

Bearsden Primary School Handbook 2019-2020



OUR VISION, VALUES AND AIMS

Bearsden Primary School:

'Challenging a community of learners to achieve excellence.'

Values:

Honesty

Fairness

Respect

At Bearsden Primary School we aim to:

Provide opportunities for every child to develop skills for lifelong learning. (Article 28)

Create a nurturing environment which embraces and celebrates diversity. (Articles 3, 8)

Foster effective partnerships with pupils, parents and the wider community to ensure a sustainable future. (Articles 12, 29)

CONTENTS

Our Mission / Vision / Values	2
Welcome to Bearsden Primary	4
School Information/Roll/Hours/Registration and Enrolment	5
Staff	6
Holidays	7
Curriculum and Assessment	8 – 11
Homework	12
School Ethos	12 - 13
School Discipline	13
Attendance	14
Wet Weather	14
Clothing and School Dress/School Meals/	15- 16
Illness or Accident in School/Parental Involvement and Engagement	17-18
Parent Council/ Parent Teacher Association	
Transfer from Primary to Secondary/Equal Opportunities and Social Inclusion/Child Protection	18 -22
Children and Young People with Additional Support Needs	22-24
Appointment of Adults to Voluntary Child Care Positions/Transport	25
Liaising With and Involving Parents in Their Child's Education	27
Data Protection Act 1998/Accessing Your Child's Pupil Records/Freedom of Information (Scotland) Act 2002 /Use of Photographs and Video Film Involving Pupils	27-28
Pupil use of Mobile Phones in School/Placing Requests	28-29
Transferring Educational Data about Pupils/ Family Support Service /Childcare Information Service / Business Continuity Parental Communication with School in Case of Emergency Comments, Compliments and Complaints Procedure	30-32
Useful Addresses	33

Bearsden Primary School
Roman Road
Bearsden
Glasgow
G61 2SY
0141 955 2254

Email : office@bearsden.e-dunbarton.sch.uk
Website : <http://www.bearsden.e-dunbarton.sch.uk>
Twitter : @BearsdenPrimary

Dear Parents,

Welcome to Bearsden Primary. We aim to provide a broad and balanced curriculum in a stimulating and caring environment. Pupils are helped to become responsible citizens, confident individuals, successful learners and effective contributors to society. Great importance is attached to good manners, self-discipline and developing positive attitudes. The individual needs of children are catered for and equal opportunities are offered to all.

Parents are highly committed to supporting the school community. The Parent Council work cooperatively with the school and meet regularly. There is also a very active Fundraising Group which organises social and fundraising events throughout the year. Parent helpers are welcome and frequently assist with classroom activities and school outings. There are a large number of extra-curricular activities including football, cross country running, guitar, skipping, skiing, enjoy-a-ball, table tennis and netball. Pupil participation is encouraged through the Pupil Council, the ECO Committee, Rights Respecting Schools Committee, Playground Buddies and many more- we have up to 20 different committees.

Bearsden Primary After School Club caters for children before school and from 3p.m. until 5.55p.m. each day.

The school supports a number of fund raising events for local, national and international charities throughout the year. There are very good links with the shops and businesses in the local community and well established links with local early years establishments, primary schools and Bearsden Academy.

If you would like more information about the school, please do not hesitate to contact us. We look forward to working with you and your child.

With very best wishes,
Catriona Smith
Headteacher

SCHOOL INFORMATION



.....

Bearsden Primary is a co-educational, non-denominational school which is situated in Bearsden, a small town to the north west of Glasgow. The school was built in 1911 and is a traditional sandstone building, on two levels, with a central hall and closed classrooms. There are facilities to accommodate children with disabilities within the school. A gym hall and a cafeteria are situated in an annexe in the playground. The catchment area consists mainly of private housing.

Roll

The school is co-educational, non-denominational and takes pupils from primary 1 to primary 7. The present roll at November 2018 is 407 pupils arranged in 15 classes. Primary 1 has a maximum class size of 25. Primaries 2 and 3 have a maximum class size of 30 and for Primary 4-7 maximum class size is 33.

The functional capacity of the school is 480. The working capacity is 457. Parents should note that the working capacity of the school may vary, dependent upon the number of pupils at each stage and the way in which the classes are organised.

Hours

School starts at 9 a.m.

The lunch break for P1-3 is from 12pm – 12:45pm. For P4-7 lunch is 12:30pm -1:15pm

All pupils finish at 3p.m. daily.

There is an interval each morning from P1-3 10.30a.m – 10.45 am and for P4-7 from 10:45- 11am.

Registration and Enrolment

The date for registration of new school entrants is advertised in all local nurseries, the local press and on the council's website www.eastdunbarton.gov.uk. It is normally in January each year. Pupils should be registered in only one school for their catchment area. Parents will be provided with information about the school, when they register their child. Parents who want to send their child to a school other than the catchment school must make a placing request. Parents of pupils who have moved into the catchment area or, who wish their child to transfer to the school, should contact the school office for information.

Children born before the 1st March 2015 are eligible for registration in January 2019.

