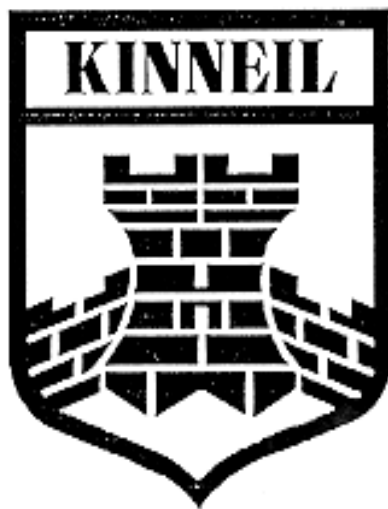


Kinneil Primary School



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 Kinneil Primary School.

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

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

SECTION ONE – SCHOOL INFORMATION

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

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

SECTION TWO – CURRICULUM INFORMATION

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

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

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

Further information for parents is available in Education Services Parenting Handbooks.

SECTION THREE – SCHOOL POLICIES

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

This section gives an overview of the policies the school has in place. If you would like to see a full copy of these policies or to discuss them in more detail, please contact me.

- Homework Policy
- Development of pupils' spiritual, moral, social and cultural values

- Additional Support Needs
- Clothing or uniform (PE Clothing)
- Discipline and School rules
- Anti-Bullying – Positive Behaviour
- Health Statement - Medicines

SECTION FOUR – ARRANGEMENTS FOR PUPIL WELFARE

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

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

SECTION FIVE – STATISTICAL INFORMATION

Education Services are legally required to provide the undernoted statistical information

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

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.

Rhona Jay
Headteacher
Kinneil Primary School

School Brochure

Section One

School Information

STATEMENT OF SCHOOL AIMS

Kinneil Primary School has two key dimensions that underpin everything we aim to achieve:

- 1. to engage our children in the highest quality learning activities**
- 2. to maximise success for all our learners**

We fully endorse the main objectives for the Scottish Executive's Curriculum for Excellence which promotes four key outcomes for young people in Scotland

- **1. Successful Learners**

with;

Enthusiasm and motivation for learning
Determination to reach high standards of achievement
Openness to new thinking and ideas

and able to;

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

- **2. Confident Individuals**

with;

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

and able to;

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

- **3. Effective Contributors**

with;

respect for others
commitment to participate responsibly in life

and able to;

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

- **4. Responsible Citizens**

With:

An enterprising attitude

Resilience

Self-reliance

and able to;

work in partnership and in teams, communicate in different ways in different settings

take the initiative and lead

apply critical thinking in new contexts, solve problems

To support our children to achieve these outcomes we will:

- Promote self respect and well being
- Develop a culture of ambition and achievement
- Develop a common vision among our children, staff, and parents
- Foster high quality leadership at all levels
- Work in partnership with other agencies and our community
- Work together with parents and carers to improve learning
- Reflect on our work and continuously strive to improve and meet challenges

Value our staff and children and the contributions they make

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.

KINNEIL PRIMARY SCHOOL

Handbook for Parents

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

School Address:	Dean Road Bo'ness EH51 0DJ
Telephone:	01506 778360
Fax No:	01506 778361
Email:	kinneilprimaryschool@falkirk.gov.uk
Website:	www.kinneil.falkirk.sch.uk
Headteacher:	Mrs Rhona Jay
Depute Headteacher:	Mr Paul Fleming
Principal Teacher:	Mrs Fiona Downie
Roll of the School:	173
Nursery Class:	60 places - 30 morning and 30 afternoon 1 Senior Early Years Officer 0.2 Nursery Teacher and 2 Early Years Officers
Number of Staff:	11 - plus 1 Learning Support Teacher and Visiting Specialists in: <ul style="list-style-type: none">○ PE○ Craft & Design

The school has 2 full-time and 4 part-time Support for Learning Assistants.

