

KINNAIRD



PRIMARY SCHOOL

Learn to Live. Live to Learn.

School Brochure

2009 - 2010

A FOREWORD BY THE DIRECTOR OF EDUCATION

Session 2009-10

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.

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

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

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

I am pleased to commend this brochure for session 2009/10 and hope that it will provide you with all the relevant information you may need concerning your child's school. If you have any queries regarding the contents of the brochure please contact the Headteacher of the school who will be happy to offer any clarification you may need.

Julia Swan
Director of Education
Falkirk Council

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



KINNAIRD PRIMARY SCHOOL
School Brochure
2009/2010



Dear Parent/Guardian

Welcome to the Kinnaird Primary School Brochure.

This brochure offers an introduction to our school and a general overview of the education your child will be getting at Kinnaird Primary School.

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.

SCHOOL INFORMATION

This section provides you with some background information on our school including our nursery class and additional support needs unit. 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.

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.

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.

ARRANGEMENTS FOR PUPIL WELFARE

This section 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 for any reason
- General supervision available for your child in the morning and at lunchtime
- Wet weather details

STATISTICAL INFORMATION

Education Services are legally required to provide the under-noted statistical information

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

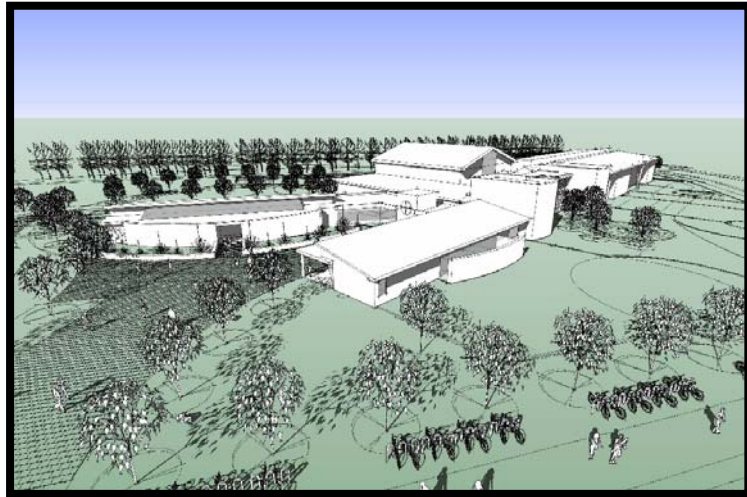
Whilst Falkirk Council is happy to provide this information we do have some reservations that the publications of raw statistics, without any kind of informed qualification can be misleading to the reader. In particular, they should not be construed as offering an indication of the quality of education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

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.

Pamela Adamson

Headteacher
Kinnaird Primary School

SECTION 1



SCHOOL INFORMATION

THE SCHOOL

Kinnaird Primary School is a non-denominational school situated in Larbert approximately 6 miles from Falkirk Town Centre. It was established in August 2007 to serve the existing 'Inches' housing development north of Bellsdyke Road and planned major house building in the land surrounding the school site. The school building has been designed to be a significant landmark at the heart of this new community.

The school houses three main departments:

Nursery class; currently providing pre-school education to 30 children per session.

Primary department; currently providing education to 225 pupils across 10 classes.

Additional Support Needs (ASL) facility. This is an authority provision serving children who live across the west of the Falkirk Council area who have profound, specific or complex additional support needs. Fifteen children currently attend this provision.

Due to the developing nature of the school's catchment area it is anticipated that the school will continue to grow in size over the coming years.

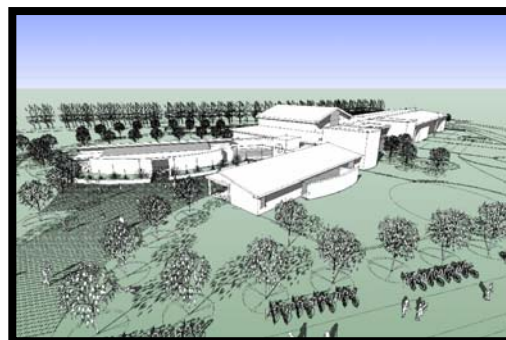
CONTACT DETAILS

Kinnaird Primary School
McIntyre Avenue
Larbert
FK5 4TQ

Telephone: 01324 503370

E-mail address: kinnairdprimaryschool@falkirk.gov.uk

School website: www.kinnaird.falkirk.sch.uk



THE SCHOOL DAY

All primary classes
Nursery sessions

9am start Lunch: 12.15pm - 1.15pm 3.15pm finish
Morning: 9am - 11.30am Afternoon: 12.45pm - 3.15pm



FACILITIES

The school has been built at a cost of 9.3 million pounds and has a capacity for 14 classes; 434 pupils. It provides an excellent range of accommodation and facilities in a bright, exciting building. Accommodation includes:

Assembly/games hall with changing facilities

All-weather floodlit multi-use sports pitch

Library

Computer suite

Dining hall and kitchen

Community meeting/conference room

Parents' room

Nursery wing and outdoor play facility

Additional support needs wing and outdoor play facility (including 4 classrooms, sensory room, and a range of additional medical, meeting and general purpose rooms)

SCHOOL GROUNDS

The school playground is accessed from McIntyre Avenue. Much of the school is surrounded by mature trees which were preserved during the construction process. Carefully designed railings and wooden supports surround the playground spaces and ensure that children are secure within the school grounds while also being visually appealing.

