

# **Maddiston 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).

# **MADDISTON PRIMARY SCHOOL**

## **Handbook for Parents**

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

**School Address:** Glendevon Drive  
Maddiston  
Falkirk  
FK2 0GT

**Telephone Number:** (01324) 506750  
**Fax Number:** (01324) 506751

**Headteacher :** Ms Anne Macdonald

**Depute Headteacher:** Vacancy  
**Depute Headteacher:** Mrs Sue Storrar

**Principal Teacher:** Mrs Evelyn Macdonald  
**Principal Teacher:** Ms Stacey Collier-West

**Roll of the School:** 372 + 80 Nursery

**Number of Staff:** 24.1 Teachers  
1 Senior Early Years Officer  
3 Early Years Officers  
14 Support for Learning Assistants

**Stages of School:** P1 to P7 + Nursery Class + ASL Wing

## **THE SCHOOL DAY**

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

## **Infants 1 and 2**

Morning Session                      9.00am            -            12noon

Afternoon Session                    1.00pm            -            3.00pm

Primary 1 children only attend school in the morning for the first week and full-time thereafter.

## **NURSERY CLASS**

The Nursery Class has accommodation for 40 children in the morning and 40 in the afternoon. The class is staffed by a Teacher (0.5), a Senior Early Years Officer and three Early Years Officers.

Morning class                      9.00 am            -            11.30 am

Afternoon class                    12.30pm            -            3.00 pm

Children attending the Nursery Class must be delivered and picked up by an adult.

## **ASL Wing (The Time Zone)**

The ASL wing accommodates 14 children with complex learning difficulties for the full school day. The wing is staffed by a depute head teacher, three class teachers and six SLAs.

Dear Parent/Carer,

Welcome to Maddiston Primary School.

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

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

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

### **SECTION ONE – SCHOOL INFORMATION**

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

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

### **SECTION TWO – CURRICULUM INFORMATION**

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

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

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

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

### **SECTION THREE – SCHOOL POLICIES**

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

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

With regard to Curriculum for Excellence all school policies are being reviewed and updated.

- Additional Support Needs - to be updated 2010-2011
- Discipline and School rules –to be updated session 2010-2011
- Anti-Bullying – Positive Behaviour-to be updated session 2010-2011
- Early Intervention
- Inclusion
- Literacy
- Global /International education
- Child Protection

#### **SECTION FOUR – 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
- 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.

Anne Macdonald  
Headteacher  
Maddiston Primary School

# **School Brochure**

## **Section One**

### **School Information**

## **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.

## **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) / PARENTS ASSOCIATION (PA)**

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

The Chairperson of the Parent/Staff Association is Alan Brown

The PSA may be contacted by accessing the PSA website on [Maddiston.psa@falkirk.gov.uk](mailto:Maddiston.psa@falkirk.gov.uk)

The Scottish Parent Teacher Council is the national organisation for PTAs and PA's 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.

## **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. General enquiries can be made through the school website but we do not encourage parents to contact staff directly through their web addresses.

The school web address is [www.maddistonprimaryschool](http://www.maddistonprimaryschool)

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

We welcome visits by parents. We are pleased to discuss the work of the school and the child's progress at any time during the session. If parents want to talk to the class teacher please contact the Headteacher for an appointment. This avoids disrupting the class during the busy day.

Parent's Evenings are held in October/ November and May/June. At that time parents are given a specific appointment time. From time to time, during the session children will bring their jotters and work books home to discuss them with the parents. Parents are invited to write comments on the work on the accompanying form. Parents will receive an updated report on their child's progress before the discussion. Parents will also receive a report in May.

In any emergency, keys, messages, etc. to be given to your child must be left at the office. They will then be given to the child by staff. This prevents disturbing the class at work.

## **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)

## **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](http://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](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.

