Excursion takes place annually, to enable pupils to meet and mix with pupils from other schools. In addition we organise a 'transition project' where pupils go to the Academy to carry out a link project with Academy staff.

In June Primary 7 pupils visit the Academy for an induction visit, where they meet their new teachers and classmates. Senior staff from the Academy also hold meetings for parents of each of the local primaries to outline school aims, expectations, the curriculum etc. Academy uniform is ordered through the primary school and delivered in June.

Occasionally, where we feel individual pupils may find the move to secondary school more stressful, we will offer the opportunity for additional support, through a 'transition group' led by staff of Barnardo's Education and Family Support Service.

Through these steps we aim to make the transition between primary and secondary school as smooth as possible.

If you wish your child to attend a Secondary School other than the designated Secondary School for your home address, you will be required to make a Placing Request as detailed below.

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.

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.

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 and a set of school rules has been agreed 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.

The following 'Golden Rules' are the basis of our behaviour policy:

- We are gentle – we do not hurt others
- We are kind and helpful –we don't hurt others' feelings
- We work hard –we don't waste our or others' time
- We look after property – we do not waste or damage things
- We listen – we do not interrupt
- We are honest – we do not cover up the truth

The emphasis in our school is constantly on helping each child to achieve and exert self-discipline. This of course, has to be done with support and guidance from adults and every member of the school staff plays a role in maintaining a high standard of conduct among pupils.

Self-discipline is only one of the personal qualities we try to develop. Others include politeness, consideration for others, respect for other people's values, tolerance of individual differences, honesty, self-awareness and self-reliance.

We ask for your commitment and support in developing and reinforcing these qualities. Your support is essential in sustaining our code of conduct.

Where the school has serious concerns about a child's behaviour or attitude we will invite parents in to school to discuss the problems and try to resolve them. In some circumstances this will require the involvement of other agencies such as Social Work Services or Psychological Services

However, we prefer to work from a positive standpoint and to try to prevent indiscipline by developing in our pupils a positive self esteem and feelings of self worth. To do this we use a range of strategies including:

- recognising good work, behaviour and achievement with stickers and certificates
- awarding house points
- giving pupils responsibilities in school
- awarding 'Golden Time' when pupils may choose an activity
- offering 'reward' events
- awarding annual prizes
- publicly recognising achievements at assemblies, in the school newsletter and local press

SCHOOL HOUSE SYSTEM

To support our Personal and Social Development, Discipline and Ethos Policies we operate a House System. On entering school pupils are allocated to one of four houses. This is done alphabetically so that siblings are in the same house and are not rivals.

House points may be awarded by any member of staff to pupils who show consideration, good manners, hard work or endeavour, positive attitudes, who help others, who support other children, serve the school, or in some way reflect the best qualities of Grange Primary School pupils. On Sports Day pupils compete in house teams. They are asked to wear their house colours and all points earned are added to the house total.

Points are deducted for anti - social behaviour, disregard of rules, lack of application, manners or consideration of people or property. House points are collected on a Friday afternoon and the totals displayed on the House Board in the Hall. The 'Millennium Shield' is presented annually to the winning House.

PUPIL COUNCIL

At the beginning of the session pupils from Primaries 4, 5, 6 and 7 are elected to represent their class on the Pupil Council. The council meets regularly to discuss issues of relevance to pupils and general school issues. Minutes of meetings are displayed on the Pupil Council noticeboard.

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.

The school caters for a wide range of Additional Support Needs, including learning difficulties and physical impairments. Our Support for Learning Teacher visits two and a half days per week. She has a wide ranging remit: to support the learning of all pupils by providing advice, resources and support to class teachers and to support identified pupils by direct work. All pupils may at some point be involved in working with the Support for Learning Teacher, but those with additional support needs invariably are.

In line with Falkirk Council's aim to provide appropriate provision for all children in their local area, our school incorporates Enhanced Provision for a group of pupils with more significant additional learning needs. This is staffed by specialist teachers, supported by Support for Learning Assistants. Where appropriate and possible children receiving Enhanced Provision may, with adult support, join mainstream classes for certain aspects of the curriculum or activities. From time to time mainstream pupils visit the Enhanced Provision class to benefit from its expertise and resources.