Care has been taken when designing the external spaces around the school to provide a range of play spaces. Several landscaped features within the playground provide a range of benefits to the children e.g. a large granite sundial with inbuilt seating provides an excellent outdoor classroom area. Further areas for seating and active play are also provided with necessary safety surfaces located under features which may invite children to climb. Each of the seven classrooms located on the ground floor benefit from double doors leading out into the playground space. This enables teachers to make use of area immediately outside their classrooms for lessons too.

The school also benefits from a large multi-purpose, floodlit, fenced sports pitch. Although much of the playground is hard-surfaced, the extensive school grounds also benefit from grassed areas.

The nursery class have access to its own external playground space. This large area provides an area of hard-surface, a soft play surface and a garden area. A large wall and high fencing ensure that the children are secure while providing a visual link to the rest of the school. This area is used to support work in a number of areas of the curriculum and the children access this easily through a set of large patio doors.

The ASL wing also has its own dedicated playground. It is fully enclosed and benefits from having a safety surface throughout. Trees and wooden planters further enhance the environment.

A particularly unique feature of the school is its 'roof garden'. This is a large enclosed garden area which is located at the end of the upper floor of the primary teaching block. It is used to support learning in a range of curricular areas as well as providing a pleasant social space for staff and pupils alike.

COMMUNITY LINKS

Our school is at the very heart of a brand new community and we fully acknowledge the strong responsibility we have in actively building links with local businesses and groups within our local area. We have made a good start in establishing these links and look forward to continuing to develop them further in the years ahead.

We encourage visitors from all walks of life and professions to come and speak to our pupils.

LARBERT CLUSTER

The Larbert cluster consists of 8 primary schools whose pupils transfer to Larbert High School. These schools, in addition to Larbert Day Nursery and Inchlair Nursery and Carrongrange School have a very close working relationship and work together to ensure the highest possible standard of education for pupils in the Larbert area.

EXTRA CURRICULAR ACTIVITIES

There is a range of extra curricular activities available for pupils during lunchtime and after school. Parents will be kept informed about these by the school as the range of activities can vary each term. 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.

The Active Schools Coordinator for the Larbert Integrated Learning Community, plans a wide range of sporting activities for pupils after school and ensures that these are led by qualified sports coaches. Where participation involves children travelling or staying late after school, written permission for children taking part is required from parents.

FACILITIES FOR PHYSICAL EDUCATION AND OUTDOOR ACTIVITIES

The large gym hall has a variety of apparatus for physical education within the school. Classes make regular use of the multi-surface sports pitch located in the school playground. As part of the school's physical education programme, pupils may also use the facilities of the local sports complex, swimming pool or athletics stadium.

ACTIVE SCHOOLS

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

SCHOOL MOTTO : 'Learn to Live. Live to Learn'



SCHOOL AIMS

We are currently working towards our first set of school aims ensuring that all stakeholders are involved. At the time of writing this brochure these are in 'first draft' form.



We aim to involve parents/carers, the local community, commerce and industry for the benefit of the individual pupil by:

- Establishing effective communication systems
- Respecting and listening to the views of parents/carers, partner agencies and industry
- Working in partnership with parents/carers to promote life-long learning
- Supporting parental organisations
- Promoting healthy lifestyle choices

We will enable all staff to work together effectively to create a positive working and learning environment by:

- Providing strong, supportive leadership/management
- Building a strong school team where all staff are valued and effective communication strategies are in place
- Ensuring school policies are clear and consistently applied
- Providing staff development for all
- Responding to educational change through the use of a consultative School Improvement Planning process

We will enable all children to be successful learners by:

- Ensuring they are challenged to achieve their full potential
- Providing a safe and caring learning environment
- Providing a broadly balanced clear and progressive curriculum, incorporating cross-curricular approaches
- Delivering well-planned and resourced lessons considering a variety of learning and teaching styles
- Using a variety of assessment techniques to meet the needs of individuals

We will enable all children to be confident individuals by:

- Building their self-esteem and self-respect by encouraging them to develop emotionally, physically, mentally and morally to their full potential
- Encouraging them to take a pride in themselves and our school
- Developing an appreciation of people and property through controlled and responsible behaviour
- Promoting healthy eating and an active lifestyle

We will enable all children to be responsible citizens by:

- Encouraging respect for everyone in our school community
- Ensuring they take part in the decision-making process of school life
- Ensuring they learn about the world and Scotland's place in it
- Developing their understanding of different cultures and beliefs
- Enabling them to make informed choices and decisions
- Ensuring they think through the rights and wrongs of difficult situations
- Encouraging environmental awareness

We will enable all children to be effective contributors by:

- Providing experiences which prepare them for a modern technological society and by encouraging enterprising attitudes
- Utilising a wide range of resources which encourage problem-solving and thinking skills
- Providing opportunities for cooperative working through which they will develop their self-esteem, resilience, self-reliance and an appreciation of others
- Providing them with opportunities to use their initiative and develop leadership skills

THE STAFF

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, by a Depute Headteacher. 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.