There are also instructors in brass, piano and woodwind

School Chaplain: Rev. Douglas Campbell

Stages of School: Primary 1-7
Nursery Class

THE SCHOOL DAY

Morning session	9.00 am - 12.15 pm
Lunch time	12.15 pm - 1.00 pm
Afternoon session	1.00 pm - 3.00 pm

Infants P1 and P2

Morning session	9.00 am - 12.15 pm
Lunch time	12.15 pm - 1.00 pm
Afternoon session	1.00 pm - 2.30 pm

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

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

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 Mrs Anne Morris-Cromie. The PTA may be contacted by phoning or emailing the school.

The Scottish Parent Teacher Council is the national organisation for PTAs and PAs in Scotland and runs an independent helpline service for all parents.

They can be contacted by phone on 0131 226 4378, fax 0870 706 5814 or email on or write to sptc@sptc.info - or write to; 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. Please do not visit a teacher in his/her class without first seeing the Headteacher as this can disrupt the work of the class. An authorised visitor's badge should be collected from the school office and worn while you are in the school building. Please return these to the office as you leave.

In an emergency, any keys, messages, etc for the children should be handed to the school's clerical assistant, janitor or the Headteacher to be given to your child.

Opportunities will be given throughout the session for you to discuss your child's progress with the teaching staff.

Parents will be given notification of parent/teacher interviews, open days, parents' meetings, personal learning plan days, social events etc.

Progress records for all pupils are sent to you each session via;

- August Meet the teacher
- October Personal Learning Plans
- December Interim Report
- January Parents' Appointments
- March Personal Learning Plan
- June Final Report
 Final report consultation if required

A pupil's 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 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 weakness or strength. Then we can, after consultation with the parents, devise suitable strategies for learning so that each child can reach his/her potential.

Children who have attended an educational nursery will have a personal profile showing developmental progress which gives parents and staff a broad picture of the children's progress. Nursery parents will also have had two consultation sessions in October and January. Each pre school nursery child is assessed individually in May for language development using a 'Baseline Assessment' programme. In P2 the children are assessed in language using the GL Assessments. In P3 number and language are assessed using the Quest Test. Assessment is continued throughout P4 to P7 involving a variety of materials, including 5-14 National Assessments in Reading, Writing and Maths.

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.

At Kinneil you can expect:

A weekly progress diary

A monthly School/ Nursery newsletter

A class information sheet in August, January and April

Class newsletters in November, February and May

A monthly selection of work sent in "Home Bags"

COMPLAINTS PROCEDURE

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

TRANSFERRING EDUCATIONAL DATA ABOUT PUPILS

The Scottish Government and its partners collect and use information about pupils to help to improve education across Scotland. This note explains why we need this information, how we use it and what we do to protect the information supplied to us.

Why do we need your data?

In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Careers Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors which influence pupil attainment and achievement,
- share good practice,
- target resources better.

Data policy

Information about pupils' education is collected in partnership between the Scottish Government and Local Authorities through the ScotXed programme which aims to help schools and Local Authorities by supporting efficient collection, processing and dissemination of statistical information.

The Scottish Government then provides analysis of the data to support research, planning, management and monitoring of education services as well as to produce National Statistics publications.

Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be made publicly available by Scottish Government.

The individual data collected by Scottish Government is used for statistical and research purposes only.

Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This note can give only a brief description of how we use data. Fuller details of each individual ScotXed survey, including the purpose of each and the published data, can be found on the ScotXed website (www.scotxed.net).

Scottish Government works with a range of partners including HM Inspectorate of Education, Careers Scotland and the SQA. On occasion, we will make individual data available to partners and also academic institutions and organisations to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government.

Concerns

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

SECONDARY SCHOOL

At the end of P7 pupils normally transfer to:

Bo'ness Academy
Gauze Road
Bo'ness
EH51 9AS, Telephone: (01506) 822028

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

School Brochure

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.