Teaching and management staff work closely with a range of other professionals (e.g. Speech and Language Therapists, Physiotherapists, Occupational Therapists, Specialist Teachers and our link Educational Psychologist) and parents to ensure pupils' needs are appropriately met, to assist in assessment of pupils and in reporting to parents.

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.

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.

Pupils in Nursery and P1 - P3, as well as all pedestrian visitors to school, use the pedestrian entrance into the Infant playground. Pupils in P4 - P7 use the gateway into the senior playground.

Pedestrians (adults or children) must not enter by the car park entrance. The car park is for staff cars, official visitors and vehicles on school business only. The school entrance is situated on a narrow road, on a bend on a hill. This presents a potential hazard to pupils entering and leaving school. Parents dropping off or collecting children by car are asked to park away from the school gates, higher up on Grange Loan or along Grange Terrace so that the Crossing Patrol Officer's view of oncoming traffic is not obstructed. We appreciate your help with this problem.

There are Crossing Patrols on Grange Loan, Grahamsdyke Road and Harbour Road. Children should be reminded by parents that they should only cross the road where there is a crossing patrol and should exercise care on walking to and from school.

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/carers 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.

At lunch times pupils must either go home for lunch, remain in school for a school meal or bring a packed lunch. They are not allowed to go to local shops. School meals are prepared daily in the school kitchen and served in the Dining Room. We operate a coloured band system whereby children select their meal from the menu in the morning and are given a band to identify their choice when they go to the dining room at lunchtime. Meals are paid for in the dining room daily as they are taken.

'Meal Deals' Pupils are given a choice of two main dishes e.g. pasta, pizza, baked potatoes, curry etc and either soup or a piece of fruit, yoghurt or hot dessert. Salad and bread is always available to accompany their meal. Milk, water or fruit juice is available to drink.

or a

- **'Pic'n'Mix'** – Pupils can choose from a selection of food such as soup, sandwich, hot dog, toastie, cake, yoghurt or fresh fruit and fruit drinks, milk or water to drink

The EC Milk Subsidy Scheme subsidises the charges for milk provided with pupils' lunches.

Children should bring their lunch money etc in a purse or wallet and parents of younger pupils are asked to include a note of which type of meal they are to have. Pupils entitled to free meals are given a token. On Environmental Studies field trips those pupils who receive free meals are able to have a free packed lunch.

Pupils may also bring packed lunches. These are eaten in the Dining Room after school meals have finished. All packed lunch boxes should be clearly labelled with the child's name and class. Drinks for packed lunches must be in plastic containers only (cartons are preferable) and these should be consumed in the Dining Room, not be taken out to the

playground. Chilled water is available for drinking throughout the day and children may bring a **transparent** bottle to fill from the water cooler.

In the interests of safety, children staying for lunch are not allowed out of school grounds after finishing their meal.

To safeguard the health of pupils with severe allergies the school is a 'Nut Free Zone'. This means that no nuts, or foods / sweets containing nuts or nut products should be brought to school (eg in packed lunches). Examples of foods are Nuts (Peanuts, Brazil nuts, etc) Snickers Bars, Muesli, Muesli Bars, Crunchy Nut Cornflakes, and Marzipan etc.

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

A Health Promoting School is one in which all members of the school community work together to provide pupils with positive experiences and structures which promote and protect their health. This includes both the 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. Falkirk Council is committed to the health and wellbeing of all pupils and has supported all schools to achieve Health Promoting School status.

Grange Primary is accredited as a Health Promoting School at Level 2 (Enhanced). This means that we actively promote and develop strategies and activities to maintain the health and well being of everyone in the school community. Where appropriate we can provide support from a range of professionals to support a variety of health issues, such as diet, physical activity and mental wellbeing.

If you think we can be of help to your family, please contact the Headteacher.

