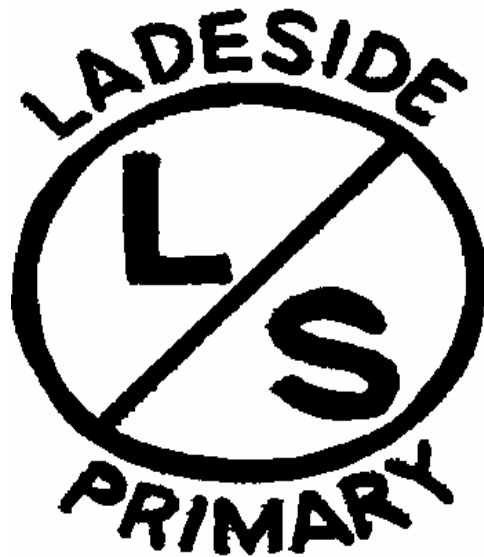


# Ladeside Primary School



## School Brochure 2009 - 2010



**Falkirk Council**  
*Education Services*



## 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).

Dear Parent/Guardian

Welcome to the Ladeside Primary School Brochure.

Our brochure offers an introduction to Ladeside Primary 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 some of 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.

### **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.

Kathleen Hamill  
Headteacher  
Ladeside Primary School

## **DISCLAIMER**

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

# School Brochure

## Section One

### School Information

## **ABOUT THE SCHOOL**

Ladeside Primary School is situated in a residential area and serves the communities of Larbert and Stenhousemuir.

The school is situated approximately 3 miles from Falkirk Town Centre and is within easy reach of the main road/rail routes serving Central Scotland.

The school building is traditional in design and dates from 1970. It is bright and well maintained, as are the grounds surrounding the school which provide extensive all-weather and grassy playing areas for the children. There are 16 teaching areas in the school plus Nursery accommodation, Dining Room, Assembly Hall with Stage Area, Library, Medical Room, Resource area and ICT suite / GP Room. In addition, we have 2 modular units used by P.6 and P.7 classes.

The school roll is currently 340. In addition, there is Nursery accommodation for 60 children (30/30). The staffing complement of 19.2 teachers includes the Headteacher, two Depute Headteachers, one Principal Teacher and a Nursery Teacher. Visiting Specialists and Music Tutors support the Expressive Arts curriculum and there is additional Support for Learning provision for 4 days per week.

Support For Learning Assistants (SLAs), clerical, janitorial, kitchen and cleaning staff complete the large number of people who contribute to the life and work of Ladeside Primary School.

There is a close liaison with Inchlair Nursery School and Larbert Day Nursery, other associated Primary Schools and Larbert High School. Good relations exist with other agencies - Psychological Services, Social Work, Health Board, Police, etc. and with the local community. The school is well supported by the Parent Council and by the Parent/Teacher Association.

As part of Falkirk Council's policy towards inclusion for pupils requiring additional support, provision has been set up within Ladeside Primary School for children on the Autistic Spectrum. The facility consists of 6 areas accommodating children from Pre-school to P7. The 'Base' is organised by the Depute Headteacher (ASN) plus 4.2 FTE teachers and support staff under the management of the Headteacher.

Since August, 2003, the Office / Outreach facility for CLASP (Camelon and Larbert Support for Parents) has been located in a modular unit at Ladeside Primary School. .

At Ladeside, the focus is on the developmental needs of the 'whole child' and we seek to work in close partnership with home, the community and other agencies to provide a safe, happy and welcoming environment for pupils and staff.