New entrants are invited to visit the school in June to meet their new teachers and new classmates. In June we also hold a parent information workshop and uniform shop for P1 parents. Prior to this, feeder nurseries have a series of visits to the school on an informal basis.

Parents moving into our catchment area may enrol school age children by contacting the Head Teacher.

Parents outside our catchment area who wish to enrol their children in Bearsden Primary should submit a placing request to East Dunbartonshire Council. The application form is available online from the East Dunbartonshire Council website. Parents offered or seeking a place in Bearsden Primary who wish to visit the school, should telephone the Head Teacher on 0141 955 2254 to arrange a visit to tour the school and discuss the educational provision for their child.

SCHOOL STAFF

Head Teacher
Depute Head Teacher
Depute Head Teacher – Job Share
Principal Teacher

Mrs Catriona Smith
Mrs Aileen Wilson
Ms Janice Thomson/ Mrs Amanda Mathieson (Acting)
Mrs Ann Templeton

Class Teachers (2017-18)

Miss Shona Gray	P1	Ms Amanda MacKenzie	P4A
Miss Natalie Beattie	P1A	Mrs Gillian Bell/ Mrs Kathryn Macpherson	P5
Mr Robin Cameron	P1B	Mr Alasdair Findlay	P5A
Miss Katherine Jaycock	P2	Mrs Nicola Johnson/Mrs Kenna Reid	P6
Miss Karen Aitken	P2A	Mr Douglas McGregor	P6A
Miss Lesley Graham	P3	Mr Patrick Prunty	P7
Miss Donna Hicks	P3A	Miss Lisa Mullen	P7A
Mrs Helen Crossey	P4		

Mrs Elena Capaldi	French
Mrs Eilidh Irvine	Music
Mr James Macleod	PE
Mrs Lorna Orr	Flexibility

Support For Learning Assistants

Mrs Reva Hart
Mrs Lorraine Johnston
Mrs June MacLean
Mrs Isabel MacPhee

Classroom Assistants

Mrs Lisa Anderson
Mrs Rosie McArthur
Mrs Simone Sloan/ Mrs Julie Webster

Administration Assistant

Mrs Arlene Maxwell

Clerical Assistant

Mrs Sandra Johnston
Mrs Nancy Wright

School Site Co-ordinator

Mr George Andrew

Holidays

.....

August 2019	
Teachers return (In-service day)	Tuesday 13 August
In-service day	Wednesday 14 August
Pupils return	Thursday 15 August
September 2019	
September weekend	Friday 27 September to Monday 30 September (Inclusive)
Pupils return	Tuesday 1 October
October 2019	
In-service day	Friday 11 October
October break	Monday 14 October to Friday 18 October (Inclusive)
Pupils return	Monday 21 October
December 2019 and January 2020	
Christmas and New Year (end of term)	Monday 23 December to Friday 04 January (Inclusive)
Pupils return	Monday 06 January
February 2020	
February break	Monday 10 February to Tuesday 11 February (Inclusive)
In-service day	Wednesday 12 February
Pupils return	Thursday 13 February
April 2020	
Easter break	Monday 6 April to Friday 17 April
Pupils return	Monday 20 April
May 2020	
May Day (closed)	Monday 04 May
In-service	Thursday 21 May
May weekend	Friday 22 May to Monday 25 May (Inclusive)
Pupils return	Tuesday 26 May
June 2020	
Last day of school	Wednesday 24 June

CURRICULUM AND ASSESSMENT

Curriculum for Excellence

Bringing Learning to Life and Life to Learning

Curriculum for Excellence spans learning from 3-18 years. Its aims are 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.

It develops skills for learning, life and work, bringing real life into the classroom, making learning relevant and helping young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another helping make connections in their learning. It develops skills which can enable children to think for themselves, make sound judgements, challenge, enquire and find solutions.

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. All teachers are responsible for the development of literacy, numeracy and health and wellbeing.

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 is an 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.



The curriculum of the school is planned giving breadth, depth and coherence which will encourage progression in all elements of learning. It seeks to provide relevance to the world the children live in and provide opportunities to give personalisation and choice to our learners fostering independent learning.

It affords equality of opportunity to all children at school and seeks to provide challenge and enjoyment through all learning activities offered.

Teachers promote active learning opportunities across the school and develop effective interdisciplinary learning by making connections across and between subject boundaries.

The eight curricular areas are developed as follows:-

1. Health & Wellbeing

We recognise that good health and wellbeing is central to effective learning and preparation for successful independent learning. Our main goal is to provide a positive ethos and encourage participation in activities which promote a healthy lifestyle. We work hard to develop anti-bullying and anti-discriminatory approaches and ensure all children get the best individual support and pastoral care we can provide.

A programme to support all areas of health and wellbeing has been developed. Parents will be notified before sensitive aspects of learning eg. Sexual Health and Relationship Education are started each year.

2. Languages and Literacy

Literacy is fundamental to all areas of learning, as it unlocks access to the wider curriculum. Being literate increases opportunities in all aspects of life, lays the foundations for lifelong learning and work and is given a very strong focus in the school.

