

Larbert Village 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).

LARBERT VILLAGE PRIMARY SCHOOL

SCHOOL BROCHURE

2010 - 2011

Dear Parent/Carer

Welcome to the Larbert Village Primary School Brochure.

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

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

SCHOOL INFORMATION

This section provides you with some background information on our school (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/PA and Parent Council and how parents can get involved in the life and work of the school.

CURRICULUM INFORMATION

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

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

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

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

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' moral, social and cultural values
- Additional Support Needs
- Dress Code
- Discipline and School rules
- Health Statements

ARRANGEMENTS FOR PUPIL WELFARE

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

- Travelling to and from school
- School meals and milk
- Financial assistance with school clothing, transport and school meals
- School closures in an emergency or unexpectedly for any reason
- General supervision available for your child in the morning and at lunchtime
- Wet weather details

STATISTICAL INFORMATION

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

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

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

I hope you find all of the above information helpful and self-explanatory. If you have any queries about any of the information contained in this brochure, or indeed about any aspect of our school, please do not hesitate to contact me.

Charlette Robertson

Headteacher
Larbert Village Primary School

SECTION 1



SCHOOL INFORMATION

THE SCHOOL

Larbert Village Primary School is a non-denominational school situated in Main Street, Larbert, 3 miles from Falkirk Town Centre.

Our current roll is 260 pupils with pupils split between 11 classes. An additional classroom is used as a base for our 'Enhanced Provision'. This provision enables children who require significant support attend mainstream school. Our Enhanced Provision currently provides support for 10 children who live within our own catchment area or within the Larbert area.

FACILITIES

The original school building was opened in 1891. Since then there have been refurbishments in 1950 and 2000. Additions were made to the building in 1987 and 2000. A major extension to the school was completed in August 2009. This has given the school 6 new classrooms, an expanded dining area, a new ICT suite, a purpose built nursery class, meeting rooms and a full sized school gymnasium.

SCHOOL GROUNDS

The school playground is accessed from Eastcroft Street. Mature trees screen the playground from the road and a high wall forms the boundary with the main railway line. It benefits from a multi-purpose, floodlit, fenced sports pitch.

The playground is hard-surfaced and the area has been enhanced through the provision of planters, seating etc.

The school makes use of a nearby grassed sports field for special events e.g. school sports day, cross country training.

COMMUNITY LINKS

We have strong links within the community and we are striving to continually strengthen and develop community involvement. In particular we enjoy links with local churches, local industries and football club.

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

LARBERT CLUSTER

The Larbert cluster consists of 8 primary schools whose pupils transfer to Larbert High School.

These schools, in addition to Larbert Day Nursery and Inchlair Nursery, have a very close working relationship and work together to ensure the highest possible standard of education for pupils in the Larbert area.

EXTRA CURRICULAR ACTIVITIES

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

Our new gymnasium is full sized, and fully equipped to provide quality physical education experiences for children. Classes also make regular use of the multi-surface sports pitch located in the school playground. As part of the school's physical education programme, pupils may also use the facilities of the local sports complex, swimming pool or athletics stadium.

ACTIVE SCHOOLS

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

School Aims

The school aims were updated in November 2006 to reflect national and local developments in education. We are in the process of updating our values and visions as a school.