HEALTHY SNACK POLICY

Following concerns about the general health of Scottish school children and issues arising in our school, we consulted with parents, pupils and staff in 2006 and subsequently adopted a Healthy Snack Policy, which guides what children should bring for their mid morning snack or 'playpiece'. This policy was reviewed with parents and pupils in Autumn 2009 and confirmed.

Healthy Snack guidelines

- Children may eat snack at morning break or after lunch
- Children may bring **one** snack and /or **one** drink, for each break, as noted below.
- To support our policy we would ask parents to discourage their children from eating sweets during the day but, if parents wish children to have sweets or other snacks, these may only be eaten after lunch, in line with recommendations from the Dental Health Service.

We aim to encourage children will be more active at playtimes and spend less of the time eating. Parents will also have more control over their child's intake of fats, sugar and salt.

What children may eat for 'playpiece' :

- A portion of fresh fruit (eg one apple, one orange, two small tangerines, a small bunch of grapes, or small portion of mixed fruits)
- Two plain biscuits eg rich tea, digestives, oatcakes, rice cakes, breadsticks etc
- A slice of wholemeal bread with low fat spread
- Small box of raisins
- 2 plain pancakes

NO : crisps, chocolate, sweets, cakes, nuts

What children may drink

- Plain or flavoured bottled water (up to 330ml bottle; plastic bottles only)
- Low sugar fruit drink (carton with a straw, eg low sugar Capri Sun) to keep dental decay to a minimum

NO : Fizzy drinks; high sugar/ high energy drinks, highly coloured drinks. Milk should not be provided as a drink as we do not have facilities to keep it refrigerated.

Again, for safety reasons and to maintain a clean environment, chewing gum is not allowed in school.

To support our Healthy Snack Policy we operate a Healthy Tuck Shop daily, where suitable snacks are available at very low cost.

FREE SCHOOL MEALS / CLOTHING

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.

**** Schools to complete information about their own services:**

- *how payment is made for lunches;*
- *where packed lunches can be eaten;*
- *tuck shop;*
- *breakfast arrangements;*
- *arrangements for pupils staying for lunch after finishing their meal;*
- *what can or / cannot be brought into school (cans/bottles etc).*

WET WEATHER ARRANGEMENTS

In wet weather pupils remain in school during breaks and at lunchtime. However, as supervision during these periods is limited, it is especially important that they exercise good behaviour. On wet days we ask that children do not arrive before 8.55am and children who go home for lunch should not return before 12.55pm.

All pupils should bring a coat/jacket to wear outdoors in cooler/ damp weather, clearly labelled with his/her name and class. School fleeces are available as an alternative to a jacket in cool/dry weather. They are not intended as indoor wear.

GENERAL SUPERVISION

Before school begins supervision is very limited, therefore pupils should not arrive at school before 8.50am.

During intervals Support for Learning Assistants and the Janitor supervise the children. In addition, the Headteacher is on call to cope with any difficulties that may arise. There is always access to the building and the children are made aware of this.

UNEXPECTED CLOSURES

Most school 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. Please let us know promptly of all changes to contacts or telephone numbers.

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 e.g. 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. We will ask you to sign a note confirming that you have taken your child out of school and accepted responsibility for his/her safety.

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.

If you wish staff to administer medication, please complete a MED1 form and have the medicine delivered to school by an adult.

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: Grange Primary School	Id No.: 240 - 5758327
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Budgeted Running Costs For Financial Year 2009-2010

School Roll at September 2009	170
Total School Running Costs at April 2010 (£)	896,710
Cost per Pupil (£)	5,275

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)	8,372	8,334	9,612	6,226	11,186	8,380	10,846	62,956
Percentage Authorised Absences	2.8	3.8	4.2	2.6	3.6	3.6	4.5	3.7
Percentage Unauthorised Absences	0.7	0.3	0.7	0.9	0.6	0.4	1.0	0.6

INFORMATION FOR PARENTS 2010 PRIMARY SCHOOLS

School: Grange Primary School	Id No.: 240 - 5758327
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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	81	82
Writing	74	77
Mathematics	85	87

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	23.0	16.4