HEADTEACHER: Mrs Pamela Adamson
DEPUTE HEADTEACHER: Ms Laura McLintock
DEPUTE HEADTEACHER (ASL): Mrs Dorothy Hill

TEACHERS: Mrs Lynsey Burke (job-share)
(Primary) Mr John Cloherty
Mrs Kirsty Harrower
Ms Sarah Mathieson
Mrs Fiona MacDonald
Mrs Heather McManus (job-share)
Mrs Julie MacNeil
Mrs Melville
Miss Jacqui Nicol
Miss Fiona Stewart
Mrs Heather Walker
(ASL Department) Mrs Lesley Moffat
Mrs Helen Cupples
Miss Laura Gillespie

NURSERY CLASS: Teacher Mrs Alison Lovegrove
Senior Early Years Officer Mrs Lesley Mangan
Early Years Officer Mrs Lynette Wilson
Early Years Officer Ms Judith Walker

LEARNING SUPPORT: Ms Melody Buchan (2 days per week)

SUPPORT FOR LEARNING ASSISTANTS : Mrs Silvia Nathaniel
(Primary: classroom based) Mrs Senga Martin
Mrs Lynsey McGilvary (part-time)

SUPPORT FOR LEARNING ASSISTANTS : Mrs Janice Binnie
(ASL: classroom based) Mrs Isobel Kirkwood
Mrs Kathy Lapping
Mrs Lynn Mills
Mrs Heather Thomson
Mrs Helen Thomson

SUPPORT FOR LEARNING ASSISTANTS: Mrs Audrey Yule (part-time)
(Office based) Ms Paula Bandeen (part-time)

CLERICAL ASSISTANTS: Mrs Carole McCallum
Mrs Jennifer Douglas

JANITOR: Mr Darren Ryan

Visiting specialist teachers in Physical Education, Art and Music enhance school staffing on a timetabled basis. Tuition is also available in piano.

PHYSICAL EDUCATION: Mrs Morag Simpson

ART: Mrs Audrey Henderson

MUSIC: Mrs Margaret Shepherd

In August 2006 the class contact time for class teachers was be reduced from 25 hours per week to 22.5 hours. This was due to changes in conditions of service for teaching staff. In practice this means that for 2.5 hours per week for Primary 3 - 7 pupils, visiting specialist teachers or additional teaching staff are responsible for delivering a specific area of the curriculum rather than the class teacher.

PARENT COUNCIL

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

The chair of the Parent Council is Mr Stan Brown. He can be contacted via the Parent Council website:

www.kinnairdparentcouncil.org.uk

PARENT TEACHER ASSOCIATION (PTA)

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

The Chairperson of the PTA is Mr Dave Ferguson.

The PTA may be contacted via the school office or by using the website detailed above.

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.

CHILDREN'S PROGRESS AND VISITS BY PARENTS

We welcome visits by parents. We are pleased to discuss the work of the school and the children's work and progress with you at any time, but if parents wish to discuss matters in detail, it is preferable that they make an appointment.

Opportunities will be given throughout the session for you to discuss your child's progress with teaching staff and samples of work are sent home on a monthly basis.

November: Interim report and parent/teacher interview

March: Parent/teacher interview

June: Final report. Final report consultation if required

A pupils' performance at school is not assessed on the basis of fixed examinations. An ongoing assessment, part of which may be based on tests, is made throughout the session, leading to a statement of progress at the end of the session.

Assessment is carried out so that we can identify, as soon as possible, any area of your child's development which shows signs of strength or weakness. Then we can, after consultation with parents, devise suitable strategies for learning so that each child can reach his/her full potential.

Each nursery child has an Early Education Learning Profile which gives parents and staff a broad picture of the children's progress. These profiles are easily accessible within the nursery to ensure that parents and children can access them at any time. These form the basis of discussions with parents during the course of the year and culminate with a progress summary report at the time of transfer to primary education.

ASL staff will report informally to parents on a daily basis using a home/school diary. Parents are encouraged to use this as a means of reporting progress at home too.

An annual review and planning meeting is held for each ASL child and for mainstream children who have an Individualised Educational Programme (IEP). The meeting is attended by parents, teachers and other professionals who work with the child. Together they review the child's progress and agree upon educational priorities for the coming year.

COMMUNICATION WITH THE HOME

A school newsletter is distributed during the first week of every month. The newsletter provides basic information such as holiday dates, together with information of interest about the life of the school.

Information about the school, The School Brochure, HMIe Inspection reports and the school's website can be access via: www.falkirk.gov.uk

Direct access to the school's website can be found at: www.kinnaird.falkirk.sch.uk . This provides a wide range of information which is regularly updated and provides the best overview of what is happening in the school at a given time.

From time to time leaflets providing information regarding school policy or practical information about the curriculum will also be sent home.

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 - Education and Training has asked that the undernoted advice be included in our school brochures.

Education authorities and the Scottish Government collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. Thus the Scottish Government has two functions: acting as a 'hub' for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within the Scottish Government itself.

What pupil data is collected and transferred?

Data on each pupil is collected by schools, local authorities and the Scottish Government. The data collected and transferred covers areas such as date of birth, Scottish Candidate Number (SCN), postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability and English as an Additional Language (EAL), and attendance, absence and exclusions from school. The SCN acts as the unique pupil identifier. Pupil names and addresses are not passed to the Scottish Government. Your postcode is the only part of your address that is transferred for statistical purposes, and postcodes are grouped to identify 'localities' rather than specific addresses. Dates of birth are passed on as 'month and year' only, again to ensure that individuals are never identified. Data is held securely and no information on individual pupils can or would be published by the Scottish Government.

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on our website will help you understand the importance of providing the data.

Why do we need your data?

In order to make the best decisions about how to improve our education service, the 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.

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 message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net).

The Scottish Government works with a range of partners including HM Inspectorate of Education and the SQA. On occasion, we will make individual data available to partners and also academic institutions 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 the 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 colleagues within and outwith the 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.

Want more information?

Further details about ScotXed are available on the ScotXed website, www.scotxed.net, which contains a section on 'frequently asked questions' at <https://www.scotxed.net/jahia/Jahia/lang/en/pid/220>.

