



Falkirk Council – Education Services

STENHOUSEMUIR PRIMARY SCHOOL

SCHOOL PROSPECTUS

2011 - 2012



A FOREWORD BY THE DIRECTOR OF EDUCATION

Session 2011-12

This brochure contains a range of information about your child's school which will be of interest to you and your child. It offers an insight into the life of the school and also offers advice and assistance which you may find helpful in supporting your child's education.

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

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

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

I am pleased to introduce this brochure for session 2011/12 and hope that it will provide you with all the relevant information you may need concerning your child's school. If you have any queries regarding the contents of the brochure please contact the Headteacher of your child's school who will be happy to offer any clarification you may need.

Julia Swan
Director of Education
Falkirk Council

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

Dear Parent/Carer,

Welcome to Stenhousemuir 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. It tells you the names of all our staff and how our school day and school year are made up. Our school's aims are also detailed within this section.

Lastly, it includes information on the Friends of Stenhousemuir Primary 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.

SECTION FOUR – ARRANGEMENTS FOR PUPIL WELFARE

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

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

SECTION FIVE – STATISTICAL INFORMATION

Education Services are legally required to provide the undernoted statistical information

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

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

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

Linda-Anne Reid
Headteacher
Stenhousemuir Primary School

School Brochure

Section One

School Information

LOCAL INFORMATION

Stenhousemuir Primary School is in a very attractive setting with Tryst Golf Course to the north and large grass playing fields to the south. It has a reputation for a quality provision of education. The curriculum is broad and balanced and provides for the needs of all pupils. The staff are fully committed to the Curriculum for Excellence. Parents wishing to view the school should telephone (01324) 503440 for an appointment. They will be made most welcome.

OUR VISION STATEMENT

Our aspirations for our pupils are that, in a happy, friendly, secure environment, they will develop to their full potential, intellectually, physically, aesthetically, spiritually, emotionally, morally and socially. We encourage our pupils to be:

- confident individuals
- successful learners
- effective contributors
- responsible citizens.

In this process pupils should come to respect themselves, their families, the school and the wider community. We can only achieve this vision when we work in partnership with parents and we encourage all parents to be fully involved in their child's education. We also require to fully support the staff to ensure they are able to provide the excellence pupils need.

LEADERSHIP STRUCTURE

Certain management and leadership 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.



AIMS

The aims of the school are as follows:

Stenhousemuir Primary support the values, purposes and principles of the Curriculum for Excellence.

Values

- Wisdom
- Justice
- Compassion
- Integrity

These values are the basis for the way all staff, parents and above all, pupils should be treated at Stenhousemuir Primary.

Purposes – all pupils should be supported to become:

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

Principles – In order to achieve the above we will make sure that the curriculum of the school has:

- Challenge and enjoyment – Pupils need to have fun and staff need to have high expectations of what pupils can do.
- Breadth – Pupils should experience a range of subjects.
- Progression – Learning in each class should build on from the learning of the previous class.
- Depth – Pupils need time in school to study some subjects in real depth.
- Personalisation and choice – Teachers need to discuss learning with the pupils so that the topics can be adapted to their class. Within topics, pupils should be given choices.
- Coherence – Pupils should be able to see links between all the subjects that they are taught.
- Relevance – Learning must make sense to the world the pupils live in.

Vision and Aims for Falkirk Council Education Services

The key values of Falkirk Council are:

- **Public Service**
- **Performance**
- **Partnership**

We seek to provide learning which will enable all young people to achieve their potential and participate in the development of a fair and caring society:

We will achieve this by:

- Providing high quality services which support the goals and values of Falkirk Council and contribute to corporate policies and strategies
- Providing a range of services and support which are planned to meet the needs of individuals and provide a coherent, balanced and progressive education for everyone
- Improving access to Education Services by ensuring that the principles of inclusiveness suitably resourced, underpins our work and there is as far as possible equality of opportunity for all regardless of circumstances
- Supporting all staff in the implementation of the Service's strategy for raising achievement
- Providing opportunities for young people to develop the skills, abilities and attitudes to enable them to contribute to the economic, social and cultural well-being of our communities
- Demonstrating our commitment to self-evaluation and a culture of continuous improvement to ensure added value throughout education

School aims

During session 2006/2007, we consulted with pupils, parents and staff on the aims for our school. We consulted with the Pupil Council first and they drew up a list of their ideas. We then took these ideas to the parents at the May parents` meetings. Teaching staff and support staff were also consulted. There was a high level of agreement by all parties.