## **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.

**School Address:** Carronvale Road  
Larbert  
FK5 3LH

**Telephone Number:** 01324 503460

**Fax Number:** 01324 503461

**Headteacher:** Mrs Kathleen Hamill, BA, MEd

**Depute Headteachers:** Mrs Carol Clark & Mrs Janice Evans

**Principal Teacher:** Mrs Margaret Sommerville

**Roll of the School:** 340 (+ 60 Nursery places)

**Number of Staff:** 19.2

**Stages of School:** Primary 1 to 7

**Nursery Class  
(60 places)** 1 Teacher  
1 Senior Early Years Officer  
2 Early Years Officers

**Facility for Children with Social and Communication Disorders:**

**Roll:** 20

**Depute Headteacher:** Mrs Janice Evans

**Number of Staff:** 4.2 teachers plus 5 Supervisory Assistants (ASN)  
and 1 Early Years Officer

**Stages:** Nursery to P7

**Telephone Number:** 01324 503462

**Clerical Assistants:** Mrs. Janice Caven and Mrs. Carol Knight  
**Janitor:** Mr. James Wilson

Parents are welcome to visit the school by prior arrangement with the Headteacher.

## **STATEMENT OF SCHOOL AIMS :**

All of our aims are set within the context of National Priorities and Curriculum for Excellence. We aim to enable all children to develop their capacities as confident individuals, responsible citizens, effective contributors and successful learners.

### **1. CURRICULAR**

**To enable each pupil to reach the highest standard of achievement according to individual ability by:**

- providing a challenging curriculum and equality of opportunity
- offering a variety of teaching and learning methods
- developing a wide range of skills and encouraging independent and active learning
- using a variety of assessment feedback methods including pupil self-assessment
- appropriate use of specialist and support agencies
- helping pupils to develop the power of creativity, imagination and expression
- developing true partnership with parents so that all work together in the best interests of the pupils.

### **2. AFFECTIVE**

**To show initiative, self-reliance, caring and understanding of others within a safe, happy environment by:**

- encouraging pride in belonging to Ladeside School
- promoting self-confidence and self-esteem and encouraging responsible behaviour
- providing time to share experiences and feelings
- ensuring that school is secure, attractive and comfortable
- providing a welcoming atmosphere
- Promoting healthy lifestyles for pupils & staff

### **3. SOCIAL**

**To promote a sense of belonging to Ladeside School and wider community by encouraging:**

- consideration and respect of others
- responsible behaviour towards all property
- effective communication
- school/community involvement
- the support of parental organisations.

### **4. STAFF**

**To work effectively within a professional, supportive framework through:**

- active whole staff involvement/teamwork and communication
- co-operation and consultation with pupils, parents/carers colleagues and management
- access to necessary resources
- personal professional development
- effective time management.

## **THE SCHOOL DAY**

<b>Morning Session</b>	9.00 am - 12.15 pm
<b>Lunchtime</b>	12.15 pm - 1.15 pm
<b>Afternoon Session</b>	1.15 pm - 2.45 pm (P1 & P2)
	1.15pm - 3.15pm (P3 – P7)

There is no afternoon interval.

Primary one pupils coming to school at the beginning of the session attend on a half-day basis for the first week.

Parents/carers are issued with details of dates, etc when a child is enrolled. Parents/carers of children about to start school for the first time are invited to visit the Early Years area some time in June prior to the starting date, to meet the staff who will be taking the P.1 classes.

### **Nursery**

<b>Morning</b>	9.00 am - 11.30 am
<b>Afternoon</b>	1.00 pm - 3.30 pm

### **Ladeside Support Facility**

Please contact Headteacher for details.

## **PARENTAL INVOLVEMENT / PARENT COUNCILS**

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

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

The main aims of the Parent Council are:

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

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

## **PARENT TEACHER ASSOCIATION (PTA)**

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

Ladeside Primary has a very active Parent/Teachers' Association whose main functions are fund-raising and organising social events as part of the life and work of the school.

The Chairperson of the PTA is Mrs Amanda Hepburn  
The PTA may be contacted by telephoning the school office.

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](mailto:sptc@sptc.info) or write to SPTC, 53 George Street, Edinburgh, EH2 2HT.

## **HOME-LEARNING**

Pupils are regularly given tasks to do at home/out of school to support their learning and to encourage them to become more organised and self-supporting in their learning.

Parents/carers are encouraged to help pupils with their home - learning as a means of keeping them up to date with the work of the class and the child's progress. Please take every opportunity to do so.