## **SECONDARY SCHOOL**

At the end of P7 pupils normally transfer to:

Braes High School.  
Newlands Road  
Reddingmuirhead  
Falkirk  
FK2 0DA

Tel: 01324 719551

FALKIRK COUNCIL : EDUCATION SERVICES  
 Agreed Term Dates for Session 2011-2012

<b>School Year</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 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
<b>Less Term Time Public Holidays</b>		4	4
<b>Less Staff Development Days</b>			<u>5</u>
		<b><u>195</u></b>	<b><u>190</u></b>

**Term Time Public Holidays**

Monday 12 September 2011  
 Friday 17 February 2012  
 Monday 20 February 2012  
 Monday 7 May 2012

**Staff Development Days**

Monday 22 August 2011  
 November 2011 Staff Development Days – to be confirmed  
 February 2012 Staff Development Days – to be confirmed

# **School Brochure**

## **Section Two**

### **School Curriculum**

# CURRICULUM FOR EXCELLENCE

## BRINGING LEARNING TO LIFE AND LIFE TO LEARNING

Curriculum for Excellence

### 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.

### **Current Arrangements**

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

- Language (including a Modern Language)
- 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.

We aim to create a positive ethos by

- Making pupils, parents and staff feel valued
- Creating a welcoming environment for visitors
- Encouraging and motivating pupils to give of their best

We will provide an appropriate curriculum by

- Effective planning and evaluating
- Encouraging pupils to develop according to their needs and abilities
- Using a variety of methods and approaches to deliver the curriculum
- Taking account of breadth, balance, continuity, coherence and progression
- Monitoring, managing and deploying resources effectively to improve standards
- Setting achievable targets in order to raise standards and attainment
- Implementing informal and formal assessment strategies to assess pupil's progress

We will foster the personal and social development of our pupils by

- Encouraging co-operation with and respect for others
- Building their self esteem
- Promoting positive attitudes, self discipline and independence
- Developing their personal religious search, fostering positive attitudes, moral values and a sense of community

We will create a good relationship with parents and the wider community by

- Developing good communication
- Creating opportunities for involvement
- Respecting and listening to their views

We will encourage pupils to develop positive attitudes to their environment by

- Taking pride in the local area
- Developing a sense of responsibility for its care

We aim to respond to educational change by

- Monitoring, evaluating and further developing the school plan
- Involve staff in formulating aims and policies
- Develop staff through the process of staff review and development
- Identify needs which can be met at school, council and national level
- Providing opportunities for all staff to further their individual professional development

**Language** - includes reading, writing, listening and talking, spelling, grammar and handwriting. The core reading scheme is Oxford Reading Tree and Kingscourt. Both are supplemented with a range of other reading materials. The North Lanarkshire Active Literacy pack is in use from P.1-P.3

**Mathematics** - includes problem solving and enquiry, information handling, number, money, measurement, shape, position and movement. Core scheme is Heinemann Mathematics. This year we will pilot the Heinemann Active maths at stages throughout the school.

**Environmental Studies** - includes Society, Science and Technology.

**Expressive Arts** - includes Music, Drama, Art and Physical Education. Some of these areas are supported by specialist teachers.

**Health Education** - includes Physical Health, Emotional Health and Social Health.

**Modern Languages** - French is taught throughout the school. Specialist support is offered at Primary 7 and the Nursery.

**Religious & Moral Education and Personal & Social Development** - includes Christianity, other World Religions and an appreciation of moral values such as honesty, liberty, justice, fairness and a concern for others.

We are supported by Mr David Campbell, Chaplain for Maddiston Evangelical Church, who comes into school regularly, and by Rev. Louise Mc Clements, minister for Muiravonside and Shieldhill Church. Both support our Christian based assemblies.

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.

**Computers** - We have a purpose built suite of Research Machine computers. There are two computers in most classrooms which are networked and have access to the Internet. Each class has an interactive whiteboard. We have a variety of software for all curricular areas.

**Research** - We have a modern library which is stocked with all the latest fiction books, non-fiction books, reference and encyclopaedias. The library is computerised using the 'Alice' system for borrowing books and stock control. There is access to the Internet.

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.

## **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.

GL standardised assessment is delivered at P.2 and P.5. The results are used to support the teacher's professional judgement.

As pupils progress through school, teachers use a range of assessment strategies, including Assessment is for Learning strategies as well as setting tests. Pupils are also involved in assessing their own progress and developing their next steps.

We recognise that all pupils do not develop and progress at the same rate and, therefore, we use both group and individual methods to ensure that all pupils are given appropriate instruction and the opportunity to succeed. Please contact the school as soon as possible if you have any concerns about your child's progress.