SECURITY

To ensure a safe environment for our staff and pupils we have a secure door entry system. Access may be gained by pressing the intercom button on the main entrance. A close circuit camera links images of this entrance to school offices.

CCTV cameras are in operation at all times around the school grounds.

CAR PARK

We actively encourage all our pupils to walk or cycle to school, however if you are delivering your child to school by car we ask that you make us of the drop off area within the one-way traffic system within the school grounds. Please note the following

- Parents may park in the spaces along the exit road to our internal road system and to the right hand side of the lower end of the main car park.
- Parents using the school car park facilities do so at their own risk.
- The spaces adjacent to the football pitch are reserved for 'DROP and GO' only prior to 9am. No parking is permitted here prior to the school day.
- There is a safe footpath between the exit road and the main car park. Parents and children should then cross the exit road into the main footpath leading to the school building.
- Unaccompanied children are not permitted in the car park at any time.
- The drop-off area to the right of the round-about immediately in front of the main entrance is reserved for special needs transport between 8.45am and 9.05am and 2.45pm and 3.05pm.

TRANSFER TO SECONDARY

Pupils from this school normally transfer to:

Larbert High School
Carrongrange Avenue
Stenhousemuir
Larbert FK5 3BL

Tel: 01324 554233

Staff from Larbert High School work closely with our school to ensure a smooth transition to secondary school for our pupils. Near the end of June our Primary 7 pupils spend 3 days at the high school as part of their induction programme.

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 parents will be contacted using our 'Group Call' text alert system in the first instance. 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. Announcements will be placed with Central FM radio and posted on the school gates regarding re-opening details if required.

FALKIRK COUNCIL : EDUCATION SERVICES

Agreed Term Dates for Session 2009-2010

| <u>School Year</u> | <u>Term Dates</u> | <u>Days</u> | |
|-------------------------------------------|--------------------------|--------------|---------------|
| | | <u>Staff</u> | <u>Pupils</u> |
| Autumn Term Begins (Staff Only - Dev Day) | Monday 17 August 2009 | 1 | - |
| Autumn Term Begins (Pupils) | Tuesday 18 August 2009 | | |
| Autumn Term Ends | Friday 9 October 2009 | 39 | 39 |
| Winter Term Begins | Monday 19 October 2009 | | |
| Winter Term Ends | Tuesday 22 December 2009 | 47 | 47 |
| Spring Term Begins | Wednesday 6 January 2010 | | |
| Spring Term Ends | Thursday 1 April 2010 | 62 | 62 |
| Summer Term Begins | Monday 19 April 2010 | | |
| Summer Term Ends | Friday 25 June 2010 | <u>50</u> | <u>50</u> |
| | | 199 | 198 |
| Less Term Time Public Holidays | | 4 | 4 |
| Less Staff Development Days | | | <u>4</u> |
| | | <u>195</u> | <u>190</u> |

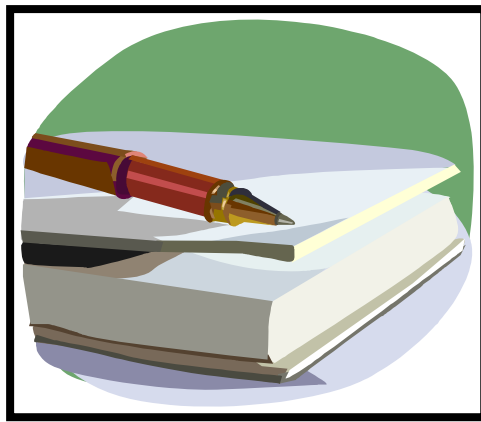
Term Time Public Holidays

Monday 7 September 2009
Friday 12 February 2010
Monday 15 February 2010
Monday 3 May 2010

Staff Development Days

Monday 17 August 2009
Monday 16 November 2009
Tuesday 17 November 2009
Wednesday 10 February 2010
Thursday 11 February 2010

SECTION TWO



SCHOOL CURRICULUM

CURRICULUM

Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing a coherent, more flexible and enriched curriculum from 3-18.

The practice in Falkirk schools already reflects the values, purposes and principles which underpin Curriculum for Excellence.

The values of wisdom, compassion, justice and integrity are well established within our schools' aims.

The application of the principles of breadth, relevance, coherence, progression, depth, challenge and enjoyment will contribute to the development of a curriculum designed increase attainment and achievement for all children and young people including those who need additional support with their learning.

The purposes of the curriculum are firmly based on the needs of the child and the young person and are designed to enable them to develop the four capacities:

Successful Learners
Confident Individuals
Responsible Citizens
Effective Contributors

Thus the young people of Scotland will be helped to take their place in a modern society and economy.

Current Arrangements

Schools will continue to deliver the curriculum through broad curricular areas:

- **Expressive Arts** - aspects include Music, Drama, Dance and Art
- **Health and Wellbeing** - aspects include Personal and Social Development, Emotional Health, Health Education, Physical Education
- **Language** (including a Modern Language - French) - aspects include Talking, Listening, Reading Writing
- **Mathematics** - aspects include Number, Money, Measurement, Shape, Position and Movement, Problem Solving, mental Maths, Information handling, Data Handling
- **Religious and Moral Education** - aspects include Christianity, Other World Religions and Personal Search.

- **Science** - aspects include Sciences, Environmental Education, Technology, ECO Schools
- **Social Subjects** - aspects include History, Geography and Modern Studies
- **Technologies** - Craft and design, Graphics, Information Communication Technology

As schools develop approaches to delivering Curriculum for Excellence pupils will experience a range of learning opportunities such as: enterprising learning, co-operative learning, active learning, cross curricular projects.