## **CHILDREN'S PROGRESS AND VISITS BY PARENTS/CARERS**

We welcome visits by parents/carers. 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/carers wish to discuss matters in detail, it is preferable that an appointment is made. The time between 3.15 pm and 3.45 pm is most suitable for meeting with teaching staff. Please do not visit a teacher in his/her class without first seeing the Headteacher as this can disrupt the work of the class. In an emergency, any keys, messages, etc for the children should be handed to the office staff, janitor or Headteacher to be given to your child.

Various Parents'/Carers' meetings and workshops will be held throughout the session during which you may discuss your child's progress with his/her teacher and the Headteacher and see his/her work.

We are continually assessing pupils' progress so that we may plan for the next stage in their learning. National Assessments takes place in Mathematics and English Language when teachers judge that children are ready to move from one level to the next. Results of National Assessments are reported to parents.

Throughout the year teachers compile 'Assessment Folders' of pupils' work which provide evidence of the progress of individual pupils

Progress reports are issued in November and June and these comprise assessments of all curricular areas and comments by teachers. Pupils' Personal Learning Planning takes place throughout the year.

## **PARENT/TEACHER INVOLVEMENT**

Our aim is to encourage parental interest in the life and work of the school. Prospective pupils visit the school with their parents in June when detailed information is issued on school procedure. This information is reviewed annually and regular newsletters go home to parents with information about school events, etc.

Throughout the session there are Parents'/Carers' Evenings, workshops and social events when help is very welcome and there are many opportunities to be involved in school visits.

## **COMMUNICATION WITH THE HOME**

From time to time your child will carry routine communications from the school giving items of basic information, such as holiday dates, together with information of interest about the life of the school. 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](mailto:complaints.educ@falkirk.gov.uk)

### **Procedures for Investigating Incidents/Complaints**

#### **Specific responsibility for the above**

P4 – P7      Headteacher - Mrs Hamill + P.T./ Mrs Sommerville

P1- P3      Depute Headteacher - Mrs Clark

Nursery      Headteacher – Mrs. K . Hamill

Mrs Evans, Depute Headteacher, will deal with any incidents involving children in the Facility for Social Communication/Autistic Spectrum Disorders

## **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](http://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](mailto: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](http://www.scotxed.net)., which contains a section on 'frequently asked questions' at <https://www.scotxed.net/jahia/Jahia/lang/en/pid/220>.

## **PERSONAL LEARNING PLANNING**

Teachers are increasingly sharing 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. However, setting aims also takes place on a medium/ long-term basis through agreed Personal Learning Planning. Personal Learning Planning is on – going throughout the year when the teacher and the pupil agree Life Skill-based targets, to be shared with parents and carers. The pupil and teacher review progress against these targets before new targets are set. Each June, the Personal Learning Planning document is forwarded to the teacher who will receive the pupil in the new session. Personal Learning Planning documents for pupils in Primary 7 are forwarded to the associated secondary school so that teachers can work with pupils on targets from early in the new session onwards.

**FALKIRK COUNCIL : EDUCATION SERVICES**

**Agreed Term Dates for Session 2009-2010**

<b><u>School Year</u></b>	<b><u>Term Dates</u></b>	<b><u>Days</u></b>	
		<b><u>Staff</u></b>	<b><u>Pupils</u></b>
Autumn Term Begins (Staff Only - Dev Day)	Monday 17 August 2009	1	-
Autumn Term Begins (Pupils)	Wednesday 19 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
<b>Less Term Time Public Holidays</b>		4	4
<b>Less Staff Development Days</b>			<u>4</u>
		<b><u>195</u></b>	<b><u>190</u></b>

**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

Tuesday 18 August 2009

Monday 16 November 2009

Tuesday 17 November 2009

Wednesday 10 February 2010

Thursday 11 February 2010

# School Brochure

## 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:

- Language (including French)
- Mathematics
- Environmental Studies
- Expressive Arts
- Religious and Moral Education
- Information Communication Technology
- Personal and Social Development and Health Education

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 etc.

During session 2009 – 2010 at Ladeside, Curriculum For Excellence will be taken forward in line with local and national guidelines and initiatives. School newsletters will keep parents/carers up-to-date with developments, and opportunities will be provided for 'active' involvement [e.g. Open Evenings, workshops etc.]