Reading:

A progressive phonics programme is used at the early stages to give pupils a solid foundation upon which to build reading skills. 'Jolly Phonics' is a method of systematically introducing children to letter sounds and putting them together to read words. 'Jolly Phonics' is a commercial scheme with emphasis on a multi-sensory approach which we have customised within Bearsden Primary.



A variety of language and reading development materials are used including computer software and reciprocal reading approaches. . At all stages, the children are expected to read for information and for enjoyment using the wide range of fiction and non-fiction available in school, both in the classroom and in the school library.

Writing:

In Primary 1 children build on their emergent writing and drawing skills that they have brought to school. As their reading develops they start to explore letter shapes and words and gradually build to sentences. Lots of opportunities to write are provided across the curriculum.

Spelling is taught regularly using the Look, Say, Cover, Write, Check method. The importance of neat, legible handwriting is promoted throughout the school

Talking & Listening :

Opportunities for developing Talking and Listening skills permeate the curriculum. We aim to develop children's skills using a variety of resources including digital.

1 + 2 Languages Approach:

A structured programme of French is followed by all pupils in line with the Scottish Governments 1 + 2 approach to Modern Languages. The approach encourages spoken language and includes a number of activities, songs and games designed to foster confidence in spoken French with language learning being part of everyday life in the classroom. Our second language is Spanish which the children learn a block of from P5-7.

3. Mathematics and Numeracy

We develop skills in the following areas:

Number, money and measure

Shape, position and movement

Information handling



Scottish Heinemann Mathematics and Heinemann Active Maths are used across P1 to p3. These schemes have been designed to match the outcomes of Curriculum for Excellence. From P4 to P7 we use resources from Heinemann Active Maths and Teejay Publishers which match the outcomes from Curriculum for Excellence. These schemes are based on a practical approach to the teaching and learning of mathematics and use real life contexts to help children's understanding. A wide range of practical materials is available for all aspects of mathematics.

There is a strong emphasis on mental calculation throughout the school and this is practised daily. Interactive mental maths plays a vital part in the children's knowledge and understanding of number and each class has a range of material to facilitate this. We use supplementary materials and games to help children to be actively involved in their learning. These include maths games, problem solving activities and digital technology. In this way we can cater for the needs of all children within the school.



Additional resources are available for mathematics at each stage. Mathematical skills are also developed through topic work and using the local environment.

4. Social Studies

Through social studies, children and young people develop their understanding of the world by learning about other people and their values, in different times, places and circumstances; they also develop their understanding of their environment and how it has been shaped.

The framework includes:
people, past events and societies
people, place and environment
people, in society, economy and business

The Curriculum is delivered through a blend of topic studies featuring learning outdoors, field trips, visits and input by external contributors.

5. Sciences

Through learning in the sciences the children will engage in a wide range of collaborative and investigate tasks which allow them to develop the important skills to become creative and inventive.

The key concepts covered are:

- Planet Earth
- Forces, electricity and waves
- Biological systems
- Materials
- Topical science

6. Technologies

This provides scope for developing technological skills, knowledge, understanding and attributes through creative, practical and work-related activities.



The use of computers and i-pads is integrated into all areas of the curriculum and all pupils are given the opportunity to experience their use and develop their skill. The school has wi-fi throughout and each child has an email address.

7. Expressive Arts

Children are encouraged and provided with opportunities to develop the skills necessary to express themselves in art & design, dance, drama and music. Instructors in violin, cello, double bass, woodwind, bagpipes and guitar visit the school regularly.

8. Religious and Moral Education

The religious and moral education programme was updated during the Session 2016/17 to reflect current guidelines in Scottish education. Children learn about Christianity, Islam and Hinduism to reflect the demographic at Bearsden PS. Other religions may be explored if relevant to particular learning contexts. Pupils are encouraged to develop their own beliefs and values as they reflect and learn *about* religion as well as learning *from* religion.

Weekly assemblies are designed to provide opportunities for religious observance and in addition, address a variety of topics for personal and social education and other curricular areas. Classes lead their own assemblies and parents are invited to join their child's class assembly. Christian services are conducted by the school chaplain, Rev Graeme Wilson, assisted by various groups of children, at Christmas, Easter, Harvest and at a Summer service in June. Collections are taken at these for charitable causes and parents are welcome to attend these services in the church. Our rolling programme allows for Religious Observance focus to balance learning in class.

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

The school will provide several opportunities for religious observance in a school year, in addition to traditional celebrations central to the life of the school community. Policies have regard to national advice set out in SOEID Circular 6/91, Scottish Government Schools Directorate Circular 1/2005, the Education (Scotland) Act 1980 and the Standards in Scotland's Schools Etc. Act 2000.

Parents from minority and minority ethnic religious communities may request that their children be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on not more than three occasions in any one session and the pupil noted as an authorised absentee in the register.

For further information refer to additional Guidance on the implementation of Religious Observance / Time for Reflection in East Dunbartonshire schools, 2015.

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

Assessment

Teachers use a range of assessment strategies continually to gather evidence of pupils attainment, this ensures pupils are provided with appropriate programmes of learning.

Learning Journeys are compiled throughout the year with samples of children's work to record stages of development reached. These are sent home termly for parental comments.