- **Health and Well Being** –including, Personal and Social Development, Health, Physical Education, Home Economics, Emotional Health
- **Language** (including a modern language): – Reading, Writing, Talking, Listening and Modern Languages
- **Mathematics**: – Number, Money and Measurement, Shape, Position and Movement; Problem Solving, Mental Maths, Information Handling, Data Handling
- **Science** – Technology, ECO Schools, Environmental Education, Sciences
- **Social Studies**: - Society, (i.e. People in the Past, People and Place, People in Society), History, Geography, Social Political, Economics, Business, Enterprise
- **Technologies**: Craft, Design, Graphics, Information Communication Technology
- **Expressive Arts**: - Music, Drama, Dance, and Art
- **Religious and Moral Education**: - Christianity, Other World Religions, Personal Search, Ultimate Questions

Language Arts

Reading, writing, speaking and listening and knowledge about language are very important throughout a child's learning.

Children also develop values and skills of self-expression and critical awareness through literature, drama, poetry and the media.

The main reading and language schemes used by the school are Heinemann Story Worlds for P1 - 4, Ginn 360 P4 -7. Other reading and language resources supplement these schemes for pupils who need extension or extra support.

Mathematics

The mathematics programme consists of a progressive development in number using Scottish Heinemann Maths as the core resource.

Children are also encouraged to apply their mathematical knowledge and skills, in problem solving and in imaginative and practical ways. The children use calculators, computers interactive mental maths equipment, interactive whiteboards, practical maths equipment and problem solving resources.

Social Studies and Sciences

Environmental and science studies provide children with an opportunity to acquire knowledge and understanding of

- Their own and other environments in time and space.
- Themselves and the actions necessary to secure a safe and healthy environment and a healthy life.
- Other living things; the materials around us; the importance of energy in our lives.
- The impact of design and technology on society.
- The variety of policies which influence our lives and the ways in which decisions are taken.
- Our cultural heritage; the Scottish environment/heritage.
- The background and heritage of other cultures.

Environmental studies should also provide children with skills:

- To acquire, evaluate and communication information.

- To investigate, record, interpret information and problem solve.
- Of numeracy, using maps and diagrams.

The application of these skills should be meaningful and applicable within topics, helping children to extend their own experiences whilst stimulating their imagination and creativity.

Studies assist children in their personal growth and development, in the growth of their self-assurance, self-discipline and self-awareness; providing opportunities for extending children's experience of language and mathematics.

The children will also develop positive attitudes towards themselves, other people, other cultures, and the natural world and for the aesthetic aspects of their environment.

Expressive Arts

Drama, dance, music and visual art and provide children with opportunities to use and develop their knowledge, skills and attitudes.

It helps them shape their ideas of the world through feelings, emotions and ideas.

They learn to appreciate the creative work of others as well as providing a range of opportunities to communicate with sensitivity and perception.

Religious Education

The school is non-denominational. Religious and Moral Education is very important in the development of every child. It is important to a child's personal, social and moral development.

Through the study of Religious and Moral Education children can also develop an appreciation of and respect for the values of other cultures and the benefits of cultural diversity.

Multicultural dimensions, human rights and equal opportunities are issues which are incorporated into the programme.

The chaplain visits the school on a regular basis through the session and participates in assemblies and other school activities.

For various reasons, parents may not wish their children to participate in specific services of worship, and usually such children can be excused. However, parents must appreciate that it is not possible to supervise pupils removed from class and responsibility for their conduct would be assumed by the parent.

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.

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

LEARNING TO ACHIEVE

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

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

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

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

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

ASSESSMENT

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.

ADDITIONAL SUPPORT NEEDS

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

Working with other services and professionals – Social Work Services, Educational Psychology Service, NHS and parents – decisions are made with regards to the best possible education to meet the needs of the child.

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.

PLANNING CHILDREN'S AND YOUNG PEOPLE'S LEARNING

Teachers in nursery, primary and secondary schools increasingly share their learning intentions with pupils, parents and carers. This takes place on a day-to-day basis, for instance, when agreeing the aims of an individual piece of work.