<p>We will enable all staff to work together effectively to create a positive working and learning environment by:</p> <ul style="list-style-type: none"> • Providing strong, supportive leadership/management • Building a strong school team where all staff are valued and effective communication strategies are in place • Ensuring school policies are clear and consistently applied • Providing staff development for all • Responding to educational change through the use of a consultative School Improvement Planning process 	
<p>We will enable all children to be successful learners by:</p> <ul style="list-style-type: none"> • Ensuring they are challenged to achieve their full potential • Providing a safe and caring learning environment • Providing a broadly balanced clear and progressive curriculum, incorporating cross-curricular approaches • Delivering well-planned and resourced lessons considering a variety of learning and teaching styles • Using a variety of assessment techniques to meet the needs of individuals 	<p>We will enable all children to be confident individuals by:</p> <ul style="list-style-type: none"> • Building their self-esteem and self-respect by encouraging them to develop emotionally, physically, mentally and morally to their full potential • Encouraging them to take a pride in themselves and our school • Developing an appreciation of people and property through controlled and responsible behaviour • Promoting healthy eating and an active lifestyle
<p>We will enable all children to be responsible citizens by:</p> <ul style="list-style-type: none"> • Encouraging respect for everyone in our school community • Ensuring they take part in the decision-making process of school life • Ensuring they learn about the world and Scotland's place in it • Developing their understanding of different cultures and beliefs • Enabling them to make informed choices and decisions • Ensuring they think through the rights and wrongs of difficult situations • Encouraging environmental awareness 	<p>We will enable all children to be effective contributors by:</p> <ul style="list-style-type: none"> • Providing experiences which prepare them for a modern technological society and by encouraging enterprising attitudes • Utilising a wide range of resources which encourage problem-solving and thinking skills • Providing opportunities for cooperative working through which they will develop their self-esteem, resilience, self-reliance and an appreciation of others • Providing them with opportunities to use their initiative and develop leadership skills
<p>We aim to involve parents/carers, the local community, commerce and industry for the benefit of the individual pupil by:</p> <ul style="list-style-type: none"> • Establishing effective communication systems • Respecting and listening to the views of parents/carers, partner agencies and industry • Working in partnership with parents/carers to promote life-long learning • Supporting parental organisations • Promoting healthy lifestyle choices 	



THE STAFF

Certain management structures are necessary for the smooth running and well-being of Primary schools. These features have been identified and set out below as a guide to parents on the type of management, which will normally be encountered within a Falkirk Council Primary School.

Each Primary school is staffed according to national recommendations and is managed by a Headteacher supported, in this school, by a Depute Headteacher and one Principal Teacher. The Headteacher is responsible to the Director of Education for the efficient management, administration and leadership of the school and for the quality of education provided in the school.

HEADTEACHER : Mrs Charlette Robertson
DEPUTE HEADTEACHER : Mrs Jacqueline Mc Laughlin
PRINCIPAL TEACHER : Mrs Laura Willox
TEACHERS: Mrs Jacqueline Craig
Mrs Allison Toland
Mrs Elizabeth Saunders
Mrs Ann Gilbody
Mrs Pamela Webster
Miss Sharon Wallace
Mrs Audrey Hutchison
Miss Lynsey Elliott
Mrs Claire McLean
Miss Carrie Gordon

ENHANCED PROVISION: Teacher Mrs Angelique Watt
Support for Learning Assistant Mrs Lynda Best

NURSERY CLASS: Teacher Mrs Anne Clark
Senior Early Years Officer Mrs Evelyn Duffus
Early Years Officer Mrs Jean Leckie
Early Years Officer Miss Geraldine Waddell

**SUPPORT FOR LEARNING:
ASSISTANTS** Mrs Margaret Goodsir
Mrs Elaine Curwood
Mrs Roseanne Hughes
Mrs Jennifer Hart
Mrs Margaret Carmoodie
Mrs Anne Porter

Mrs Mary Gilmour
Mrs Jennifer Mc Neish

LEARNING SUPPORT: Mrs Gillian Melvin

CLERICAL ASSISTANT: Mrs Joyce Fleming

JANITOR: Mrs Nancy Paton

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

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

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. Present chair of Parent Council is Mr Richard Whitfield.

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 Allyson Allison

The Scottish Parent Teacher Council is the national organisation for PTAs and PAs in Scotland and runs an independent helpline service for all parents. They can be contacted by phone on 0131 226 4378, fax 0870 706 5814 or email on sptc@sptc.info or write to SPTC, 53 George Street, Edinburgh, EH2 2HT.

COMMUNICATION WITH THE HOME

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

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

Direct access to the school's website: www.larbertvillageprimary.falkirk.sch.uk

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.

MY LEARNING JOURNEY

Teachers are increasingly sharing their learning intentions with pupils, parents and carers. This can take place on a day-to-day basis, for instance, when agreeing the aims of an individual piece of work. However, setting aims is also taking place increasingly on a long-term basis through agreed personal learning planning.

Children in P1 have Learning Logs - where work is shared between home and school on a weekly basis. Children in P2-7 have Learning Profiles. Targets are set three times a year, evidence is built up of learning towards these targets - and this is shared with home at the end of each learning block.