In addition pupils will be assessed using a variety of standardised reading, spelling and mathematical tests, depending on their stage. Twice a year we have Progression Week where there is a whole school focus on assessment in Maths and English Language.

Parents interviews are held twice a year and take the form of Learning Conversations between the teacher, parent and pupil. These take place in October and March. At that time, parents may discuss their child's progress with the class teacher and look at their child's work. Written reports are issued in June.

All of the above information allows us to track progress and standards of attainment over time.

The school offers high-quality universal and targeted support to enable all children to achieve success. A Pupil Support Group (PSG) provides a forum for discussion relating to specific children's learning and development needs. The co-ordinator of the group is Aileen Wilson DHT and the group includes staff drawn from school support services e.g. Education Support Team, link Educational Psychologist and where possible multi-agency partners e.g. School Nurse, Speech and Language Therapist.



Parents who are concerned about any matter pertaining to their child’s work or progress should not hesitate to contact the school to make an appointment to speak to the class teacher, Depute or Head Teacher.

Homework

Homework is set with a view to consolidating work already taught in class. It also provides an opportunity for children to apply their knowledge and understanding in a range of contexts using a variety of approaches. For example, homework may be oral, active, practical or written. Homework usually consists of reading, spelling/phonics (P1 and 2) and maths tasks. Homework can be both teacher directed or pupil choice through our homework grids. Occasionally there might be a research task or an aspect of topic work to complete.

Homework is generally given out on a weekly basis so that pupils can choose when to complete tasks. The format of homework for Primary 1 and Primary 7 is slightly different and this will be explained to parents at the start of the academic year.

Homework should take about 15 minutes to complete in Primary 1 and the equivalent of 30-40 minutes per night by Primary 7. Parents whose children appear to be spending a long time on homework tasks should contact the class teacher or the Head Teacher.

Because of the important role that parents play in their child’s education, we would encourage you to spend a short time each evening with your child on activities such as reading together (books from school or home), playing games, drawing or talking about what happened at school or some topical item of news.

SCHOOL ETHOS

.....

Bearsden Primary School aims to enable pupils to become successful learners, responsible citizens, effective contributors and confident individuals. The school provides a caring and nurturing learning environment where pupils’ individual talents are fostered and developed. Pupils’ achievements are very important and these are celebrated in class and at our weekly assemblies.

The school values of Respect, Honesty and Fairness are reinforced through class work and as part of our Health and Wellbeing Curriculum. The school promotes positive behaviour in a variety of ways. Pupils agree school and class rules at the beginning of each session with their class teacher. Pupils are rewarded for upholding the school values using house points, stickers and reward charts. Pupil learning experiences and achievements are celebrated on Class Dojo. Parents can access Class and School Dojo from home. Strategies such as restorative practice and solution focused approaches help to support misbehaviour. Parents are informed of any unacceptable behaviour from their child at the earliest opportunity and are encouraged to work with the school to help modify this.

Our Seasons for Growth group supports pupils who have experienced loss, upset or bereavement.

Pupils learn to become Global Citizens through a whole school, progressive programme. We also have links with a nursery in Gambia. Bearsden Primary is part of the East Dunbartonshire Council Gambia Gang with two other primary schools. We have already provided funding to enable the nursery to employ a teacher.

The Fundraising Group and Parent Council provide opportunities for parental involvement in the life of the school and this is highly valued (further details of these two parental bodies can be found on page 18).

Pupil Voice

Every pupil in the school is part of a committee. Committees meet every 4 weeks on a Friday afternoon. Our committees are –

Health and Wellbeing
Playground
Gardening
School Newspaper
Local Community
Problem Busters
Fair Trade
Digital Leaders
Healthy Tuck

Sports
Eco
Pupil Council
Young Workforce
Anti-Bullying
Events
Bookworms
Rights Respecting School



House Captains

Pupils and staff are divided into four houses. Drymen, Thorn, Kirk and Roman. Elections take place in the summer term to elect a captain and vice captain for each house for the following academic year. Once a month the whole school meets with their House Captain/Vice Captain for a House Huddle.

The School and Community

The school and its pupils have an important contribution to make to the local community. Respect for others and a caring attitude are fostered at every opportunity.

The school does a great deal of fund raising for local, national and international charities. You will be kept informed about these by our school newsletter throughout the session.

We also have strong links with businesses, local churches, voluntary groups and sports clubs in the area. All of these help to give our pupils opportunities to learn and develop across a wide range of skills.

The school is part of the local community and the facilities within it can be used for a range of activities outwith school hours. Lets are obtainable from Community Learning and Development and Children's Services whose contact details are provided at the end of this booklet.

SCHOOL DISCIPLINE

.....
In Bearsden Primary we believe that it is fundamentally important to promote a positive and caring environment, in which our pupils will develop to the maximum their self-esteem and sense of worth and have respect and consideration for others. The school takes a positive approach to discipline with the emphasis on praise and reward. There may be times where sanctions are necessary and this may involve parents and it is to be hoped that the co-operation of parents in this process, which is vital to its success, will continue.