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

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

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

HOMEWORK

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

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

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

Homework will normally be given Monday to Thursday only. The highest standards are expected and parents are required to sign homework. Again, your co-operation is asked to ensure that homework is done and that pupils have everything they need to do it well.

Kinneil offers a homework club on Thursdays between 3 and 4pm for pupils from P4 -7. This is held in our ICT suite. Two teachers work with the group to ensure best quality support. Children also have access to the school library at this time. The group is limited to a maximum of 20 children. A waiting list system operates and the membership of the group is reviewed every 8 weeks.

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.

Litter bins are provided in the classrooms and playground. These should be used to keep the school and its surroundings tidy. Mr Mc Call, Janitor supervises children who wish to help with litter. Gloves and litter pickers are provided for this.

School books and materials are now very expensive. Our budget is limited and we therefore insist that great care is taken of all school material.

Any books which are lost or destroyed must be paid for, either wholly or in part, depending on age of book.

EXTRA CURRICULAR ACTIVITIES

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

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

FACILITIES FOR PHYSICAL EDUCATION AND OUTDOOR ACTIVITIES

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

ACTIVE SCHOOLS

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

SCHOOL CLUBS

Some of these clubs continue after 3.00 pm. Parents of children taking part in a club are asked to sign a consent form allowing their child to remain in school after 3.00 pm.

The safety of your child returning home after attending school clubs is the responsibility of the parent. Most school crossing patrols are off duty by the time extra curricular activities are finished.

Kinneil Currently Offers;

- Football Coaching, Girls P5 – P7, Fridays – Coached by Mrs Anne Marie Simpson & Mr Steven Reid
- Football Training, Boys P4 and P5, Thursdays - Coached by Mr Andy Hamilton,

Mr Gordon McCall

- Football training Boys, P6 and P7, Fridays, Coached by Mr Scott Gibson
- Netball Club, P5 - P7, Mondays – Coached by Mrs Morrison and Ms Glasgow
- Computer Club, P4 – P7, Thursdays – Delivered by Miss McCarthy and Miss Thomson
- German Club, P7, Thursdays – Delivered by Mrs Goodall

School Brochure

Section Three

School Policies

CURRICULAR POLICIES

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

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

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

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

- Creating a school ethos which in every way possible gives value to these aspects of development, especially by providing an overall atmosphere that is both caring and challenging and which provides opportunities for the development of personal responsibility.
- Promoting social and moral learning through the way 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.

DISCIPLINE AND PERSONAL AND SOCIAL DEVELOPMENT

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

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

All staff follow the school's Anti-Bullying Policy.

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

The school has a policy for promoting positive behaviour which involves strategies to encourage good behaviour; some of which are:

- Mutually agreed class/school rules.
- House points for attitude, behaviour and curricular success.
- Achievement awards during special assembly each month.
- Opportunities to be monitors, house captains, group leaders, buddies etc.
- Pupil Council with each class represented.

First and foremost the staff would promote, praise and encourage good behaviour but when sanctions are necessary, our policy states clearly procedures to follow:

- Oral warnings.
- Loss of privileges.
- Loss of House Points
- Loss of Golden Time
- Supervised detention at intervals
- Punishment exercises - records are held and parents/carers informed.
- Allocation of House Marks

Where consistent poor behaviour persists, parents/ carers would be informed at the earliest stage when it is hoped that through co-operative action, the behaviour is improved.

Ultimately, the final steps would be exclusion from school. Fortunately, exclusions do not occur often and we would hope to avoid this if at all possible.

Falkirk Council's exclusion procedures are specifically laid out for schools and parents/carers to follow with the right of appeal built in from the start.

Working towards positive behaviour, the school also has an Anti-bullying policy giving advice for, pupils and parents/ carers.

Parent/ carer copies of each of the above policies are available on request from the school.