The School Day

PRIMARY CLASSES

9.00am-10.45am

10.45am- 11.00am break

11.00am-12.15pm

12.15pm-1.15pm lunch break

1.15pm-2.45pm P1 and P2

1.15pm - 3.15pm P3 to P7

NURSERY CLASS

9.00 am - 11.30 am

12.30pm - 3pm

SECURITY

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

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

TRANSFER TO SECONDARY

Pupils from this school normally transfer to:

Larbert High School
Carrongrange Avenue
Stenhousemuir
Larbert
FK5 3BL Tel: 01324 554233

Staff from Larbert High School work closely with our school to ensure a smooth transition to secondary school for our pupils. In session 10/11 our P7s spent a week at Larbert High School in November, and will then have a 2 day transition visit in June.

UNEXPECTED CLOSURES

Most school closures will be notified to you in writing, in advance, but there are occasions when the children may be dismissed early without warning, e.g. as a result of power cuts or inclement weather. In the event of an early school closure, parents will be informed by group text, and on local radio. No children will be dismissed until an adult comes for them. It is important that emergency contacts are kept up-to-date on our records.

FALKIRK COUNCIL : EDUCATION SERVICES

Agreed Term Dates for Session 2011-2012

<u>School Year</u>	<u>Term Dates</u>	<u>Days</u>	
		<u>Staff</u>	<u>Pupils</u>
Autumn Term Begins (Staff Only - Dev Day)	Monday 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
			<u>5</u>
Less Staff Development Days		—	
		<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

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.

LANGUAGE AND LITERACY

English skills are developed through the interaction of:

- Talking
- Listening
- Reading
- Writing

TALKING AND LISTENING

In Talking and Listening we aim to help children speak with confidence, clarity and fluency in a variety of situations and to listen with attention and understanding. These skills are developed through activities such as speaking to an audience, listening to and discussing poetry, taped listening exercises, drama and class or group discussions.

READING

Through the provision of a range of reading activities we aim to provide purposeful and enjoyable activities to help children become independent, fluent, committed readers. We want our pupils to regard reading, not only as a necessary skill for everyday life, but a pleasurable leisure activity.

We use a variety of core reading materials in school; Oxford Reading Tree, Ginn 360, class novels and Worlds of Reading. Pupils have regular access to both school library and class libraries for the selection of personal reading books and for reference purposes.

Classroom displays and school notices provide a 'print rich' environment for our pupils.

WRITING

Children are taught skills to enable them to write in a variety of styles, for a range of purposes and audiences:

- Personal writing
- Imaginative writing
- Functional writing e.g. letters, posters

Pupils are provided with specific writing targets against which they can assess their own work. Targets are directly matched to the learning outcomes within Curriculum for Excellence.

Good writing is celebrated and recognised through classroom display and special star writer awards.

Spelling is taught in the early stages through the use of a range of letter recognition and phonic resources.

Pupils are then introduced to a structured whole-school spelling scheme, Nelson Spelling. We aim to develop 'self-supporting spellers', with a range of strategies they can use to enable them to tackle both familiar and unfamiliar vocabulary.

The presentation of work is promoted by the development of a linked handwriting script and pupils are encouraged to take pride in the appearance of their written work. A range of resources is used to teach grammatical skills e.g. tense, sentence structure, direct speech.

Our school encourages Active Literacy approaches.

MODERN LANGUAGES: FRENCH

We have a number of staff trained to teach modern languages in the primary school. Primary 6 and 7 pupils receive weekly lessons in French covering such topics as:

- Personal introductions

- Numbers to 100
- Calendar and weather
- Family and pets
- Personal descriptions

MATHEMATICS AND NUMERACY

Through a blend of direct teaching, practical activities and enquiry we aim to help children acquire skills and understanding in:

- Number, money and measurement
- Shape, position and movement
- Information Handling
- Problem Solving

Children are encouraged to use mathematical skills in everyday situations e.g. shopping, cooking.

Our main mathematical text is New Scottish Heinemann Mathematics. This is a progressive scheme and is used throughout the school. This is supplemented by a range of additional texts, worksheets, computer programmes and practical equipment.

INTERDISCIPLINARY LEARNING

Teachers are encouraged to plan contexts for learning that allow children to learn in a deep and meaningful manner. This will often involve lessons and activities that cross a number of different subject areas. These key areas are listed below. Children will also experience these key areas as discrete subjects when studying key skills and knowledge.