Ladeside Primary provides for pupils from P1 to P7. There is also nursery provision (30 morning/30 afternoon places). The curriculum we offer caters for all levels of ability. It is broad-based and offers continuity, coherence and progression in Mathematics, P.S.D., Religious and Moral Education, Health Education, Environmental Studies. English Language, Expressive Arts (i.e. Music, Art and Design, Craft, Drama and PE) and I.C.T. In

addition, French is taught to all pupils as part of the Council plan to develop modern European languages in primary schools.

The personal and social development of the pupils is a priority and is emphasised in the whole life and work of the school. Our policy for Religious and Moral Education is available to parents on request, and outlines our broad aims in this area of the curriculum. Assemblies/end of term services are part of school life and our chaplains, Mr Randall and Mr Boswell, are frequent visitors to the school.

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.

In Expressive Arts we have regular input from visiting teachers who not only work directly with the children but also work with the class teachers on a consultative basis. Tuition is also available in piano, cello, brass and double – bass.

In addition, we have a Support for Learning teacher who works in classrooms alongside class teachers to provide extra help for pupils, if required. Should a pupil require any additional support, [e.g. because of severe hearing loss, visual impairment, etc] we are able to call upon Council Services to provide extra input and resources for these children. At the present time there are pupils in attendance at the school with additional support needs. The school also has a facility for up to 21 children with Social and Communication/Autistic Spectrum disorders.

Part of our policy at Ladeside involves planning educational visits to places of interest and inviting guest speakers into school. These events are decided in advance to fit in with on-going class topics. Pupils at P5 receive a 20-lesson block of swimming instruction. When opportunities arise we involve our pupils in activities with other schools, e.g. Day of Dance, football, badminton and drama workshops. During session 2008/2009 pupils from P7 visited the Dunkeld area for a residential weekend (4 days/3 nights) field trip.

One of our aims for the next few years is to continue to focus attention on the immediate environment of the school, i.e. the school playground and to develop areas which are more sympathetic to wildlife, e.g. meadow, bird tables, nesting boxes, etc. This will be an ongoing project which will extend to involve the whole school and the local community.

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.

## **EXTRA CURRICULAR ACTIVITIES**

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

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.

Extra-curricular activities comprise e.g.

- Tennis
- Football
- Badminton
- Cycling Proficiency
- Taekwondo
- Cross Country Club
- Chess Club
- Multi - Sports

Extensive playing fields with a football pitch are available in dry weather for all outdoor activities. We also use the excellent sporting facilities at Carronvale Recreation Centre (Boys' Brigade Headquarters)

Ladeside Primary provides out of school care [First 4 Kids Club]. For information please contact 01324 – 671344

Please contact me if you would like more detailed information about the curriculum within our School.

## **FACILITIES FOR PHYSICAL EDUCATION AND OUTDOORS ACTIVITIES**

Our Assembly Hall has a variety of apparatus for physical education within the school. As part of the school's physical education programme, pupils may also use the facilities of the local sports complex and swimming pool.

## **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.

## **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.

## **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.

## **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 at supporting 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 engage and challenge children's thinking using real life and imaginary situations.

# 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.

## **PERSONAL AND SOCIAL DEVELOPMENT**

Our aim is to foster self-discipline and respect for others and this is evident in the life and work of the school.

We are a small community and we believe that the qualities of tolerance, politeness and good manners are essential if the school is to function happily and efficiently.

### **BULLYING**

Pupils should learn to report any incidents of bullying which occur in class or in school to teacher, DHT or HT immediately. Other pupils will be encouraged to report bullying if they know about it or see it occur. The need to report facts accurately must be emphasised.

Pupils must report to support staff immediately if bullying occurs at intervals or lunchtimes. Support staff will then inform class teachers P.T. / D.H.T. / H.T. as appropriate

### **Investigating Complaints [ e.g. bullying ]**

#### **Within School**

Staff will listen to details from both the victim and bully (and witnesses if necessary).