All parties prioritised the aims as follows:

1. To make learning fun
2. To recognise the things pupils are good at and when they are doing well
3. To support and encourage children to work to the best of their abilities, whatever these may be
4. To have activities that make pupils want to come to school
5. To get you ready for high school
6. To teach Maths and Language in particular
7. To let you work with pupils of all different age groups

Parents asked for the following to be added to the list:

1. To teach children to have an expectation of life

OUR ETHOS

Ethos Vision

- Pupils must live and work in a secure, supportive environment. This must provide them with love and care, and at the same time encourage pupils through the use of positive behaviour strategies to act responsibly and to respect others.
- Most parents make an excellent job of raising their children. However, there are an increasing number of families for whom life is not straightforward. Although we cannot take away their problems we have set some additional structures in place to support them.
- There is an open door policy in the school. Parents can telephone for an appointment at any time. If there is an emergency they can drop in for a meeting.
- There are home/school links with a diary for pupils who require additional support.
- We hold Parents' Evenings each session. These are arranged by appointment. At the start of each session we hold a "Meet the teacher" evening.
- Curricular workshops are held regularly to keep parents informed.
- We facilitate links with outside agencies through links made as part of the Larbert locality model.



School Address	Rae Street Stenhousemuir FK5 4QP
Telephone Number	(01324) 503440
Fax Number	(01324) 503441
Headteacher	Mrs Linda-Anne Reid
Depute Headteacher	Mrs. Charlotte Grogan
Principal Teacher	Mrs. Laura Jarvie
Principal Teacher – 0.6	Mrs Joyce Russell
Roll of the School	390
Number of Full-Time Teaching Posts	25
Visiting Teachers	PE Art
Stages of School	P1-P7

A new nursery class opened in our school in August 2010 and has places for 20 morning and 20 afternoon places. We accommodate pupils in their pre and anti-pre school year.



STAFF

There are currently 390 pupils on the school roll. During session 10/11 there were 14 classes. Some classes are composite classes.

The **Specialist Teacher** allocation varies from session to session. During session 10/11 we were allocated the following:

Art Teacher	2.5 days per week
P.E. Teacher	1.5 days per week

To support pupils who may have **additional support needs** we are allocated the following:

Support for Learning Teachers	We currently have four days L.S.
English as a second Language	Time is provided where required

There are 5 Support for Learning Assistant (Core) in the mornings from 10.45 am - 1.15 pm.

There are 9 full-time Support for Learning Assistants (Advanced) who support a number of pupils with additional support needs.

There are two Clerical Assistants share the full time post from 8.30 am to 4.30 pm. We also have a part time Clerical Assistant.

There is one janitor.

The school hours are:

9.00 am - 12.15 pm
1.15 pm – 3.15pm

Infants and Senior Pupils finish at the same time.

There is a fifteen-minute interval in the morning.

Nursery times are as follows:

Morning	9-11.30am
Afternoon	12.45-3.15pm

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.

Our parent council is called the "Wisdom Warriors" following a school competition for pupils. We also have a logo designed by one of our pupils.



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

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

PARENTS IN PARTNERSHIP

- Friends of Stenhousemuir Primary School.

This is made up from parents, relatives, school employees and other invited members of the community. They raise funds and provide social opportunities for pupils and parents.

- We have parents, grandparents and friends who help in the classroom and in reception.

- Parents and relatives help us in extra curricular work and field trips. Many parents also support our World of Work day.
- Homework is an important home/school link. We prefer to call homework home learning! During session 08/09, we trialled new home learning approaches in P4-7. This new approach is working well and encouraging pupils to be life long learners.
- Where children require additional support to help their behaviour, the child will be issued with a home/ school link diary. This will be discussed with the parent prior to it being issued.
- Monthly newsletters are issued to keep parents up to date with what has been happening in the school. These are also available on our website.
- From time to time your child will carry routine communications from the school giving items of basic information, such as holiday dates, together with information of interest about the life of the school. Enquiries of any kind should be addressed to the Headteacher in the first instance.
- We also have short term parental groups to discuss issues of interest to parents. You will be alerted to these as they arise.
- Information is sent home regularly about your child's progress and this includes samples of their work.