SOCIAL SUBJECTS

The Social Subjects encompass the following:

- People in the past (History)
- People in Place (Geography)
- People in Society (Modern Studies)

We aim to deliver a Social Subjects programme over seven years that will give breadth of experience in all aspects of the subject. We aim to include the following during your child's primary career;

- Scottish history
- Relate to the European dimension
- Create a mental time line
- Build on prior learning
- Develop a sense of past
- Use the local environment
- Take account of the requirement to feature Education for Work

Where possible, field trips and a range of visitors will be used to enhance learning and teaching.

SCIENCE

Scientific studies are divided into three main areas:

- Energy and Forces
- Earth and Space
- Living Things and the Processes of Life

We aim to ensure that our pupils develop knowledge and understanding, skills and attitudes that will enable them to become confident learners. We want them to be able to apply their skills, enabling them to use appropriate procedures when carrying out scientific investigations.

TECHNOLOGY

In our modern society, technology and the design process affect us all in our daily lives. Over their seven years at Larbert Village Primary we aim to offer our pupils a broad, balanced and coherent experience of technology.

Each class will undertake one topic per year where technology is the major focus.

Through this work the children will have an opportunity to consider the effectiveness of Design and technology in the world in which children will have an opportunity to consider the effectiveness of design and technology in the world in which they live. Design skills are developed through following a design brief, making a device to do a specific job then testing the result.

EXPRESSIVE ARTS

Expressive Arts encompasses four areas:

- Music
- Drama
- Art
- Physical Education (PE)

We benefit from Falkirk Council's provision of specialist teachers of music, art and PE.

One area of expressive arts may be used to provide the impetus for another e.g. a piece of music may be used to evoke an atmosphere for a painting.

MUSIC

Pupils develop skills in the appreciation and creation of music. They learn to understand and read musical notation, to appreciate rhythm and pitch and to experiment with sound. Tuned and un-tuned percussion instruments are used by pupils to accompany songs and in their own compositions. Regular opportunities are provided to pupils to perform in public.

DRAMA

Drama helps to build skills in communication and to develop self-confidence. Skills are developed in expressive movement, the performance of plays and an appreciation of audience awareness.

ART

Specific art skills are developed in isolation, in addition to frequent cross-curricular links. Pupils study different mediums, the use of colour, tools and processes in addition to developing an appreciation of works of art.

PHYSICAL EDUCATION

Skills are developed in a range of areas including: dance, gymnastics, team games and fitness.

Pupils are actively encouraged to participate in a range of extra-curricular sporting events e.g. cross-country league, football tournaments etc.

RELIGIOUS AND MORAL EDUCATION

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

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

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

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

The key human aspects of learning are supported by:

- Creating an atmosphere that is both caring and challenging and which provides opportunities for the development of personal responsibility.
- Promoting social and moral learning through the way in which disciplinary issues are handled.
- Ensuring staff and adults within the school provide positive models for pupils.
- Arranging regular gatherings of the school community and using such occasions to encourage and reinforce the values on which the school is based.
- Enriching the curriculum in all appropriate areas with an emphasis on moral, social and cultural development.
- Providing opportunities within the curriculum to advance personal and social development.
- Providing a programme of religious education in which consideration will be given to responses to basic questions relating to the meaning, value and purpose of human life.
- Providing a programme of moral education.
- Taking every opportunity to acknowledge, value and appreciate the various cultures and heritage of our pupils and to encourage them to appreciate and value the cultures and heritage of others.

Parents who wish to exercise their right to withdraw their child from religious instruction and / or observance should contact the headteacher, in writing, and alternative arrangements will be made for your child.

Every school is encouraged to offer as wide a range of sporting and cultural activities as possible. In this context, the Authority provides a degree of financial and administrative support for leagues, competitions, festivals and similar events but it is recognised that, again, the help of parents and the community is irreplaceable. Quite separately, the Council also undertakes to organise and administer certain events and many schools take part in these.

Please contact the headteacher if you would like any further information about the curriculum within our school.

LEARNING TO ACHIEVE

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

We want all learners in our schools to have enjoyable, challenging experiences allowing them to work to their full potential. For economic and social reasons we must enable all young people to be pro-active and independent within their own learning experiences.