SCHOOL DRESS CODE

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

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

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

Items can be ordered and bought from the school office. A suitable uniform could be chosen from the following:

- Black trousers/skirt
- Black shoes/ black trainers
- White shirt/blouse
- Black/gold tie - cost approximately £2.50
- School sweatshirt(with badge) - cost approximately £7.50
- School polo shirt(with badge) - cost approximately £6.50
- School T-shirt(with badge) - cost approximately £4.00
- Full zipped black fleece(with badge) - cost approximately £14.00

Waterproof jackets – cost approximately £17.50
Blazer (optional)
School badge - £2.50

Some families may be eligible for a clothing grant. 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.

NB: Clothing grants can be used to purchase school uniform from the school office.

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.

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

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

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

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

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

PHYSICAL EDUCATION CLOTHING AND FOOTWEAR

- T-shirt or similar top
- Shorts
- Gym shoes

For health and safety reasons, pupils should wear these for PE and bring them to school as required.

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 9.15am in primary schools and before 10am in secondary schools/additional support needs schools) on the first day of absence to let them know.

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

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

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

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

PRIMARY SCHOOL ADMISSIONS

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

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

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

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

PLACING REQUESTS

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

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

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

Placing Requests can only be approved when there are sufficient places remaining in the class after all catchment area children have enrolled and if staffing and accommodation at the school are able to meet the numbers of Placing Requests at that school.

Education Services can also reserve places in a class for future catchment pupils they expect to move into the area in the following school year.

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

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

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

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

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

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

LEARNING SUPPORT

A teacher is available for four days per week to support the learning of a number of pupils in a variety of ways.

The learning support specialist supports the class teacher by providing relevant teaching materials suited to individual and group needs. The learning support specialist also works alongside class teachers in the classroom situation and withdraws pupils as appropriate.

Kinneil is a mainstream school and although pupils with additional support needs are integrated as fully as possible in accordance with Council policy, it cannot and does not presently cater routinely for pupils with severe or profound difficulties.

PRIMARY TO SECONDARY TRANSFER

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

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

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

MID SESSION TRANSFERS

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

TRANSPORT FOR PLACING REQUESTS

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

PUPIL CONDUCT

A partnership between the School and parents is required in order to ensure the best possible standards of pupil conduct. Pupils are expected to set themselves high standards in appearance and behaviour. School rules have been devised to encourage the maximum amount of self-discipline.

The rules themselves are relatively simple and few in number to allow for the smooth running of the school. The general aim is to produce an atmosphere of friendly co-operation, encouraging respect and consideration for other persons and for property. A behavioural agreement is included in the School Enrolment Form that parents complete when enrolling their child(ren).

SCHOOL RULES

- Always walk inside the school buildings and behave properly at all times.
- Be well mannered and treat other people as you would like to be treated.
- Never leave the school grounds without permission.
- Take care of our school - do not damage things - put rubbish in the bins.
- Talk to everyone pleasantly and quietly - no shouting, not rude remarks or bad language.
- Arrive at school on time, looking smart and ready to work.
- Do not fight with, or bully other people. Try to solve any problem by talking about it. If this does not work, tell your teacher.
- Listen to, and obey, the instruction given by any of the school staff (teachers, support staff, janitors, etc).
- Play safe, friendly games and only play with balls on the grass area.
- Learn our School Rules and the Golden Rules and follow them.

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 operates a more generous distance entitlement policy than required by law.

Distance entitled children will be:

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

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

BEHAVIOUR ON SCHOOL TRANSPORT

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

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

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

SCHOOL MEALS

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

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

School Meals Service: Meals are supplied by Bo'ness Public Primary School kitchen and on most days there is a good choice of courses. School meals should be ordered and pre-paid on the first day of each school week (normally on a Monday except when a holiday intervenes). If parents/carers prefer, it is possible to pay for school meals on a daily basis. Unless in an emergency, casual meals must be ordered and paid for previous to the date required (preferably on a Monday morning).

A Pick'n Mix service is also available at the same cost as the traditional meal.

Packed Lunches: Pupils who bring packed lunches to school are accommodated in the school hall. Pupils should not bring glass containers or fizzy drinks to school.