Volunteers are welcome- please contact the school if you want to join in.

The Chairperson of the FOSPS may be contacted through the school if required.

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.

PARENTAL CONSULTATION

Primary Schools offer the opportunity for parents to discuss their child's progress with teachers through arranged meetings. Although arrangements vary in the schools, all parents will be advised of at least two occasions per session when these meetings take place. In addition, of course, parents are welcome to be in touch with the school to ask for information or for an interview at any time.

An appointment system will be organised suggesting definite times and dates when parents can discuss their child's progress with the child's teacher.

PUPIL COUNCIL

The school has a Pupil Council. Each class from P1-7 has an elected representative. The teacher arranges a discussion time for the pupils where they can discuss issues such as pupil behaviour, curriculum and resources. This can be allied to Circle Time and should be a positive experience. They then meet once a month with senior management and pupil issues are considered and where appropriate implemented.

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**](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 Primary 7 pupils normally transfer to:

Larbert High School
Carrongrange Avenue
Stenhousemuir
FK5 3BL

Telephone: (01324) 554233

Requests for transfer to other than Larbert High School must be made to the Director of Education.

Parents of pupils who are at Stenhousemuir on a placing request do not automatically transfer to Larbert High School. Parents should follow the normal placing request procedures.

This brochure is designed to answer as many questions as possible.

However it is recognised that it is important to meet with prospective parents and give them the opportunity to see the school and discuss further, the provisions we make for our pupils. Parents are therefore encouraged to contact us to make an appointment to pay us a visit.

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

School Year	<u>Term Dates</u>	<u>Days</u>	
		<u>Staff</u>	<u>Pupils</u>
Autumn Term Begins (Staff Only - Dev Day)	Monday 22 August 2011	1	-
Autumn Term Begins (Pupils)	Tuesday 23 August 2011		
Autumn Term Ends	Friday 14 October 2011	39	40
Winter Term Begins	Monday 24 October 2011		
Winter Term Ends	Thursday 22 December 2011	44	44
Spring Term Begins	Monday 9 January 2012		
Spring Term Ends	Friday 30 March 2012	60	60
Summer Term Begins	Monday 16 April 2012		
Summer Term Ends	Friday 29 June 2012	<u>55</u>	<u>55</u>
		199	199
Less Term Time Public Holidays		4	4
Less Staff Development Days			<u>5</u>
		<u>195</u>	<u>190</u>

Term Time Public Holidays

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

Staff Development Days

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

School Brochure

Section Two

School Curriculum

CURRICULUM FOR EXCELLENCE

BRINGING LEARNING TO LIFE AND LIFE TO LEARNING

Curriculum for Excellence has now been introduced across Scotland for all 3-18 year olds – wherever they learn. It aims to **raise standards**, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world.

Curriculum for Excellence enables professionals to teach subjects creatively, to **work together** across the school and with other schools, to share **emerging practice** and explore learning together. Glow, Scotland's unique, world-leading, online network supports learners and teachers in this and plans are already in place for parents across the country to have access to Glow.

Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring each transition is smooth. They'll ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of **knowledge** and **skills**.

Every child is entitled to a **broad and deep** general education, whatever their level and ability. Every single teacher and practitioner will be responsible for **literacy and numeracy** – the language and numbers skills that unlock other subjects and are vital to everyday life.

It develops **skills** for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links **knowledge** in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

There will be new ways of **assessing progress** and ensuring children achieve their potential. There will be new **qualifications** for literacy and numeracy from 2012/13. New qualifications at National 4 and 5 will be available from 2013/14. Our well regarded Access, Highers and Advanced Highers will be updated to take account of and support the new approaches to learning and teaching.

There is an entitlement to personal **support** to help young people fulfil their potential and make the most of their opportunities with **additional support** wherever that's needed. There will be a new emphasis by all staff on looking after our children's **health and wellbeing** – to ensure that the school is a place where children feel safe and secure.

Ultimately, Curriculum for Excellence aims to improve our children's life chances, to nurture **successful** learners, **confident** individuals, **effective** contributors, and **responsible** citizens, building on Scotland's reputation for great education.

We have revised **Learning to Achieve** – our flagship policy. **Learning to Achieve** describes in detail how Curriculum for Excellence will be delivered in our educational establishments. We will use **Learning to Achieve** to monitor, develop and improve outcomes for children and young people.