Our service must support young people to develop resilience of character and the creativity and flexibility necessary to function in our rapidly changing society. Learners will then develop the skills and attributes which will allow them to make a positive contribution to society and to their own health and well-being. We must inspire young people to become enthusiastic lifelong learners.

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

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

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

education of our young people to raise the bar and ensure the best possible educational outcomes.

SCHOOL CHAPLAIN

Our School Chaplain, Rev Andrew Randall from Larbert Old Church. We also enjoy links with a number of other churches in the local area.

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

HEALTH AND WELLBEING

Larbert Village Primary is a Health Promoting School. We aim to promote good health, both for the individual and the wider community and to raise awareness of possible dangers to pupil's health and well-being. Studies include:

- Personal and oral hygiene
- The body
- Substance abuse and smoking
- Diet and exercise

We have well-established links with external health agencies and the School Nurse who helps us in our delivery of this area of the curriculum.

PERSONAL AND SOCIAL DEVELOPMENT

We use the 'Circle Time Model' (J Mosley) as the basis for structured listening and discussion sessions within our classes. Circle Time ensures a safe and structured way for children to discuss their feelings and specific issues.

In addition, we have structured whole school PSD programme to ensure that children develop vital skills, tackle issues such as bullying and self-esteem in a balanced and progressive way.

INFORMATION TECHNOLOGY

We aim to develop in our pupils the skills and knowledge necessary to meet the challenges of the technological age. Pupils will use a wide range of technology to

support their learning e.g. digital camera, video recorder, programmable toys, tape-recorders, interactive white-board.

Computer programmes are used to support many curricular areas in addition to developing computing skills. The school has access to the internet and pupils and parents must agree to Falkirk Council's Internet Users Policy prior use.

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 fitments 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.

OUT OF HOURS LEARNING

A range of clubs run through the year and these are reviewed annually to reflect school and pupil needs.

These clubs provide additional opportunities for our children to learn new skills, improve their study skills etc.

ASSESSMENT

Baseline Assessment is completed in May for all children in their pre-school year as part of the summative reporting process informing transition to primary 1. Baseline Assessment allows a snapshot picture of where individual children have reached in their literacy 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. We are working, within the new curriculum, to develop ongoing sharing of learning between home and school. 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.

CURRICULUM FOR EXCELLENCE - LEVELS OF ATTAINMENT

EARLY LEVEL	Attainable by most children in Nursery - P1
FIRST LEVEL	Attainable by most children in P2 - P5
SECOND LEVEL	Attainable by most children in P6-P7
THIRD LEVEL	Attainable by most children in S1 - S3

Standardised testing in Language takes place in the Summer term for P2 and the Autumn term for P5.

We would appreciate immediate contact from you if you are concerned about your child's progress.

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.

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.

SECTION 3

SCHOOL POLICIES

CURRICULAR POLICIES

We have written curricular policies that are the subject of ongoing discussion, consultation and consequent amendment. In addition we are developing a range of policy summary leaflets that we will circulate to all parents from time to time. Copies of the summary leaflets are available at the school office and full policy statements are available on request.

PROMOTING POSITIVE BEHAVIOUR

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

Certificates are presented to individual children for effort and special achievements at weekly assemblies. Evidence of their good work is displayed on special display boards for all to see in the Assembly Hall.

We operate a 'House System' with every child allocated to one of four houses when they enrol in school:

Dundarroch (Yellow)
Eastcroft (Red)
Glenbervie (Green)
Pretoria (Blue)

Children can earn house points in a variety of ways e.g. special achievements, good manners, acts of kindness etc.

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

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

REWARDS AND SANCTIONS

Golden time is used to reward good behaviour.

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

If a child breaks a golden rule they are:

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

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

If a child's behaviour continues to cause concern resulting in a referral to the Headteacher. This will automatically result in parents being contacted.

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

PLAYZONES

In May of each year Primary 6 pupils are invited to apply to become a member of our 'Playzones Squad'.

During the months of May and June initial training to Squad members is provided, with training in how to appropriately assist young children during their initial year in school.