Details will be written down and kept by the HT for one school session only, unless a pupil has a history of bullying.

The parents/carers of both victim and bully will be informed if it is serious and/or repeated.

Discipline procedures will come into force if necessary.

#### **Coming to or Going Home from School**

Given the overlap between inside and outside the school gate, where does the responsibility of school staff begin and end?

We are willing to investigate complaints and give such help as we can but it is beyond our resources and authority to take full responsibility for pupils beyond the school.

**Review of the Anti-Bullying Policy will take place annually.**

## **ANTI-BULLYING POLICY**

### **What is Bullying?**

After consultation with all teaching and support staff, it was agreed that the following descriptions were valid.

"Bullying is the wilful, conscious desire to hurt, threaten or frighten someone."

Bullying can be:

- **physical** (eg hitting, kicking, hair-pulling, spitting, etc)
- **verbal** (eg name-calling, teasing, taunting, etc)
- **psychological** (eg gestures, extortion, intimidation)

Bullying may occur only once but it is more serious when it is repeated and/or continuous over a period of time. Bullying does not have to take place for long before "damaging the victim and being a corrupting influence on other children".

### **The Aims of Ladeside Primary School**

By producing an anti-bullying policy, to which all staff, pupils and parents should be committed, it is our intention to control bullying by:

- supervision
- observation
- instigating procedures for investigating incidents
- generally raising awareness within the school community.

#### 1. Supervision

Intervals and Lunchtimes Support staff / Janitor  
H.T. / Depute Headteachers - within school building and classrooms

#### 2. Observation

all members of staff look for signs of distress, etc.

#### 3. Education

such personal and social education will involve e.g.

- moral education
- drama / Circle Time
- talking
- listening
- reading
- writing
- poetry
- story-telling
- sport and games

## **BEHAVIOUR 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 DHTs and/or Headteacher. At this stage parents/carers may be called in. It may also be necessary in certain cases to refer a child to the Psychological Services.

All staff follow Falkirk Council's Framework for Behaviour Management. Mrs. Clark (DHT) is the school's behaviour co-ordinator (BECO).

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 behaviour. A staged-intervention approach is used when unacceptable behaviours occur:

### **Categories of Behaviour Involving Use of Sanctions**

#### **1. Pupil and School Authority**

- lateness
- absenteeism
- truancy
- inappropriate behaviour

#### **2. Pupil and Work**

- repeated failure to produce pen, pencil, P.E. kit
- repeated failure to produce homework
- blatant opposition to classroom work.

#### **3. Pupil and Teacher**

- use of abusive and foul language
- persistent interruption of teacher
- refusal to carry out instructions
- disruption of teaching situation.

#### **4. Pupil and Pupil**

- bullying
- intimidation
- violence
- assault
- extortion
- theft.

#### **5. Pupil and Property**

- lack of care of books and equipment
- defacing of furniture
- deliberate vandalism

#### **6. Pupil and Public**

- offences in private property
- offences in public areas and public transport.

## **PUPIL BEHAVIOUR**

During session 2009-2010 we will continue to review our Behaviour Policy. This will involve consultation with all staff, pupils, parents and carers.

### **STAGED INTERVENTION PROCEDURES**

**Verbal Rebuke - Teacher**



**in class**

**Punishment, eg**

**deprivation of own time  
loss of privilege**



**Verbal Warning from DHT or HT**



**Written contact with parents**



**Parent called to school  
Assurance sought for co-operation**



Parent recalled – next steps discussed

If appropriate, and following consultation with all involved [inc. Falkirk Council], procedures for Exclusion from school may be considered.

### **Pupil Behaviour at Intervals and Lunchtime**

Supervision in playground is provided by Support For Learning Assistants.

### **Detention**

The Headteacher or Depute Headteacher will be on duty 10.30 am - 10.45 am and during the lunch –break to supervise pupils [by prior arrangement and with the Headteacher's permission]

**No pupil may be left anywhere .or at any time. without adult supervision .**

## **MULTICULTURAL AND ANTI-RACIST POLICY**

The Authority has a multicultural and anti-racist policy. All schools have a copy of the policy, are expected to follow the policy and guidelines and fully support the Racist Attacks and Harassment Multi-Agency Strategy. All educational establishments have a responsibility to report racist incidents by completing a Racist Incident Monitoring Form.