Stenhousemuir Primary support the values, purposes and principles of the Curriculum for Excellence.

Values

- Wisdom
- Justice
- Compassion
- Integrity

These values are the basis for the way all staff, parents and above all, pupils should be treated at Stenhousemuir Primary.

Purposes – all pupils should be supported to become:

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

Principles – In order to achieve the above we will make sure that the curriculum of the school has:

- Challenge and enjoyment – Pupils need to have fun and staff need to have high expectations of what pupils can do.
- Breadth – Pupils should experience a range of subjects.
- Progression – Learning in each class should build on from the learning of the previous class.
- Depth – Pupils need time in school to study some subjects in real depth.
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- Coherence – Pupils should be able to see links between all the subjects that they are taught.
- Relevance – Learning must make sense to the world the pupils live in.

Curricular areas

The curricular areas for the Curriculum for Excellence are detailed in a document called “Building the Curriculum”, and cover the following areas:

- Health and Well being – This includes P.E.
- Languages – This includes Reading, Writing, Listening and Talking as well as Modern Languages
- Mathematics
- Science
- Social Studies – This includes aspects of History, Geography and Modern Studies
- Technologies
- Expressive Arts – This includes Music, Drama and Art
- Religious and Moral Education

The school's curriculum will always take into account the policies and guidelines laid down nationally and by the local authority. Its presentation will be stimulating and effective.

Parents can read in more detail the specific policies and guidelines of the school. These can be obtained in the school.

In Primary 6, pupils have the opportunity to start to study French. This is a two-year course prior to going to secondary school. Last session, pupils in P1&2 were also introduced to French. We are currently looking into ways for all stages to have French, building on the pupils` experience in nursery. We aim to provide taster sessions in a variety of other languages.

Miss Linda Harley is trained to teach Gaelic and her class accesses this each session. We are one of only a few schools with a trained Gaelic teacher.



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

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

RELIGIOUS AND MORAL EDUCATION

The children are given religious and moral education throughout their seven years in school. We have a planned development through the school, which can be discussed with any interested parent. It is designed to help children understand the major faiths and to encourage their spiritual and moral development.

A service is held regularly for all children. The services are led by our local chaplain, as well as leaders from other local churches. Visitors also support class work about different spiritual pathways.

Pupils make visits to places of worship to extend their understanding of faiths other than Christianity.

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

LEARNING TO ACHIEVE

Our **Learning to Achieve** document explains how we will deliver Curriculum for Excellence in Falkirk Council schools. It outlines our aspirations for children and young people in Falkirk. We want all learners in our schools to have enjoyable, challenging experiences allowing them to work to their full potential. For economic and social reasons we must enable all young people to be pro-active and independent within their own learning experiences. Our service must support young people to develop resilience of character and the creativity and flexibility necessary to function in our rapidly changing society. Learners will then develop the

skills and attributes which will allow them to make a positive contribution to society and to their own health and well-being. We must inspire young people to become enthusiastic lifelong learners.

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

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

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

ASSESSMENT

Baseline Assessment is completed in May for all children in their pre-school year as part of the summative reporting process informing transition to primary 1. Baseline Assessment allows a snapshot picture of where individual children have reached in their literacy and numeracy development at the end of their nursery career. This information helps Primary 1 teachers plan for learning at early stages of Primary 1.

An End of P1 Assessment is completed for all children by May of their Primary 1 year. This builds on information from Baseline Assessment and shows the progress that children have achieved in literacy and numeracy.

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

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

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

Formative Assessment

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

Summative Assessment

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

There is a variety of methods of assessment. Some are commercial and some are devised by the teacher. Currently we administer the following tests:

Baseline Assessment

P2 standardised language tests

P5 standardised Language tests

P7 CAT testing

Vernon Spelling Test

We no longer make use of National Assessments in Reading, Writing and Mathematics. These are no longer appropriate due to the Curriculum for Excellence.

For diagnostic purposes – Aston Index and the Phonological Assessment Battery. These are only used for some children.

The assessment procedures used depends on the purpose of the assessment and the nature of the learning area being assessed.

The outcomes of assessment will be made available to parents on request at Parents' Evenings.

The pupils have Home Files, which they bring home at the end of the month. These contain three or more examples of work; one will be an example of a good piece of work. The parent is asked to comment and initial. They should be returned the following school day.