The transition to the new curriculum will see an increased use of cross-subject themes enabling a more integrated approach to learning.

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.

RELIGIOUS AND MORAL EDUCATION

Throughout the school there are opportunities for pupils to learn about aspects of Christianity, other world faiths and to reflect upon their own moral standpoint in relation to world issues.

During weekly whole-school assemblies, we hope to encourage awareness of matters of a cultural, social and moral nature.

We aim to develop in our pupils an ethos of tolerance and understanding and respect for the beliefs and customs of others.

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

The key human aspects of learning are supported by:

- Creating an 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 staff and adults within the school provide positive models for pupils.
- Arranging regular gatherings of the school 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 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 opportunity to acknowledge, value and appreciate the various cultures and heritage of our pupils and to encourage them to appreciate and value the cultures and heritage of others.

Our School Chaplain is Rev. Crosthwaite of Larbert East Parish Church. He leads school assemblies on a regular basis and participates in school services at the end of each term.

The Education (Scotland) Act 1980 contains a clause that allows parents/guardians to withdraw their children from Religious Education and/or observance on grounds of conscience. Parents wishing to withdraw their child must discuss this with the Headteacher and put their request for withdrawal in writing.

HOMEWORK

We believe that homework is a valuable way of strengthening the learning and teaching that has taken place during the school day. In line with Curriculum for Excellence we aim to encourage children who are motivated and active in their own learning.

Each week the children will be given their homework tasks with learning targets. They undertake this in a large, A4 book called their P.L.A.Y. book; Personalised Learning Activities for You. Homework is set on a weekly basis, providing a range of tasks which are directly related to the work the children are undertaking in class at that time. As the homework is set weekly, families have flexibility in how and when they complete the assignments set.

There will be no right way or wrong way to complete each task. The children must decide what would be the best way of carrying out the tasks to achieve their target.

P.L.A.Y. books are a partnership between home and school. For them to work effectively everybody needs to be working towards a common aim. Good quality homework will help us to achieve 'Successful Learners'.

The time spent on homework should be equivalent to 15 minutes per night (4 nights) for Primary 1 children, increasing to 30 minutes by Primary 7. Parents are provided with a guidance sheet about homework at the time of enrolment.

CARE OF BOOKS / MATERIALS

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

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

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

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

OUT OF HOURS LEARNING

A range of clubs run through the year and these are reviewed annually to reflect school and pupil needs. These clubs provide additional opportunities for our children to learn new skills, improve their study skills etc.

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, numeracy and minor motor 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 now 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 primary school, their teachers assess them in a variety of ways, including observing them work, discussing their work with them, setting them special tasks and making judgements about their performance, and setting tests, some of which will be school tests and some national.

National Assessments, in the areas of Reading, Writing and Mathematics, are not a means of certification but are carried out at appropriate points in the child's progression through school to support teachers' judgement and help teachers ensure that their assessments of pupils are in line with nationally agreed standards. Pupils are also involved in assessing their own progress and choose examples of their best work to be kept as a record.

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 let me know 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 twice a year and parents 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.

5 - 14 LEVELS OF ATTAINMENT

- LEVEL A - will be achieved by almost all pupils in P1 to P3.
- LEVEL B - will be achieved by most pupils in P4.
- LEVEL C - will be achieved by some pupils in P5 and by most in P6.
- LEVEL D - will be achieved by most pupils in P7.
- LEVEL E - will be achieved by some pupils in P7 and S1 and by most pupils in S2.

Pupils are also involved in assessing their own progress and examples of their work are sent home to parents on a monthly basis for comment.

Standardised testing is undertaken in language for all Primary 2 (in May) and primary 5 (in September). Additional specific diagnostic assessment may be undertaken, in consultation with parents, if felt appropriate.

Assessment falls into two categories, formative and summative.

Formative Assessment

This is ongoing feedback that pupils receive every day. Pupils are encouraged to set targets for their learning through discussion with their teacher. Staff use questioning to ensure that pupils understand the main learning points. Pupils are encouraged to assess their own learning against the criteria set by the teacher. Pupils are also supported to assess the work of their peers in a positive and constructive manner.

Summative Assessment

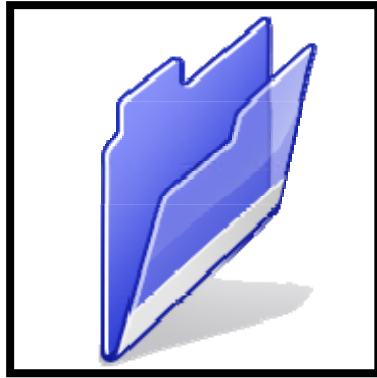
This is when the teacher provides an end of block test to check if pupils are secure in their learning. There are regular checks in spelling and maths. This type of assessment includes the use of National Assessments to check when pupils are ready to move from one level to another.

ACTIVE LEARNING

Curriculum for Excellence emphasises the value of an active learning approach. At the start of P1 there will be similarities to the nursery experiences which are aimed to support children in transition into Primary School.

In P1 and P2, 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.

SECTION 3



SCHOOL POLICIES

CURRICULAR POLICIES

As we are only in our second year of existence, we will be continuing to develop a range of written curricular policies that are the subject of ongoing discussion, consultation and consequent amendment over the coming months. In addition, we are developing a range of policy summary leaflets which we will circulate to all parents. Copies of the summary leaflets will be available at the school office, on the website and full policy statements are available on request.