Anti-Bullying Procedures

Bearsden Primary promotes positive behaviour and operates a strict anti-bullying policy. Any incidents are thoroughly investigated by a member of the Senior Management Team. A copy of our anti-bullying policy is available on the school website.

ATTENDANCE AT SCHOOL

.....
Section 30 of the 1980 Education Act lays a duty on every parent of a child of 'school age' to ensure that their child attends school regularly. Attendance must be recorded twice a day, morning and afternoon.

Regulation 7 of The Education (School and Placing Information) (Scotland) Amendment, Etc. Regulations 1993, requires each child's absence from school to be recorded in the school register as authorised, that is approved by the authority, or unauthorised, that is unexplained by the parent (truancy) or temporarily excluded from school.

Un-notified Absence Policy

It is East Dunbartonshire Council's policy that parents should notify their child's school if their child is going to be absent. In some instances it might not be possible for parents to pre-notify the school of an absence because their child may have become unwell during the night. In these circumstances, parents should notify the school before registration begins.

If parents do not inform the school of their child's absence, the school will take action to find your child. This will involve contacting you and, where necessary, your emergency contact person(s). If these actions are not successful, the school will ask the school's Attendance Officer to visit your home. In some exceptional circumstances, where the school believes your child could be at risk of harm, contact will be made with the Police and/or Social Work. Parents should also give their child a note on his/her return to school confirming the reason for absence.

Family Holidays

Every effort should be made to avoid family holidays during term time as this seriously disrupts a child's education and greatly reduces learning time. It should be noted that it not only has an adverse effect on a child while he/she is absent from school, but also leads to extended disruption to a child's education for a period of time when he/she returns to school after the family holiday. Family holidays will only be regarded as authorised absence where prior agreement from the school has been obtained and where it is judged the holiday is important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events.

Parents may request that their children be permitted to be absent from school to make an extended visit to relatives. This leave will be regarded the same as a family holiday but will be recorded separately from school holidays for attendance purposes. Requests should be made in writing detailing the destination and the duration.

Clearly with no explanation from the parents, the absence is unauthorised.

Information regarding exceptional closures

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you in touch by using letters, notices in local shops and community centres, announcements in local churches and announcements in the press and on local radio. There will also be updates on the website www.eastdunbarton.gov.uk.

(a) Parental Communication with School in Case of Emergency

It is important that parents keep contact with the school to a minimum in the case of an emergency. When you telephone the school you will be asked for a contact number and your message will be repeated back. Please ensure the pupil's name, class and/or teacher's name is given.

Where possible you should telephone before 2.30pm if there are any changes to childcare arrangements.



Wet Weather Arrangements

During heavy falls of rain, our children will be accommodated in class bases at the intervals. Supervision will be provided by the senior management team, support staff and P7 monitors. When the weather is only slightly wet or showery, children will be allowed outside to play. We have observed in the past that children benefit from a break from the class bases to enjoy some fresh air and exercise, when this is possible.

The school opens at 9 a.m. when the school bell rings but in time of inclement weather the doors will open at 8.50 a.m. and the children will be given access to the cloakroom areas, supervised by the senior management team.

Supervision of Playgrounds

An adult presence is provided in playgrounds at breaktimes in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990.

MEALS

.....

School Meals

The meals are freshly cooked on a daily basis by our staff who care about food and your child's wellbeing. Our staff will help your child to make balanced choices. The meals meet the Scottish Government's nutritional regulations. Any Special diets or allergies should be discussed with the school. Meal prices are reviewed annually. Please contact the School to be advised of the current price. Children should bring money to school in a suitable purse. Good eating habits are encouraged.

Facilities are also available within the canteen for children who wish to bring a packed lunch. Please remember, in the interests of safety, that glass bottles should not be brought to school.

Free School Meals

Since January 2015 all P1 – P3 pupils in Scotland receive free school meals. Some additional families may also be eligible for free school meals. Children of parents receiving income support, or income-based job seekers allowance, are entitled to a free midday meal. Children of parents who are in receipt of child tax credit or working tax credit and child tax credit or employment and support allowance (income related) or support under part IV of the immigration and asylum act 1999, may also be eligible. Information and application forms for free school meals may be obtained from schools, the education office and area registration services offices or www.eastdunbarton.gov.uk. Please do not apply for free school meals if your child(ren) is/are in P1, P2 or P3 as a meal will automatically be given. Only those children whose parents receive income support, or income-based job seekers allowance (and child tax credit where qualifying income criteria has been met), will be entitled to free milk. Milk may, however, be available for purchase in the school during the lunch period.

CLOTHING AND SCHOOL DRESS

.....

It is the policy of the Education Committee to encourage pupils to wear an acceptable form of school dress as determined by Head Teachers, Parent Councils and parents. In encouraging the wearing of school dress, account must be taken of any proposals to prevent any direct or indirect discrimination on the grounds of race or gender. Any proposal will be the subject of widespread consultation with parents and pupils.

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

Wearing school uniform contributes to a positive school ethos and helps avoid discrimination and reduces peer pressure to wear expensive designer clothing. 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 sports 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 note there is a requirement that all jewellery is removed prior to undertaking physical education activities.**

Please ensure that all items of clothing are clearly labelled, particularly ties, sweat shirts and PE kit which are often lost. A protective apron or an old shirt should be worn for art and craft activities. Please help the school and the education authority by making sure that pupils do not bring valuable or expensive items of clothing to school.