Mathematics and Language will be assessed by the class teacher on an ongoing basis and pupils receive regular written and oral feedback from the teacher. Assessment of other curricular areas takes place regularly. Assessment is now based on how pupils are progressing through the new levels from “The Curriculum for Excellence”. Further information on the criteria used can be discussed with a member of the leadership team.

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.

PLANNING CHILDREN'S AND YOUNG PEOPLE'S LEARNING

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

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

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

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

HOMEWORK

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

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

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

CARE OF BOOKS AND 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.

FACILITIES FOR PHYSICAL EDUCATION AND OUTDOOR ACTIVITIES

We have extensive grounds. The larger area is grassed with several football pitches and running lanes. The gymnasium has a variety of apparatus for Physical Education within the school and is used in the evenings by Sports Development for gymnastic classes. Many of our pupils attend this.

P5 pupils currently receive swimming lessons. P7 pupils accessed swimming at Larbert High School. The Stenhousemuir Cricket Club is close to us and periodically gives instruction. The club has a youth section. Both Stenhousemuir Football Club and Falkirk Rugby Club give training.

During session 2010/2011, all pupils accessed football training supported by Stenhousemuir Football club and Larbert High School.

We now have an Active Schools Co-ordinator to arrange a variety of activities in which pupils can become involved. Information on activities is distributed at the start of each term.

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 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.

In the last two years, we have revised our Language, Homework, Support for Learning and Positive Behaviour Policies. We have also looked at improving the use of IT and developed links with the community and businesses. We have policies for all other curricular areas but some of these require to be updated.

POSITIVE BEHAVIOUR

Our school is a 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.

Our approach is based on **restorative practice**. All our staff were trained in this approach during session 2010/2011.

Class teachers deal with any minor broken school rules. More serious problems and persistent offenders are referred to the PTs and DHT. The most serious, and complex issues are dealt with by the HT. If necessary, a referral to Psychological Services may be appropriate. Parents are fully involved in discussion about pupil behaviour.

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 behaviour.

The most important form of discipline is self-discipline. Children start to learn about self-discipline from their very early days. The level of self-discipline should become greater as the children get older. When the children start school they should already have positive behaviour patterns.

It is important that children understand and respect the wishes and needs of other people. An atmosphere of positive behaviour is more likely to exist where children are motivated and interested. This can only happen where the adults in the children's life are encouraging and interested. Parents and teachers must therefore praise effort and keep setting realistic goals.

It is essential that all our pupils are given consistent messages. It is important that parents and teachers are seen to have the same standards and expectations.

Multicultural and Anti-Racist Policy

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

Equal Opportunities Policies

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

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

English as an Additional Language

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

Gender Equality

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

SCHOOL DRESS CODE

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

The uniform 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.

Please note we are not including a blazer, as they tend not to be cost effective, due to our weather and the speed at which pupils grow. Some parents still like their child to wear the traditional black blazer and this is acceptable. We can supply badges. It should be noted that the school colours are BLUE AND GOLD. Shirts/blouses should be in white.

Boys: Winter Classroom	Approximate Cost
Self-coloured tailored trousers - long or short (not jeans, jogging trousers, tracksuits or play shorts). These should be grey or black	
School tie	£2.50
School sweatshirt	£8.00 - £10.00
Polo shirt	£8.00 - £10.00
Fleece	£13 - £15
Fleece with waterproof outer	£17

Boys: Summer Classroom	
Self-coloured tailored trousers - long or short (not jeans, jogging trousers, tracksuits or play shorts)	
White shirt	
School tie	£2.50
School sweatshirt	£8.00 - £10.00
School open necked short sleeved shirt	

Girls: Winter Classroom	
Self-coloured skirt. This should be grey, black or navy	
Kilt – various lengths available	£25.00 - £27.00
Tailored trousers (not jeans, jogging trousers, long or short tracksuits or play shorts)	
White blouse	
School tie	£2.50
Blue cardigan	£13
School sweatshirt	£8.00 or £10.00
Polo shirt	£8.00 - £10.00
Fleece	£13 - £15
Fleece with waterproof outer	£17

Girls: Summer Classroom	
Self-coloured skirt	
White blouse	
School tie	£2.50
Blue cardigan	£13
School sweatshirt	£8.00 or £10.00
School open necked short sleeved blouse	
School dress - blue/white	

Gym bags are also available at the cost of £3.