PROMOTING POSITIVE BEHAVIOUR

We take a positive approach to promoting responsible behaviour. We recognise and praise good behaviour, effort and application through the use of certificates, stickers, public display etc.

Certificates are presented to individual children for effort and special achievements at weekly assemblies. Evidence of this good work is displayed on special display boards for all to see in the dining room. We focus each week on one of the following four capacities from 'A Curriculum for Excellence':

- Successful learners
- Effective contributors
- Confident individuals
- Responsible citizens

We operate a 'House System' with every child allocated to one of four houses when they enrol in school. Children can earn house points in a variety of ways e.g. special achievements, good manners, acts of kindness, achievements outwith school etc.

Consistency is important for children in matters relating to behaviour. To ensure an effective whole-school approach our school rules - 'Golden Rules' underpin everything we do. Our approach is based on the widely used 'Circle Time Model' (J Mosley)

Our Golden Rules are displayed in every room within the school and in the playground to enable constant reinforcement and are a regular feature of school assemblies. Each class also agrees it's own set of 'Class Rules' at the start of each session in addition to highly visible 'playground safety' rules.

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).

GOLDEN RULES (SCHOOL RULES)

We aim to provide safe and pleasant environment for all the community, where individuals are treated with respect and consideration. To make this possible pupils are asked to obey the following rules.

1. We are gentle. We don't hurt others.
2. We are kind and helpful. We don't hurt anybody's feelings.
3. We listen. We don't interrupt.
4. We are honest. We don't cover up the truth.
5. We work hard. We don't waste our own or others' time.
6. We look after property. We don't waste or damage things.

PLAYGROUND SAFETY RULES

1. Do play games that everyone can share.
2. Do put litter in the bin.
3. Do not leave the school grounds during breaks.
4. Do return playground games and equipment.

REWARDS AND SANCTIONS

Golden time is used to reward good behaviour. This is a special time for the children and lasts 30 minutes. The children are able to choose from a selection of activities from a list drawn up by themselves. If a child breaks a Golden Rule they can lose some of the time at their chosen activity.

If a child breaks a golden rule they are:

1. given a quiet verbal warning
2. given a verbal and visual warning
3. lose 5 minutes of Golden Time

A child can have a visual warning removed or lost Golden Time reinstated by doing the opposite of what they have done e.g. if they were unkind they would be expected to do an act of kindness, therefore the positive action is being rewarded.

Each classroom has a highly visual display area to enable staff to monitor behaviour e.g. traffic lights, sun and clouds. We also make a direct link between playground and classroom behaviour.

If a child's behaviour continues to cause concern resulting this will result in a referral to the depute headteacher and /or the headteacher. A referral to the headteacher will automatically result in parents being contacted.

Very occasionally, when all normal procedures have been exhausted, a pupil may be excluded from school. This is a serious and exceptional option that requires a parental visit, accompanied by guarantees of improved behaviour before the pupil can be re-admitted.

PLAYGROUND FRIENDS

In May of each year Primary 6 pupils are invited to apply to become a 'Playground Friend'.

During the months of May and June initial training to squad members is provided, with training in how to appropriately assist young children during their initial year in school. They can be easily identified by their bright yellow tabards.

Over the course of the year the Playground Friends help in the playground on a rota basis.

Between 12.45 and 1.15pm each lunchtime the Playground Friends are responsible for leading a range of structured play activities e.g. parachute, marbles, skipping. They ensure that the play equipment is distributed and returned, they help provide support to younger pupils and encourage pupils to play constructively. Regular meetings throughout the year provide an opportunity for ongoing training and development.

In addition to our Playground Friends we have a team of Monitors. They help to look after our classes during wet intervals in addition to a range of other duties.

PUPIL COMMITTEES

An elected Pupil Council meets regularly to discuss matters of importance to the pupils of the school. They play an active part in the decision making process, are consulted about the School Improvement Plan and manage a small budget.

Two of our senior Pupil Council pupils represent our school on the Larbert Cluster Pupil Council. This enables children from all schools within the Larbert area to share ideas and good practice.

Subgroups exist within our Pupil Council to address other areas of development within the school. These are enhanced by additional staff involvement and parent membership.

The ECO Committee manages environmental issues within the school e.g. energy management, litter reduction, recycling initiatives.

The School Nutrition Action Group (SNAG) helps to promote healthy eating and improve the dining experience within the school.

The Fair Trade Committee actively promotes the issues surrounding equality and organise a range of activities and assemblies to help promote this message.

BUDDIES

In May our Primary 5 pupils are selected to become Buddies to our new intake children. They spend time in the nursery in June to develop a friendship with their nominated pupil. When this child then starts Primary 1 they have a senior pupil as their special friend. They undertake a range of duties, the most significant of these being the support and training they provide to their P1 pupil in the dining room during their first few weeks at school.

MULTICULTURAL AND ANTI-RACIST POLICY

The Authority has a multicultural and anti-racist policy.

We endorse and implement 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.

SUPPORT FOR LEARNING

When specific support needs are identified for individuals or groups of pupils 'Individual Educational Programmes' (IEP's) are drawn up.

These outline the specific needs of a child, state targets to be achieved and the means by which this support will be undertaken.

We place a high priority of involving parents in consultations regarding additional support and parents will be invited to become involved from the outset.

All IEP's are reviewed and adjusted as required on a regular basis throughout the school year. Where necessary we involve other agencies to assist our support programme with parental consent e.g.