Parents have the opportunity to discuss their child's progress with class teachers on Parents' Evenings. Pupil Summary Reports are sent home to parents and they have an opportunity to comment on these. In addition, of course, parents are welcome to contact the school at any time to ask for information or for an appointment to consult with the Headteacher or class teacher.

## **ACTIVE LEARNING**

Curriculum for Excellence emphasises the value of an active learning approach. In the early years, children will have a range of learning experiences that include planned and purposeful play and stimulating learning which engages and challenges children's thinking using real life and imaginary situations. As children progress through school they continue to be involved in active learning experiences which are engaging and give them ownership of their own learning. We have introduced cross curricular and cross stage community learning.

## **PLANNING CHILDREN'S AND YOUNG PEOPLE'S LEARNING**

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

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

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

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

## **HOMEWORK**

The approach to homework continues to evolve as Curriculum for Excellence impacts. We continue to seek the views of staff, pupils and parents. A homework policy and parent support leaflet are available.

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.

## **CARE OF BOOKS / MATERIALS**

To enable us to provide the best possible education for your child, every care should be taken to look after the school's resources and facilities. Parents are asked to remind their child(ren) that all school equipment and fittings should be used with care.

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

## **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**

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. Our P5 children receive a block of swimming tuition.

## **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](http://www.activeschoolsfalkirk.co.uk).

# **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 the pupils and to encourage them to appreciate and value the cultures and heritage of others.

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

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

## **EQUAL OPPORTUNITIES POLICIES**

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

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

### **Inclusion Policy**

The school has devised its own inclusion policy to reflect the positive inclusion agenda and ethos unique to our establishment. All staff show commitment to inclusion. All children are given opportunities to integrate with their peers for social activities within the school calendar. As well as the ASL pupils joining with the mainstream classes for a variety of activities, mainstream pupils are included in a range of activities within the ASL wing on a daily basis.

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

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

School uniforms are supplied by Trutex retailers in Falkirk.

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 with 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](http://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. We request that earrings are either removed or covered with micro pore

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

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

## **PHYSICAL EDUCATION CLOTHING AND FOOTWEAR**

1. T-shirt
2. Shorts
3. Gym shoes

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

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

Infant children keep an overall and gym shoes for daily use in the classroom. No jewellery is to be worn in the gym.

## **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.

<b><u>Compensation:</u></b>	1. Death	£20,000
	2. Permanent Total/Partial Disablement (continental scale of benefits)	£20,000

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

# **School Brochure**

## **Section Four**

### **Pupil Welfare**

## **ATTENDANCE**

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. The school will issue a group call around 10am to all parent /guardians who have not contacted the school. Please respond to any group call received.

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.

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 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) 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](http://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 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 / 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.

## **ADDITIONAL SUPPORT NEEDS**

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

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

Where the school feels a child has additional support needs, parents will be invited to the school to discuss this with the Headteacher. In either case, after consultation, and if appropriate, help will be sought from the relevant Falkirk Council Agency, with parental consent.

At present there are 6 children in attendance at the school with additional support needs. Provision for pupils with severe, profound and complex additional support needs is provided in the Additional Support for Learning wing (Time Zone) in Maddiston Primary School

## **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.

## **LEARNING SUPPORT**

We have a full-time Learning Support Teacher. Where there is a need she works in classes supporting groups of children.

## **PRIMARY TO SECONDARY TRANSFER**

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

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

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

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

## **MID SESSION TRANSFERS**

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

## **TRANSPORT FOR PLACING REQUESTS**

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

## **PUPIL CONDUCT**

A partnership between the School and parents is required in order to ensure the best possible standards of pupil conduct. Pupils are expected to set themselves high standards in appearance and behaviour. School rules have been devised to encourage the maximum amount of self-discipline. The rules themselves are relatively simple and few in number to allow for the smooth running of the school. The general aim is to produce an atmosphere of friendly co-operation, encouraging respect and consideration for other persons and for property. A behavioural agreement is included in the School Enrolment Form that parents complete when enrolling their child(ren).

## **DISCIPLINE AND PERSONAL AND SOCIAL DEVELOPMENT**

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

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

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

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

Good behaviour is expected and breaches of discipline are dealt with by warnings, additional work or deprivation of privileges.

Parents can have a copy of our discipline policy on request to the Headteacher.