Items with costs beside them can be purchased at the school.

School badges are also available at £3.50.

A school's reputation can also be enhanced in the local community by the wearing of school uniform and school security will be improved as it will be easier to identify intruders.

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

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

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

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

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

PHYSICAL EDUCATION CLOTHING

These are required to ensure safety. Children may be asked to wear shorts available in school if they do not bring the necessary clothing.

- Blue/white polo shirt
- Shorts (Bermuda shorts are discouraged)
- Gym shoes or training shoes (they should not have been used as outdoor shoes on the same day)
- No jewellery can be worn in the gym for safety reasons - it should be left at home in case it gets lost
- Swimwear will be necessary at P5 stage.

It is also important that all clothes are labelled too.

INSURANCE COVER FOR SCHOOL CHILDREN

Public liability

Personal Injury

Falkirk Council has in force a Public Liability policy which operates in respect of claims for Injury to any school child whilst in the control of the Council or employees. In the event of any claim, the Council will have been deemed negligent in order for compensation to be payable.

Pupil's Property

Each session, unfortunately but inevitably, pupil's property is lost, damaged or stolen from school.

Parents are to be discouraged from allowing their children to carry expensive items of personal belongings to the school but are reminded that a standard household policy can be extended to provide a degree of cover for personal items taken away from the home.

Any claim made for loss or damage to the property left in the care of the school will have to be submitted, in the first instance to Education Services and the claim will only be settled if it is shown that the Council can be held legally liable for the loss.

Personal Accident Cover – Educational Excursions

The Council has in force personal accident cover for the school children under which the compensation is payable in the circumstances stated, irrespective of legal liability.

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

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

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

School Brochure

Section Four

Pupil Welfare

ATTENDANCE AT SCHOOL

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

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

Whenever your child is absent from school, you should contact the school as soon as possible (preferably before 9.45am 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 / 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

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.

We have within our pupil community, children who currently have additional support needs. To help us meet those needs we have two part-time Learning Support Teachers and access to a teacher for pupils who have English as an additional Language. We also have a number of Supervisory Assistants to provide additional support to pupils who require this. We have a learning support policy in school, which can be read at any time. It details the procedures and structures utilised. Also available for reading is our policy on equal opportunities, which deals with other aspects of caring for pupils with additional support needs. The additional support needs arise from pupils with physical differences, behavioural differences and those who learn at a different speed and in a different way from the majority of pupils. We are all different in some way and it is those differences, which can make us interesting and individual. They add to our personality. It is also important that pupils with additional support needs have these needs met but in such a way that it adds to their confidence and overall development. They must feel secure in their place in the school community.

The school believes that all pupils, irrespective of ability, should be integrated in class. We have however recognised that there is a need for some children to have time in a small group to enhance particular areas of their development. An Enhanced Provision is in place to help some pupils. We have been given additional staff and resources to facilitate this development. We also have a number of trained Behaviour Coordinators as part of the staff. Five distinct areas of support are being offered:

- Learning Support for Literacy
- Learning Support for Mathematics
- Learning Support for Spelling
- Emotional, Social and Behavioural Development
- Motor Skills Development

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.

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.

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

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

Distance entitled children will be:

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

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

PUPIL CONDUCT

A partnership between 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).

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. Parents are not allowed to park in the staff car parks at the rear of the school or in front of the main entrance.

The janitor of the school ensures all pupils are supervised onto the buses.

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/carer 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.

We have our own kitchen attached to the school and a choice of menu is served each day. It is a cafeteria system and the children select and pay each day. If the child is entitled to free meals

they will be given a token. This will also entitle them to milk. Unless parents indicate otherwise children having a free meal will be given a school lunch. A child may bring his/her own snack lunch to school, which can be eaten, in the dining room.

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.

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.

Pupil pay for lunches at the till each day. Pupils who have packed lunches are provided with tables in our gym hall where they can eat these. When pupils are finished lunch, they are supervised in the playground by our staff. We have alternative arrangements to supervise pupils in classes on wet days.

We are a water only school and pupil cannot bring fizzy juice with their packed lunch. Fruit juice is acceptable.

GRANTS FOR CLOTHING

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.

WET WEATHER ARRANGEMENTS

If the weather is inclement children are kept in during the intervals. This also applies to those taking lunch at school.