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

Under no circumstances will pupils be deprived of any educational benefit as a result of not wearing uniform and, in particular, pupils will not be denied access to examinations as a result of not wearing school dress.

Parents/carers receiving income support or income based job seekers allowance or housing benefit or council tax rebate (not discount) or employment and support allowance (income related) will normally be entitled to monetary grants for footwear and clothing for their children. Parents who are in receipt of working tax credit and/or child tax credit may also be eligible, the area registration offices or the education office can provide more details. Approval of any requests for such grants made by parents in different circumstances is at the discretion of the Chief Education Officer. Information and application forms may be obtained from schools, the education offices and the area registration services offices.

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



Bearsden Uniform is set out below

Navy blazer

Navy jacket with the school badge (choice of 2 styles)

Grey trousers for boys, navy skirt, pinafore dress or navy trousers for girls

White shirt for girls and boys

Navy sweatshirt and white polo shirt with the school badge

School tie

Grey pullover or slipover for boys, navy cardigan or slipover for girls

P.E. Kit : Shorts and T-shirts and sports shoes / trainers





The parents run a uniform shop and items can be ordered by mail order. Sweatshirts and polo shirts, with the school badge are available from the Uniform Committee as are t-shirts, ties, rain jackets. All other items are available at most department stores. An order form can be found on the school website or available from the school office. School blazers are obtained from Academy Uniforms in East Kilbride.

Parents should contact one of the members of the Uniform Committee for information about availability of stock. Contact names and numbers are available from the school office.

A lost property box is located in the Janitors room.

Please ensure that ALL school clothing is CLEARLY marked with the child's name so that lost property may be easily identified and returned.

ILLNESS OR ACCIDENT IN SCHOOL

.....

If a child becomes ill in school, the parent is contacted or the emergency contact if the parent is not available. The school should be informed of arrangements for collecting sick children when the parent is not at home and also of any medical problem likely to affect the child at school. In the case of an accident, first aid is given but if it is a serious case, the parent is notified and the child's doctor is contacted for advice and an ambulance summoned when necessary. **It is therefore essential that up-to-date telephone numbers and emergency contacts are sent to the school.**

Medical and Health Care

Parents should provide the Head Teacher with sufficient information about their child's health care needs and treatment. Where necessary, this information should be updated annually or more frequently if there is a change in circumstances. Where there is concern about whether the school can meet the pupil's needs or where the parents' expectations appear unreasonable, the Head Teacher should seek advice from the school nurse or doctor and, if required, the Chief Education Officer. During their school life there are checks for height, weight and sight and dental inspections. Unless parents indicate otherwise to the Head Teacher, it will be assumed that pupils will attend such inspections.

If your child requires medication to be administered during the school day, parents are required to complete a parental request form, which can be obtained from the school office or website. All medicines should come to school clearly labelled with child's name, name of medicine and dosage and time.

Parental Involvement and Engagement

.....

We want to work in partnership with you to provide an effective and inclusive educational environment that enables all pupils to achieve their potential.

Parents Meetings are held twice a year, November and March. These are times when it is possible to have a helpful talk with the teacher to discuss progress made by pupils and exchange information.

If any problems should arise at any time parents are welcome to telephone the school to make an appointment to see a member of the senior management team or a member of staff. Pupil reports are issued towards the end of each session giving a full comment on a pupil's progress in each curricular area including their strengths and development needs.

A monthly newsletter is produced to keep you informed about everything that is happening in school. The newsletters are e-mailed to the children's main contact and are also available on the school website.

Our website aims to provide helpful advice, information and links to support children and parents. We are also on Twitter, do consider following us to get regular updates about all our activities. We also use Class Dojo – please contact the school office to get password details for your child.

We use e-mail and text messaging as our primary methods of contacting parents and ask that you keep us up to date with any changes to either your e-mail address or mobile phone number.

Other ways of developing the home and school partnership include:

- Curricular workshops
- Attending class open days and assemblies
- Volunteering as a Parent Helper
- Parental questionnaires/feedback sheets etc to gather parental views
- Class newsletters / homework diaries / Learning journeys
- Sharing sensitive aspects of learning with you e.g. sexual health and relationship education

Take a look at the Parentzone website www.parentzonescotland.gov.uk and EDC Parental Engagement Strategy for more information on parental involvement.

Parent Council

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.

Parents are welcomed to be:

- involved and engaged with their child's education and learning;
- be active participants in the life of the school; and
- express their views on school education generally and work in partnership with their children's schools.

All parents / carers are automatically members of the Parent Forum at their child's school. As a member of the Parent Forum all parents can expect to –

- receive information about the school and its activities;
- hear about what partnership with parents means in our school;
- be invited to be involved in ways and times that suit you;
- identify issues you want the parent council to work on with the school;
- be asked your opinion by the parent council on issues relating to the school and the education it provides;
- work in partnership with staff; and
- enjoy taking part in the life of the school in whatever way possible.