Over the course of the year the Playzones Squad help in the playground on a rota basis. Between 12.45 and 1.15pm each lunchtime the Playzones Squad are responsible for leading a range of structured play activities e.g. parachute, marbles, skipping. They ensure that the play equipment is distributed and returned, they help provide support to younger pupils and encourage pupils to play constructively. They are easily

distinguishable in the playground by their bright orange tabards. Regular meetings throughout the year provides an opportunity for ongoing training and development.

In addition to our Playzones Squad we have a team of Monitors. They look after our infant children in the dining room, return packed lunch boxes to classrooms etc.

SCHOOL COUNCIL, ECO COMMITTEE and SCHOOL NUTRITION ACTION GROUP

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

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

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

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

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

Other groups that help to lead our school improvement are; Website committee, Junior Road Safety officers, World Wide council, Fairtrade group and Enterprise committee.

BUDDIES

In May our Primary 5 pupils are selected to become Buddies to our new intake children. They spend time in the nursery in June to develop a friendship with their nominated pupil. When this child then starts Primary 1 they have a senior pupil as their special friend.

PUPIL CONDUCT

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

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

GOLDEN RULES

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

1. Do be honest. Do not cover up the truth.
2. Do be polite. Do not be rude.
3. Do be kind. Do not hurt others.
4. Do work hard. Do not waste time.
5. Do pay attention. Do not ignore.
6. Do look after all property. Do not damage anything.

PLAYGROUND SAFETY RULES

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

MULTICULTURAL AND ANTI-RACIST POLICY

The Authority has a multicultural and anti-racist policy. We endorse and implement the Racist Attacks and Harassment Multi-Agency Strategy. All educational establishments have a responsibility to report racist incidents by completing a Racist Incident Monitoring Form.

EQUAL OPPORTUNITIES POLICIES

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

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

ENGLISH AS AN ADDITIONAL LANGUAGE

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

GENDER EQUALITY

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

SUPPORT FOR LEARNING

When specific support needs are identified for individuals or groups of pupils 'Individual Educational Programmes' (IEP's) are drawn up. These outline the specific needs of a child, state targets to be achieved and the means by which this support will be undertaken.

We place a high priority of involving parents in consultations regarding additional support and parents will be invited to become involved from the outset. All IEP's are reviewed and adjusted as required on a regular basis throughout the school year. Where necessary we involve other agencies to assist our support programme with parental consent e.g.

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

An Enhanced Provision was established at Larbert Village Primary in August 2002. This provision supports children who require significant levels of support, including some who live out with the normal catchment area for the school. This provision incorporates a base classroom and additional teaching and support staff. The children, for who this support is provided, form part of mainstream classes as appropriate to their age and stage. Whenever possible they undertake curricular work with their peers in their mainstream class with appropriate additional support.

ADDITIONAL SUPPORT NEEDS

As with all local authority schools in Scotland, this school operates under the terms of the Additional Support for Learning Act (2009) and its accompanying Code of Practice. Further details of the policies and procedures can be found on the Falkirk Council website, and the school's Additional Support for Learning Co-ordinator will be able to outline the support that can be offered in school.

Working with other agencies and professionals - for example, Social Work Services, Educational Psychology Service, National Health Service and parents - decisions are made with regards to the best possible education to meet the needs of the child within the resources available.

Parents, carers and children with additional support needs can also seek independent advice and support through:

Enquire: www.enquire.org.uk, 0845 123 2303

Scottish Independent Advocacy Alliance, www.siaa.org.uk, 0131 260 5380 **Take**

Note: National Advocacy Service for Additional Support Needs (Barnados in association with the Scottish Child Law Centre) www.sclc.org.uk, 0131 667 6633.

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.

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 be set for pupils from Primary 1 to Primary 7 and should take no longer than 20 minutes to complete. Homework is normally only given Monday to Thursday.

Typical homework activities will include:

- Reading

- Written tasks (language, maths)
- Spoken tasks e.g. times tables, poetry
- Research
- Collecting of data/objects for classroom use

In mathematics we use 'Heinemann Home Links'. These activities are directly related to the class work being undertaken and provide you with a means of keeping informed about the learning and teaching that is taking place at any one time.

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.

Trousers/skirt	grey/navy
Shirt	white
Tie	silver & blue
Polo shirt	white or grey
Sweater	navy
Sweatshirt	navy or grey
Fleece	navy
Summer dress	pale blue & white

School uniform can be bought from Trutex shop in Vicar Street, Falkirk. School also does one main order annually in the Summer term.