We have sufficient staff employed as Support for Learning Assistants over lunchtime. With nearly 400 children taking lunch and with the size of our building it is a challenging task. Please do not send your child back to school too early. 1.10 pm is early enough in wet weather for those who do not have lunch at school. In the morning children should not arrive before 8.50 am.

UNEXPECTED CLOSURES

Most closures will be notified to you in writing, in advance. Where the school requires to close due to weather or heating issues, parents will be contacted by group call. Pupils will only be allowed to leave the school if an adult collects them. Alternative provision within the school will be made for pupils whose parents cannot be contacted or who are unable to collect their child. For this reason it is important that emergency contacts are kept up-to-date on our records.

HEALTH CARE

If a pupil is ill they will be monitored in the medical room. When it is felt appropriate parents or emergency contacts will be advised to allow them to take the pupil home. Head injuries will be reported to the parents in writing to allow them to monitor their child at home.

Falkirk Council has issued clear instructions on health care. Every parent will have a copy of this plus the forms which they might require.

If a pupil has reduced mobility following an accident, e.g. a broken leg, please contact the office as transport can be arranged for a short period.

There is currently much concern about children's health being affected by the lack of exercise. We are trying to encourage active play during the intervals and lunchtime. We have some play materials available.

ROAD SAFETY

Your child's safety is our highest priority. It is important that all the following practices are followed:

- Cars must not park on zigzag lines.
- Pupils must use footpath.
- Pupils can not enter the P4-7 playground by the entrance beside the kitchens unless bringing a bike to school.

- Parents should not block the footpath gate or the pavement thus forcing children on to the road.
- Cars cannot be parked in the bus lane or the staff car park
- **If at all possible please let your child walk or cycle to school**
- Pupils in P5, P6 and P7 may bring bicycles. Younger pupils can come on bikes following discussion and risk assessment by the school.
- There may be opportunities for pupils to take part in cycling proficiency testing as part of our extra-curricular activities.
- The school cannot accept responsibility for any loss or damage to bicycles.

We now have locked and covered areas for pupils to leave their bikes during the school day. We hope to have areas for scooters and this would allow younger pupils to be active on the way to school.

SCHOOL SAFETY

- Parents should not come into the playground (we have to be as aware as possible if a strange adult is in the pupils' area).
- All visitors must enter the school by the main door and register at the desk.

EXCURSIONS

Pupils will be expected to wear school uniform unless the task to be undertaken demands otherwise.

There is an excursion policy, which can be seen on request.

EMERGENCY CONTACTS

You will be asked to give us details of someone to contact in any emergency concerning your child when we are unable to contact you. The person concerned should have a telephone. If there is any change in your emergency contact at any time please let the school know. Would you also ensure that the person concerned is agreeable to being the emergency contact and can collect the child if necessary.

SCHOOL HEALTH SERVICE

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

Parents will be given the opportunity to meet the named nurse for the school when their child 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

Protecting Children and Young People

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

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

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

Medicine administration

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

School Brochure

Section Five

School Statistics

RAISING ATTAINMENT

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

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

**INFORMATION FOR PARENTS 2010
PRIMARY SCHOOLS**

School: Stenhousemuir Primary School	Id No.: 240 - 5745020
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Budgeted Running Costs For Financial Year 2010-2011

School Roll at September 2009	378
Total School Running Costs at April 2010 (£)	1,515,330
Cost per Pupil (£)	4,009

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)	16,912	21,726	11,282	16,712	21,520	27,449	26,618	142,219
Percentage Authorised Absences	4.2	4.1	3.6	4.4	4.6	3.6	4.4	4.2
Percentage Unauthorised Absences	1.2	0.4	0.2	1.1	0.7	0.4	0.6	0.6

**INFORMATION FOR PARENTS 2010
PRIMARY SCHOOLS**

School: Stenhousemuir Primary School	Id No.: 240 - 5745020
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5-14 Attainment

	Previous level of performance (June 2009) % P3, P4, P6 and P7 roll attaining or exceeding minimum 5-14 levels for their stage	Present level of performance (June 2010) % P3, P4, P6 and P7 roll attaining or exceeding minimum 5-14 levels for their stage
Reading	89	88
Writing	91	91
Mathematics	93	92

Minimising Overall Absence

	Absence recorded (2008/2009) Average number of half days absence per pupil	Absence recorded (2009/2010) Average number of half days absence per pupil
Absence	16.4	18.3