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 Early Learning and Childcare education (*if applicable*) and the community
- To report to the Parent Forum
- To be involved in the appointment of senior promoted staff.
- To raise funds for the school for the benefit of pupils (in some schools the PTA fulfils this role).

More information can be found on the school website or by contacting the Chair Dr Chris Dorman – please make initial contact through the school office office@bearsden.e-dunbarton.sch.uk

Fundraising Group (FRG)

We are also very lucky at Bearsden to have an active and vibrant Fundraising Group who organise a selection of social and fundraising events for pupils and parents.

Meetings are held approximately every four weeks and new volunteers are always welcome. The FRG newsletter gives regular information about their activities.

Please contact the chair, Mrs January Morgan-White c/o office@bearsden.e-dunbarton.sch.uk for more details.

The Scottish Parent Teacher Council is the national organisation for PTAs 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, Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh EH3 6BB.

Improvement Planning

We consider improvement planning to be central to the process of securing school improvement. The school improvement plan is the means by which we carry forward the Education Service objectives and outcomes.

Our Improvement Plan Priorities for 2018-19 are:

- **Health and Wellbeing- Nurture, Food Education**
- **Raising Attainment in Numeracy**
- **Interdisciplinary Learning (IDL)**
- **Cluster work: Digital Literacy**

A full copy of this plan can be found on the school website <http://www.bearsden.e-dunbarton.sch.uk> as well as the Standards and Quality Report which highlights progress and achievements across all aspects of the schools work.

Extra Curricular Activities

A wide range of extra curricular activities are available throughout the year. Individual classes organise topic related trips during the school day and P6 and P7 pupils are offered a residential visit to an outdoor centre. There are also extra curricular clubs that are held during the lunch break or after school at certain times of the year. Parents are informed, in advance and in writing, of the full details of any trips or extra curricular activities. Consent/medical forms are issued along with this information. Parents are encouraged to contact the school with any queries well before any excursion occurs and to attend any parents' meeting regarding the residential trip. We are grateful to the staff and parents who volunteer their time and expertise to supervise these activities.





After school activities offered include:

- | | | |
|---------|-----------------|---------------|
| Netball | Football | Cross Country |
| Choir | Chess | |
| Tennis | Scripture Union | |

Volunteers and ideas for extra curricular activities are always welcome.

TRANSFER FROM PRIMARY TO SECONDARY SCHOOL

.....
Pupils are normally transferred to: Bearsden Academy
Tel. 0141-955-2344

between the ages of 11.5 and 12.5, so that they will have the opportunity to complete at least four years of secondary education. Parents will be informed of the arrangements no later than December of the year preceding the date of transfer at the start of the new session.

There is a good system of liaison in place with our secondary school so ensuring a smooth transfer for our pupils from P7 to S1. Levels, progress and strengths in curricular areas are passed to the secondary school.

The liaison for children with additional support needs will start in Primary 6 to ensure a successful transition.

Parents should note that in cases where your child is currently in attendance at a primary school as a result of a successful placing request, there will be the need for a further request to be made to transfer to the secondary school associated with the primary school. Parents should, however, be aware there is no guarantee that any such request will be successful and therefore contact should be made with your local secondary school to inform them of your intention to request a place in a school of your choice. Parents are requested to contact the education office to clarify this position if they are unsure.

EAST DUNBARTONSHIRE COUNCIL'S POLICIES

.....

Equal Opportunities and Social Inclusion

In East Dunbartonshire, all children and young persons are entitled to participate fully in a learning community which promotes equality of opportunity and seeks to protect against all forms of discrimination.

The school believes that pupils and staff have the right to learn in a caring and safe environment. Staff will not tolerate any behaviour or attitudes which lead to staff and pupils being humiliated or harmed because of their race, colour, language, nationality, ethnic origin, cultural and religious beliefs, sexual orientation, gender, marital status and disability.

Race

In relation to race equality, the school follows written procedures whenever a racist incident is reported. This procedure is detailed in the document “**Tackling Racist Incidents Within the Education Service**”. Parents/Carers who want to find out more about this procedure should ask the school for a copy of the leaflet **Managing Racial Harassment and Racist Bullying in Schools: A Guide for Parents/Carers**.

Disability

The Disability Equality Duty (DED) places Education Authorities under a statutory duty to actively promote disability equality across all of their functions (policies and practices). East Dunbartonshire Council’s Education Service’s Disability Equality Scheme (DES) and Action Plan were published in December 2006. This Scheme and Action Plan will build on the wide range of work that the Education Service does to promote disability equality in East Dunbartonshire Schools. More information on this can be found in the Disability Equality Scheme (DES) and Action Plan for the Education Service. Further information is also available in the Education Service’s Accessibility Strategy. A copy of these documents can be obtained from all schools in East Dunbartonshire Council, and from the Chief Education Officer who is based at The Marina, Strathkelvin Place, Kirkintilloch, Glasgow G66 1XQ. Tel: 0141 578 8709.