## **EQUAL OPPORTUNITIES POLICIES**

Falkirk Council has published an Equality Opportunities Policy and an Equality Scheme, which can be viewed on the council's website. These outline the duties which the Council is required to undertake to tackle discrimination, prevent harassment and ensure our work promotes equality. The Council is committed to eliminating discrimination on the grounds of race, gender, disability, sexual orientation, faith/belief or age.

Education Services has policies and statements to address equalities issues specific to education to enable us to fulfil these duties. All schools have copies of these policies. The Service also supports the Racist Attacks and Harassment Multi-Agency Strategy and all education establishments have a responsibility to report racist incidents.

## **ENGLISH AS AN ADDITIONAL LANGUAGE**

The Authority provides a support service of teachers of English as an additional language. The teachers visit schools to work with those bilingual pupils who require assistance in developing English language skills.

## **GENDER EQUALITY**

Falkirk Council Education Services has a Gender Equality statement that commits the Service to eliminating sexism and gender discrimination and to actively promoting equality of opportunity, regardless of gender.

## **SCHOOL DRESS CODE**

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

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

Children representing the school in social or competitive events, i.e. musical festivals/concerts, must wear uniform

**The following items are available from the school:**

- Red sweatshirts (approx. £9)
- Cardigans (£9) Most items carry the school logo
- Pale blue polo shirts (approx. £7)
- Royal blue fleeces/jackets (approx. £15 - £20)
- Caps (£3)
- Woollen hats (£3)
- School ties (£2)
- Pale blue sweatshirts (approx. £8) are available for the Nursery Class.

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.

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. In the interests of health and safety, all jewellery, including earrings, must be removed, or taped over, for PE lessons and long hair must be tied back.

Some families may also be eligible for a clothing grant. Application forms may be obtained from the school. These forms should be completed by the parent or guardian and returned to the District Registrar, 318 Main Street, Stenhousemuir, Larbert FK5 3BE, telephone number Larbert (01324) 503580.

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; and this extends to the wearing of suitable footwear and even, on occasion, to the length of pupils' hair and the wearing of jewellery and earrings.

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

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

## **HOME LEARNING**

### **Home Learning Policy (Excerpt)**

The staff were in agreement that home learning was worthwhile generally but a new home learning policy and a review of practice within the school were necessary.

The decision to conduct a survey about home learning involving parents and pupils was taken and a questionnaire was distributed to each family during session 2004/2005

The results were collated and conclusions could be clearly drawn from the information received.

- The majority of parents felt that home learning was very important and allowed them to see the work being tackled in class.
- The majority thought that it was very important to give children extra practice at home.
- The majority agreed that it was very important that pupil-independence in learning was encouraged through home learning.
- The majority saw home learning as a very important method of preparing older pupils for secondary school
- The majority used home learning to allow parents and children to share in the pleasure of learning.

Other important points, comments and suggestions concerning the variety of work provided by school, advice to parents using information sheets and workshops, system of recording home learning and feedback to parents were made and were taken into consideration during staff discussion for the final draft of the school policy. The results of the survey were made available to all parents. All parents also received guidelines regarding home learning.

The Home Learning Policy will be reviewed, in consultation with parents/carers during Session 2009/2010

## **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

# School Brochure

## Section Four

### 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 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.

Whenever your child is absent from school, 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.

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 2<sup>nd</sup> or 3<sup>rd</sup> 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 5<sup>th</sup> birthday falls between 1<sup>st</sup> 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 May/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.

## **SECONDARY SCHOOL**

At the end of P7 pupils normally transfer to:-

Larbert High School  
Carrongrange Avenue  
Stenhousemuir  
FK5 3BL  
Telephone 01324 554233

## **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.

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

## **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 15<sup>th</sup> of March each year for consideration and response no later than the 30<sup>th</sup> 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 15<sup>th</sup> 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.