- Psychological Services
- Minor Motor Skill Programme
- Speech Therapy
- Medical Specialists
- Behavioural Support
- Supervisory Assistant

ADDITIONAL SUPPORT FOR LEARNING

Education Services have both specialised provision schools and integrated mainstream provision available for children with additional support needs.

Working with other services and professionals - Social Work Services, Psychological Services, Health Boards and parents, decisions are made with regards to the best possible education to meet the needs of the child.

The ASL wing of Kinnaird Primary School, in partnership with a range of agencies and other professionals, will provide an appropriately adapted education for children with complex learning difficulties.

EDUCATIONAL PSYCHOLOGY SERVICE

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

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

SCHOOL DRESS CODE

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. We are extremely proud of our school uniform which was developed through a whole-school project in the initial weeks of the school's existence. Pupils, parents and staff were all involved in the decision-making process. We are particularly proud of our 'Pride of Kinnaird' tartan which has been designed for our exclusive use.

The uniform incorporates a range of popular items of dress, e.g. kilted skirt, shirt and tie, sweatshirts, polo-shirts, blazer, contributing to a positive school ethos which helps avoid discrimination and reduces peer pressure to wear expensive designer clothing. Our uniform supplier also offers a range of additional items such as fleece jackets, school bags, hair scrunchies etc.

Parents are asked to co-operate with the school in encouraging the wearing of the school uniform. Children will be encouraged to wear the school's formal uniform for special events i.e. shirt and tie e.g. if they sing in the school choir.

UNIFORM

| | |
|--------------|------------------------------------------------------------------|
| Trousers | dark grey/black |
| Skirt | 'Pride of Kinnaird' kilted skirt, dark/grey/black (Primary only) |
| Shirt | white |
| Tie | 'Pride of Kinnaird' tie |
| Polo shirt | white, jade green or purple |
| Sweatshirt | purple (Nursery - Primary 6) |
| Sweatshirt | black (Primary 7 only) |
| Summer dress | purple and white checked |

The school will issue order forms for uniform twice a year. School ties are available for sale from the school office

We ask that all of your child's clothing and belongings are clearly marked with their name.

Clothing samples and more information about the school uniform is available from the school office.

GRANTS FOR FREE SCHOOL MEALS AND CLOTHING

Some families may be eligible for free school meals or assistance towards the purchase of clothing. Application forms may be obtained from the school. These forms should be completed by the parent or guardian and returned to the District Registrar, Carronbank House, Carronbank Crescent, Denny 01324 504280.

PHYSICAL EDUCATION KIT

The appropriate clothing and footwear for PE is a T-shirt, shorts and gym shoes with non-marking soles. As our pupils regularly undertake PE on our outdoor sports pitch they should also bring jogging trousers and sweatshirt for outdoor use. 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.

We would prefer that jewellery is not worn to school, particularly on PE days. Jewellery can be expensive and easily damaged. It can also get caught during physical activities and therefore presents a health and safety hazard. Children will be asked to remove jewellery prior to each PE lesson.

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 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 and should not be worn to school.

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

INSURANCE COVER FOR SCHOOL CHILDREN

1. Public Liability

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

2. Pupils' Property

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

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

3. Personal Accident Cover - Educational Excursions

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

Persons Covered: Any school child who is a minor.

When Covered

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

| | | |
|----------------------|-------------------------------------------------------------------|---------|
| <u>Compensation:</u> | 1. Death | £ 3,500 |
| | 2. Loss of one or more limb(s) or eye(s) | £20,000 |
| | 3. Permanent total disablement (continental scale of benefits) | £20,000 |

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

Travel

| | |
|-------------------------------|------------|
| Medical Expenses (outwith UK) | £ 500,000 |
| Rescue Services | Unlimited |
| Cancellation | £5,000 |
| Personal Property | £5,000 |
| Money | £500 |
| Personal Liability | £1,000,000 |

DISCLAIMER

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

SECTION 4



PUPIL WELFARE

ATTENDANCE

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

If your child is unable to attend school please inform us by telephone or e-mail as soon as possible. If your child fails to turn up for school and we have not received a communication regarding their absence we will contact you using our 'Group Call' text alert system. This ensures that all children are accounted for.

Even when you have contacted the school on the initial day of absence it is your responsibility to send in a signed note when the child returns. If the absence is three days or longer parents are required to notify the school, either by note or telephone, reporting the reason for absence.

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

When a child has an afternoon absence, having been present in the morning, parents are requested to inform the school immediately for safety reasons.

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 Headteacher, 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.

The school is obliged to report persistent pupil absences to the Area 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) when enrolling their child(ren).

Children eligible for enrolment are those whose 5th birthday falls between 1st March and the end of February the following year. Requests for enrolment will only be prioritised if Education Services receive more requests for enrolment than places available at the school.

An opportunity for the new intake to visit the school is normally arranged in June of each year. While the children are participating in classroom activities and meeting their class teacher, parents will have an opportunity to view the school and are given a brief explanation of school life.

You are still required to enrol your child(ren) at your catchment school even if you do not wish him/her to attend that school.

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.

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.

Pupils attending our ASL department are entitled to escorted transport to and from school, the cost of which is met by the local authority. Parents are responsible for taking their child to the bus or taxi and collecting them from it. Escorts are responsible for the safety of children on the vehicle.

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.

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. In December each year, the authority will advertise its arrangements in connection with Placing Requests.

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.

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.

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, McLaren House, Polmont, Falkirk FK2 0NZ. This Form must be completed by the child's Parent / Legal Guardian. Placing Requests for 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 / Legal Guardians 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 McLaren 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.