Polo shirt	£6 - £7.60
Sweatshirt	£7.00 - £8.30
Fleece	£11.00 - £14.50
Schoolbag	£5.80
Jacket	£13.50-£20.50

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

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.

Some families may be eligible for free school meals or assistance towards the purchase of clothing. For more information on clothing grants you can contact the Council's Advice & Information helpline on 01324 590599 or visit the Falkirk Council website, www.falkirk.gov.uk where you can download an application form. Application forms are also available from Falkirk Council One Stop Shops.

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.

INSURANCE COVER FOR SCHOOL CHILDREN

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.

SECTION 4

PUPIL WELFARE

ATTENDANCE AT SCHOOL

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

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

Whenever your child is absent from school, you should contact the school as soon as possible (preferably before 9.45am in primary schools and before 10am in secondary schools/additional support needs schools) on the first day of absence to let them know.

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

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

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

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

PRIMARY SCHOOL ADMISSIONS

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

When commencing Primary 1 education, your child will normally attend the local denominational or non-denominational Primary school (regardless of religion) and transfer from it, after Primary 7, to its associated Secondary school.

Details of the catchment areas and boundaries can be obtained from the Forward Planning Section - tel. 01324 506619/506608 Education Services, or the relevant school.

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

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

PLACING REQUESTS

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

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

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

Placing Requests can only be approved when there are sufficient places remaining in the class after all catchment area children have enrolled and if staffing and accommodation at the school are able to meet the numbers of Placing Requests at that school. Education Services can also reserve places in a class for future catchment pupils they expect to move into the area in the following school year.

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

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

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

Any Placing Requests received after the 15th March for Primary 1 and Secondary 1 will not be considered in the first round of Placing Requests. Parents / Legal 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.

PRIMARY TO SECONDARY TRANSFER

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

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

You do not need to submit a Placing Request if you want your child to transfer from a non-denominational secondary school or vice-versa at the primary to secondary transfer stage, as long as the intended secondary school is still the catchment school for your home address.

Parents of children who are planning to change from denominational to non-denominational or vice-versa between primary and secondary school should ensure that both the primary school and the intended secondary school know what is to happen.

TRANSPORT FOR PRIMARY AND SECONDARY SCHOOL CHILDREN (EXCLUDING PLACING REQUESTS)

Free school transport is provided to and from your home address to your child's catchment school if they are distance entitled. Falkirk Council operate a more generous distance entitlement policy than required by law.

Distance entitled children will be:

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

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

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.

MID SESSION TRANSFERS

You may make a Placing Request at any time during a School session. If your child is experiencing problems at School, you are advised to discuss the matter with the Head Teacher prior to making a Placing Request.

Completing the Application Form does not guarantee a place for your child at your chosen School. Your Placing Request will only be granted if there are surplus places available at the School.

TRANSPORT FOR PLACING REQUESTS

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

SCHOOL MEALS

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.

Meals are cooked in Carron Primary School and are delivered to us each day. We are required to telephone our daily meal order to Carron's kitchen by 10am each morning. If your child is going to be late arriving at school e.g. dental appointment, please telephone the school prior to 10am to request a meal if required.

To assist in the administration of money, dinner money is collected on a Monday for the week.

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

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

No glass bottles are allowed. Plastic containers and cans are acceptable but must not be taken out to the playground after use.

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

Some pupils prefer to bring their own packed lunch. Please ensure that your child's lunch box is clearly labelled to ensure their safe return.

FREE SCHOOL MEALS

Some families may be eligible for free school meals. Application forms are available from the School, Falkirk Council One Stop Shops, or can be downloaded from the Falkirk Council website. The forms have to be completed by the parent or carer along with supporting documentation as detailed on the application form. An application is required for every school session. Help with filling out the form, and more information on school meals and grants can be obtained from the Council's Advice & Information helpline on 01324 590599.

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

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

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.

We operate a healthy tuckshop throughout the session.

WET WEATHER ARRANGEMENTS

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

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

GENERAL SUPERVISION

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

During intervals the school helpers and janitor supervise the children in the playground with the help of senior pupils. In addition, the Senior Management Team is on call to cope with any difficulties that may arise. There is always access to the building and the children are made aware of this.