## **PUPIL CONDUCT**

A partnership between the School and parents/carers 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).

## **ADDITIONAL SUPPORT NEEDS**

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

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.

A Support for Learning teacher works 4 days per week in school in conjunction with class teachers. The school psychologist visits on a regular basis and specialist services may be requested as deemed necessary.

Parents who wish more information about the Support Facility at Ladeside for children with social communication/Autistic Spectrum disorders should contact either the Headteacher (01324 503460) or the Depute Headteacher (01324 503462).

## **POLICY FOR SUPPORT FOR LEARNING**

In the first two years of school all pupils are observed, continuously and informally, to assess their progress in learning.

Where persistent difficulties are noted, teachers give priority to improvement and mastery of basic skills, e.g.:

- Baseline Assessment is carried out in the Early Years
- The 'Quest' test of reading takes place in Primary 3
- Reading
- Number
- Handwriting.

Age and aptitude are taken into account so that each pupil's needs are met with appropriate resources.

Pupils are taught in their own classroom environment, but extra help from Support For Learning specialists may be given, in a one-to-one situation or in a small group, as appropriate.

Children for whom English is an additional language (EAL) are also able to access extra support.

At Ladeside the Headteacher is the co-ordinator for children requiring additional support. Staged Intervention Procedures are as follows:

Support For Learning Teacher	<ol style="list-style-type: none"> <li>1. establish register for Support For Learning</li> <li>2. produce Individualised Educational Programmes (IEPs)</li> <li>3. review and update:               <ul style="list-style-type: none"> <li>• register</li> <li>• IEPs</li> </ul> </li> <li>4. provide class teachers with lists at beginning of session of children on register and copies of IEPs.</li> </ol>	<p>in consultation with class teacher,HT/DHT</p> <p>in consultation with class teacher/parents/carers/other agencies</p> <p>in consultation with class teacher/parents/carers/other agencies</p> <p>in consultation with Headteacher/ Depute Headteacher</p>
Class Teacher	<ol style="list-style-type: none"> <li>1. notify Headteacher/Depute Headteacher and Support For Learning teacher of any children who may come into the school who should be on register.</li> <li>2. notify Headteacher/Depute Headteacher and Support For Learning teacher of any new concerns arising with existing children.</li> <li>3. on-going consultation with Support For Learning teacher regarding IEPs.</li> </ol>	

Pupils who require additional support are integrated to the fullest extent possible into the life and work of the school.

## **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.

## **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.

There is no public transport available for children to Ladeside School.

## **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.

## **PUPILS' SAFETY**

Our school rules are very simple

- respect yourself
- respect other people

- respect your environment

In the interests of health and safety we also ask that:

- no chewing gum is brought to school
- if a child has pierced ears, only stud-type earrings are worn
- no glass bottles are brought to school
- anyone visiting the school reports to the office on arrival/departure and signs visitors' book at front door.
- MOBILE 'PHONES : In line with Council guidelines, our pupils are allowed, with parents' permission, to bring mobile 'phones to school. However, rules re. use of 'phones, as stated in school's policy, must be strictly adhered to. This policy is reviewed annually.

## **NB**

Ladeside Primary operates a single-door entry system (including Support Facility). This means that after 9.00 am and 1.15 pm the only entry to the mainstream school is via the front door which is controlled by the school staff.

Nursery parents/carers have a similar controlled entry to the Nursery area in the school.

## **CAR PARKING**

For safety reasons only staff car-parking is permitted within school grounds. We also ask that cars observe the parking restrictions on Carronvale Road

## **SCHOOL MEALS**

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.

In August 2009 the price of school meals is £1.40 for a traditional 2 course meal, or for a Pick 'n' Mix The prices of meals are reviewed annually.

Ladeside has its own kitchen which serves traditional lunches and pick 'n' mix. Milk and other drinks are available as part of school meals.

Parents of pupils who are eligible for free meals, (lunch or pick 'n' mix) may obtain the appropriate form from the school office. This form when completed must be returned to the District Registrar, Main Street, Stenhousemuir, Larbert FK5 3BE, telephone number Larbert (01324) 503580. 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.