SCHOOL MEALS

Kinnaird Primary benefits from having a working kitchen and a pleasant, dedicated dining environment in which meals are taken.

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

At August 2008 the price of school meals ranged from £1.15 for a meal tray options in Primary Schools to £1.65 for a traditional 2 course meal in Secondary School. The prices of meals are reviewed annually.

Free fruit is provided three days per week (Tuesday, Wednesday and Thursday) for Primary 1 and 2 pupils.

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

Some pupils prefer to bring their own packed lunch. Please ensure that your child's lunch box is clearly labelled to ensure their safe return. No glass bottles are allowed.

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

FREE SCHOOL MEALS

Some families may be eligible for free school meals. Application forms are available from the School or the District Registrar, 318 Main Street, Stenhousemuir FK5 3BE Tel:01324 503990. The forms have to be completed by the parent or guardian and returned to the Registrar. 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 Registrar's Office or from the Council's Advice & Information helpline on 01324 506965.

Children attending the ASL department are entitled to school meals and milk at no cost to their parents or carers.

HEALTH PROMOTING SCHOOLS

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

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

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

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

HEALTHY EATING, PHYSICAL ACTIVITIES, EMOTIONAL WELLBEING, ORAL & SEXUAL HEALTH

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

WET WEATHER ARRANGEMENTS

In wet weather pupils are allowed into school during breaks and at lunchtime. However, as supervision during these periods is limited, it is especially important that they exercise good behaviour.

Children who go home for lunch should, where possible, return as late in the lunchtime as possible.

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 the school support staff and the janitor supervise the children in the playground with the help of senior pupils. In addition, the Senior Leadership Team 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.

Children are regularly reminded that they should report any concerns they may have to the playground supervisors immediately so that appropriate action can be taken.

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 enters the school in Primary 1. This will involve the parents completing a health questionnaire for the child and requesting, if required an appointment.

All children in primary 1 and at other selected times 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 one 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 one and seven, 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 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 treatment lotion **seven** days apart. If this is not followed correctly then re-infection is likely.

Advise family members and close friends of your child to check and treat only if live lice are found. Don't be shy about advising others of this possible problem as you would tell family and friends about other infections which might affect them.

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

Further advice can be obtained from the Health Board head lice leaflet which is available in all schools and health centres and also the Education Services leaflet "Frequently Asked Questions", which is available in schools. Alternatively parents can contact the Infection Control Lead Nurse on Tel: 01324 614687 for further help and advice.

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

Society is now very aware of the need to identify and protect children who have been abused or are at risk of being abused.

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

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

THE ADMINISTRATION OF MEDICINES

The administration of medicines prescribed by your family doctor is undertaken at the discretion of the Headteacher. We are generally happy to co-operate with you in doing so. When we do, in order to safeguard the health and safety of children, we follow procedures drawn up by Falkirk Council Education Services.

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

Falkirk Council liability insurance does not provide indemnity to employees for administering non-prescribed medicines.

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

SECTION 5



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.

Schools set targets for improvement over a three year period. These targets indicate the percentage of pupils who might be expected to gain appropriate levels in the 5-14 areas of reading, writing and mathematics. Schools also set targets to improve attendance.

The current targets for improving attainment and attendance were set by schools during session 2008/09 for achievement by the end of session 2010/11.

Details of the school targets and attainment in the areas of reading, writing and mathematics, along with absence information, will be found in the following pages in future as illustrated

**INFORMATION FOR PARENTS 2008
PRIMARY SCHOOLS**

| | |
|----------------------------------------|------------------------|
| School: Kinnaird Primary School | Id No.: 5740029 |
|----------------------------------------|------------------------|

Budgeted Running Costs For Financial Year 2007-2008

| | |
|-----------------------------------------------------|---------|
| School Roll at September 2007 | 150 |
| Total School Running Costs at April 2008 (£) | 684,206 |
| Cost per Pupil (£) | 4,561 |

Attendance And Absence For School Year 2007/2008

| | Stage | | | | | | | |
|--------------------------------------------------------------|--------|-------|--------|-------|-------|----|----|--------|
| | P1 | P2 | P3 | P4 | P5 | P6 | P7 | P1-7 |
| Total Number of Possible Attendances(Pupil Half Days) | 14,128 | 9,270 | 12,134 | 7,670 | 7,232 | * | ** | 58,726 |
| Percentage Authorised Absences | 1.6 | 2.6 | 1.9 | 2.6 | 0.9 | * | ** | 1.9 |
| Percentage Unauthorised Absences | 0.7 | 0.6 | 0.9 | 0.8 | 0.3 | * | ** | 0.7 |

**INFORMATION FOR PARENTS 2008
PRIMARY SCHOOLS**

| | |
|----------------------------------------|------------------------|
| School: Kinnaird Primary School | Id No.: 5740029 |
|----------------------------------------|------------------------|

5-14 Attainment

| | Previous level of performance (June 2007) % P3, P4, P6 and P7 roll attaining or exceeding minimum 5-14 levels for their stage | Present level of performance (June 2008) % P3, P4, P6 and P7 roll attaining or exceeding minimum 5-14 levels for their stage |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading | N/A | 95.0 |
| Writing | N/A | 96.0 |
| Mathematics | N/A | 95.0 |

Minimising Overall Absence

| | Absence recorded (2006/2007) Average number of half days absence per pupil | Absence recorded (2007/2008) Average number of half days absence per pupil |
|----------------|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Absence | ## | 9.7 |