The playground supervisors are clearly visible to pupils in their bright yellow jackets and the children are regularly reminded that they should report any concerns to the supervisors immediately so that appropriate action can be taken.

SCHOOL HEALTH SERVICE

Forth Valley NHS Board has a statutory obligation to provide a health service for all school-age children in Falkirk District. The aim of the service is to make sure that all children are in the best possible health to benefit from their education and to provide the Education Authority with advice about the spread of infections and the promotion of good health. This service is provided by staff from Forth Valley Primary Care NHS Trust.

Parents will be given the opportunity to meet the named nurse for the school when their child starts in Primary 1. This will involve the parents completing a health questionnaire for the child and requesting an appointment if required. All children in primary 1 and at other selected stages will be seen to have their height, weight and vision checked. High school pupils are also offered immunisation and at the appropriate time will be issued with a form for information and consent.

If you have any concerns with your child's health, which may affect their education, then an appointment can be arranged with your named nurse by contacting the department at the telephone number below. School staff with parental permission

can request an appointment with the named nurse at any time. Hearing is no longer being tested in school and teachers and parents are encouraged to report any concern about hearing especially in Primary children. The named nurse will also offer health promotion sessions within the school setting at agreed times with the school. If you wish further details about the content of these sessions then this is available by either speaking to the teacher or contacting the named nurse at the telephone number below.

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

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

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

The School Health Service can be contacted at:-

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

Infectious Diseases

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

For advice about early detection and treatment for other infectious diseases eg chickenpox and mumps, please consult your GP or Nurse.

Head Lice

Head lice are spread through head to head contact at home, while playing or in school.

Regular wet combing of your child's hair using a head lice detection comb is the best way to catch this possible problem at an early stage.

The only way to be sure that your child has head lice is to find a live louse. If you find live lice, get the correct lotion from your doctor, health visitor or pharmacist. Shampoos and other treatments are not effective.

One treatment is two applications of the treatment lotion, seven days apart. If this is not followed then re-infection is likely.

Advise family members and close friends that your child has head lice and that they should check their own hair. Only treat if live lice are found. Don't be shy about advising others of this possible problem because you would likely tell family and friends about other infections which might affect them.

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

Further advice can be obtained from the Health Board head lice leaflet which is available in all schools and health centres. Education Services leaflet "Frequently Asked Questions", which is also available in schools.

If you would like to discuss your particular concerns, you could speak to:

Infection Control Lead Nurse
Primary Care Operating Division
Room 1
Microbiology Lab
Falkirk District Royal Infirmary
Westburn Avenue
Falkirk
FK1 5QE
Tel: 01324 614687

Clinics

From time to time some children are asked to attend clinics (eye clinics, dentist, doctor, etc). Please inform the school of these visits and arrange for your child to be collected if he/she must leave school to attend the clinic.

No child will be allowed away from school during school hours unless accompanied by a responsible adult or unless written permission to do so has been given by the parent.

Protecting Children and Young People

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

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

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

MEDICINE ADMINISTRATION

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

SECTION 5

STATISTICS

RAISING ATTAINMENT

Monitoring performance and using the resulting information to secure improvement is an important part of the work of headteachers, school staff and officers within Education Services.

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: Larbert Village Primary School	Id No.: 240 - 5744229
---	------------------------------

Budgeted Running Costs For Financial Year 2010 - 2011

School Roll at September 2009	260
Total School Running Costs at April 2010(£)	991,700
Cost per Pupil (£)	3,814

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)	16,874	17,528	13,208	13,464	12,928	10,472	12,870	97,344
Percentage Authorised Absences	3.6	3.7	3.4	4.3	3.5	3.4	3.1	3.6
Percentage Unauthorised Absences	0.6	0.7	0.6	1.2	1.1	0.4	0.9	0.8

**INFORMATION FOR PARENTS 2010
PRIMARY SCHOOLS**

School: Larbert Village Primary School	Id No.: 240 - 5744229
---	------------------------------

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	86	87
Writing	85	81
Mathematics	89	87

Minimising Overall Absence

	Absence recorded (2008/2009) Average number of half days absence per pupil	Absence recorded (2009/2010) Average number of half days absence per pupil
Absence	15.5	16.6