After having school lunch, children must remain within the school grounds during the lunch hour. Children must not use money that has been given to them for a school lunch in local shops. Home lunches must go home and nowhere else. The school can take no responsibility for children who claim to be a home lunch and go elsewhere. Parents are expected to respect this.

FREE SCHOOL MEALS / GRANTS FOR 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.

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. Kinneil has achieved Level 2.

WET WEATHER ARRANGEMENTS

Children having school lunches may remain in school during wet weather but again, supervision is limited. We ask that parents of children who go home for lunch keep them at home and arrange for them to arrive back at school at 12.55 pm. This will help the school to cope with the supervision of large numbers of children during the lunch break.

On inclement mornings, Primaries 1 and 2 may be admitted at 8.45 am and older pupils at 8.50 am. The responsibility for safe and acceptable conduct at these times will remain that of the parents until after staff supervision is available. On such days parents are asked to bring/send children as close to 9.00am as possible.

GENERAL SUPERVISION

During intervals and lunch times pupils **must** remain within the school grounds and adult help or supervision is at hand. School management is on call to cope with any difficulties which may arise. If necessary, there is always access into the building and the pupils are made aware of this. During the interval and lunch break, School Support Staff supervise the children in the playground.

Please note that the wearing of football tops/strips, jeans and track/ shell suits is not acceptable for school.

Please put name or some identifying mark on all of your child's belongings.

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

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. The school will always contact parents/carers/emergency contacts if we are going to close unexpectedly and no child will be allowed to leave the building unless contact has been made.

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

SCHOOL HEALTH SERVICE

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

The aim of the service is to make sure that all children are in the best possible health to benefit from their education and to provide the Education Authority with advice about the spread of infections and the promotion of good health. This service is provided by staff from Forth Valley Primary Care NHS Trust.

Parents will be given the opportunity to meet the named nurse for the school when their child starts in Primary 1. This will involve the parents completing a health questionnaire for the child and requesting an appointment if required. All children in Primary 1 and at other selected stages will be seen to have their height, weight and vision checked. High school pupils are also offered immunisation and at the appropriate time will be issued with a form for information and consent. If you have any concerns with your child's health, which may affect their education, then an appointment can be arranged with your named nurse by contacting the department at the telephone number below. School staff with parental permission can request an appointment with the named nurse at any time. Hearing is no longer being tested in school and teachers and parents are encouraged to report any concern about hearing especially in Primary children. The named nurse will also offer health promotion sessions within the school setting at agreed times with the school. If you wish further details about the content of these sessions then this is available by either speaking to the teacher or contacting the named nurse at the telephone number below.

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

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

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

The School Health Service can be contacted at:-

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

Infectious Diseases

Colds, flu and gastroenteritis are the most common infections affecting children of school age. It is important that you keep your child off school in the early stages of flu and while they still have diarrhoea. It is also important that your child understands how to prevent picking up and spreading such infections. You will be able to get further advice about good health from staff in your Health Centre or GP Practice.

For advice about early detection and treatment for other infectious diseases 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 or unless written permission to do so has been given by the parent.

Protecting Children and Young People

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

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

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

Medicine administration

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

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: Kinneil Primary School	Id No.: 240 - 5758424
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Budgeted Running Costs For Financial Year 2010-2011

School Roll at September 2009	157
Total School Running Costs at April 2010 (£)	767,690
Cost per Pupil (£)	4,890

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)	8,928	10,686	8,956	6,954	6,254	6,626	8,874	57,278
Percentage Authorised Absences	3.8	6.0	3.1	6.6	5.6	4.1	6.8	5.1
Percentage Unauthorised Absences	0.1	0.4	0.5	0.4	0.1	0.4	0.4	0.3

**INFORMATION FOR PARENTS 2010
PRIMARY SCHOOLS**

School: Kinneil Primary School	Id No.: 240 - 5758424
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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	83	87
Writing	76	81
Mathematics	82	92

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	25.6	20.9