When this has been done, the District Office will contact the school to authorise free meals.

## **Packed Lunches**

For those bringing packed lunches from home facilities are available in the dining hall. If children bring soft drinks, these should be either in plastic containers or cans but not in glass bottles.

## **General Rule**

Children taking school meals or packed lunches are expected to remain within the boundaries of the school during the lunch hour. They will not be allowed to leave unless permission has been given for a specific reason, or there is a note from the parent./carer. Having indicated this however, the school cannot be held totally responsible for the children since supervision at lunchtime is limited and it is consequently easy for pupils to slip out unseen.

## **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**

Children having lunch in school may remain in the school building during wet weather but again, supervision is limited. On wet days, we ask that children who go home for lunch do not return until **1.10 p.m.** Children are not allowed on to grass areas during and after wet weather. At morning interval if weather is very cold/wet, pupils are supervised indoors by school staff. If it should start to rain suddenly during interval, pupils may wait in corridors under the direction of Support For Learning Assistants and H.T./D.H.Ts

## **Lunchtime**

One Support For Learning Assistant will leave hall with first pupils who have completed lunch and will supervise in playground. Two/three SLAs will be available during lunch hour.

## **Wet Weather**

During wet-weather lunchtimes, pupils are accommodated in our classrooms/ Assembly Hall supervised by the Headteacher, Depute Headteachers and SLAs

## **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 supervision is adequate and effective. The teachers and SLAs are on call to cope with any difficulties which may arise.

## **UNEXPECTED CLOSURES**

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

For this reason it is important that emergency contacts are kept up-to-date on our records. Please let us know promptly of all changes to contacts or telephone numbers.

GROUP CALL is also used at Ladeside as a means of contacting parents/carers re. pupils' absence, sickness, school closure etc. Again, it is important that contact numbers are kept up-to-date.

## **EARLY CLOSURE**

Should the school require to close early for any reason other than an emergency, parents will be given advance warning of at least 24 hours.

## **EMERGENCY CLOSURES**

In the event of the school having to be closed without warning, eg - because of power cuts or damage to school property, all pupils should be made aware of the person to whom they should report if you are not normally at home during the school day.

## **OTHER EMERGENCIES**

In cases of sickness or accidents, every effort will be made by the school to get in touch with parents or emergency contacts before pupils are allowed home. They will be accompanied by some responsible person with instructions that if contact has not been made and there is no-one at home, the pupil must return to school.

## **ACCIDENTS**

Parents/carers are notified {in writing} of any head bumps/injuries which occur during the school day.

If an accident is severe, the parent will be contacted if possible. Should no contact be made, and hospital treatment is deemed necessary, the child will be taken to hospital by a member of the school staff {or, by ambulance if necessary}

## **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 that is prescribed by a doctor or dentist, you should fill in request form MED1 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.

# 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.

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 attendance information, can be found in the following pages.

## INFORMATION FOR PARENTS 2008 PRIMARY SCHOOLS

<b>School:</b> Ladeside Primary School	<b>Id No.:</b> 240 - 5744326
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### *Budgeted Running Costs For Financial Year 2008-2009*

<b>School Roll at September 2007</b>	330
<b>Total School Running Costs at April 2008 (£)</b>	1,216,116
<b>Cost per Pupil (£)</b>	3,685

### *Attendance And Absence For School Year 2007/2008*

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
<b>Total Number of Possible Attendances(Pupil Half Days)</b>	15,36 2	14,82 0	19,08 2	22,62 0	18,03 4	22,80 0	11,98 2	124,7 00
<b>Percentage Authorised Absences</b>	3.6	3.5	5.0	2.9	2.6	3.0	2.2	3.3
<b>Percentage Unauthorised Absences</b>	0.6	0.7	1.2	0.5	0.9	1.3	0.7	0.9

### *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
<b>Absence</b>	12.9	15.7

Where schools have 9 openings per week, please note that all local authority and national figures are based on 10 openings per week, and so are not directly comparable.