## **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.

## **SCHOOL MEALS**

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

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

School lunches are ordered and paid for on a daily basis (although we encourage parents/guardians to pay for one week's lunches on a Monday). The school does not have a budget to sustain non-payment and will contact parents on the second day of non-payment.

Children return to the playground after they have eaten their school meals or packed lunch. We do not encourage children to take food from the Dinner Hall to the playground for reasons of health and safety. Children are discouraged from bringing cans or bottles and are always encouraged to have a healthy packed lunch or snack.

School meals are cooked on site. P.1 parents have an opportunity to eat with their children early in their first term at school. Comment/complaints sheets are available on Catering Notice Board in the main office.

The school also operates a 'Breakfast Club' from 8.15 – 8.45 a.m. at a cost of £1.20.

## **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.

## **SCHOOL TUCK SHOP**

The school runs a healthy tuck shop every day at morning break. The profits go towards pupil activities and resources.

## **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 school lunches may remain in school during wet weather but again, supervision is limited.

We ask that parents of children who go home for lunch, keep them there until 12.55 pm on wet days as the school cannot cope with the supervision of large numbers of children during the lunch break.

Children are not allowed on grass areas during and after wet weather. At intervals on wet days, children remain in school.

## **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 the morning interval there are six staff members on playground supervision. At lunchtime from 12.15pm onwards there are four staff members on duty in the playground, including a first aider. The other members of staff are on duty in the dinner school .

There is always access to the main building and children are aware of this.

## **UNEXPECTED CLOSURES**

Most 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.

## **SCHOOL HEALTH SERVICE**

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

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

The named nurse will also offer health promotion sessions within the school setting at agreed times with the school.

If you wish further details about the content of these sessions then this is available by either speaking to the teacher or contacting the named nurse at the telephone number below.

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

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

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

The School Health Service can be contacted at:-

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

### **Infectious Diseases**

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

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

### **Head Lice**

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

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

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

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

Advise family members and close friends that your child has head lice and that they should check their own hair. Only treat if live lice are found.

Don't be shy about advising others of this possible problem because you would likely tell family and friends about other infections which might affect them.

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

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

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

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

### **Clinics**

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

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

### **Protecting Children and Young People**

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

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

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

### **Medicine administration**

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

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

# **School Brochure**

## **Section Five**

### **School Statistics**

## **RAISING ATTAINMENT**

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

Details of the school attainment in the areas of reading, writing and mathematics, along with attendance information, can be found in the following pages.

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**INFORMATION FOR PARENTS 2010  
PRIMARY SCHOOLS**

<b>School:</b> Maddiston Primary School	<b>Id No.:</b> 240 - 5744520
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***Budgeted Running Costs For Financial Year 2010-2011***

<b>School Roll at September 2009</b>	355
<b>Total School Running Costs at April 2010 (£)</b>	1,486,710
<b>Cost per Pupil (£)</b>	4,188

***Attendance And Absence For School Year 2009/2010***

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
<b>Total Number of Possible Attendances(Pupil Half Days)</b>	17,862	19,734	19,964	20,844	20,230	18,952	14,930	132,516
<b>Percentage Authorised Absences</b>	4.9	3.5	3.0	2.9	3.1	3.6	3.5	3.5
<b>Percentage Unauthorised Absences</b>	1.2	0.7	1.1	1.3	1.0	1.3	1.0	1.1

**INFORMATION FOR PARENTS 2010  
PRIMARY SCHOOLS**

<b>School:</b> Maddiston Primary School	<b>Id No.:</b> 240 - 5744520
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***5-14 Attainment***

	<b>Previous level of performance (June 2009) % P3, P4, P6 and P7 roll attaining or exceeding minimum 5-14 levels for their stage</b>	<b>Present level of performance (June 2010) % P3, P4, P6 and P7 roll attaining or exceeding minimum 5-14 levels for their stage</b>
<b>Reading</b>	77	84
<b>Writing</b>	77	82
<b>Mathematics</b>	89	87

***Minimising Overall Absence***

	<b>Absence recorded (2008/2009) Average number of half days absence per pupil</b>	<b>Absence recorded (2009/2010) Average number of half days absence per pupil</b>
<b>Absence</b>	16.7	17.2