Gender

The Gender Equality Duty (GED) was created by the Equality Act 2006. The GED requires Scottish Schools and Education Authorities to actively promote sex equality and improve services, policies and practices for all boys and girls. Schools and support services in East Dunbartonshire work hard to ensure that all pupils achieve their full potential and their Gender Equality Scheme and Action Plan reflects this commitment. A copy of this document can be obtained from all schools in East Dunbartonshire Council, and from the Chief Education Officer who is based at The Marina, Strathkelvin Place, Kirkintilloch, Glasgow G66 1XQ. Tel: 0141 578 8709.

Child Protection

East Dunbartonshire Council has issued Child Protection Procedures and Guidance which all staff must follow to promote the welfare of children and to protect them from harm.

All adults must share the responsibility for promoting children’s health and safety and ensuring, as far as possible, that all children are protected from abuse, neglect and exploitation. Children cannot be expected to take full responsibility for keeping themselves safe. Professional staff must work together and in co-operation with families and carers to enable children to grow up in a warm, stimulating and safe environment.

Education staff are required to assist in the protection of children by:

- creating and maintaining a positive and caring ethos
- developing health and personal safety programmes
- being observant of children’s needs, views and concerns
- reporting and recording concerns about the welfare or safety of children
- monitoring and supporting children in co-operation with relevant professionals, parents and carers.

Education staff cannot keep secret any allegations or concerns about child abuse, even if a child or adult requests this. Information or concerns that a child may be at risk of harm must be passed on in order to protect the child. Staff will treat the matter sensitively, and information will only be passed to those who need to know in order to protect and support the child.

If parents or others have concerns for any child, they can speak to the Head Teacher about this. They can also contact social work services and/or the police.

When a member of staff, a child or another individual provides information and the head teacher considers that there is a possibility that a child has been harmed or is at risk of harm, the head teacher is required to immediately contact social work services to discuss the circumstances and agree the immediate action to be taken. School staff are then required to co-operate with any subsequent enquiries or support plans.

Every education establishment or service has copies of the East Dunbartonshire Council Child Protection Procedures and Guidance. These are available for reference from the Head Teacher.

Children and Young People with Additional Support Needs

East Dunbartonshire Council's policies, procedures and practices relating to children and young people with additional support needs are in line with the Education (Additional Support for Learning) (Scotland) Act 2004 and the Education (Additional Support for Learning) (Scotland) Act 2009 which place duties on education authorities and provide rights for parents of children with additional support needs and young people with additional support needs.

For further information contact:

Corporate Communications at East Dunbartonshire Council, The Marina, Strathkelvin Pl, Kirkintilloch, G66 1TJ. Tel: 0300 1234510

All children require support to help them learn. However there are some children and young people who need some extra support or support which is a bit different from the support provided for all children to make sure they benefit from school education. That support may come from education services but can also be provided by a NHS Board, Social Work, Skills Development Scotland, or independent and voluntary organisations. Children and young people in school who need extra support or a different sort of support from what is generally available have additional support needs.

These additional support needs can arise for lots of different reasons. The reasons why a child or young person may have additional support needs are too many to list here, however the following are examples:

That the child or young person:

- finds it difficult to behave in school
- is hearing or visually impaired
- has a particular health need
- is living with parents who have a drug or alcohol dependency
- has English as an additional language

Some additional support needs may only last for a short period of time other additional support needs will be life long.

If you think your child may have additional support needs you should talk to your child's school or pre school provision about this.

All children and young people have their needs continuously assessed and reviewed. Your child's school will be able to show you their assessment of your child's needs and will send you copies of reports on how your child is progressing in school.

In addition to the additional support which schools themselves can provide through individual planning or making specific resources available, schools can also request support from East Dunbartonshire Council's specialist educational support services. The Council can also provide individual children with special equipment and resources if necessary. Some children may also benefit from attending the special schools and specialist resources which East Dunbartonshire manages.

Parents have a very important role to play in their child's education and the views of parents and young people will always be taken account of in making decisions which affect the child or the young person. If your child requires additional support at school you can provide the school with important information about your child which will be helpful in making plans to support your child. Parents and young people will always be invited to participate in reviews of progress.

A small number of children and young people with additional support needs require a co-ordinated support plan (CSP). Parents, professionals and the child or young person can all be involved in regularly reviewing the plans. The CSP sets out the educational objectives for an individual which can only be achieved by services such as health or social work working together with education to support the child or young person ie. where the support required must be co-ordinated. If you have a concern that your child's additional support needs are not being met you should always, in the first instance, contact the school to arrange a time to discuss that concern. Every effort will be made by the school and the education authority to resolve your concern at that point. If you are not happy with the way the matter has been dealt with and you continue to have concerns you may be able to make use of one (or more) of the following:

- mediation
- independent adjudication
- the Additional Support Needs Tribunals for Scotland to assist in reaching a satisfactory conclusion.

Support for Learning Services

East Dunbartonshire Council, in supporting inclusion in its schools, has a number of support for learning services.

These are:-

- Education Support Team which includes English as an Additional Language Learning Support (Secondary), Sensory-Hearing Impaired and Visual Impaired, Assistive Technology, Language and Communication Resources
- Wellbeing Support Service

The Services support pupils through:-

- Consultancy
- Continuing Professional Development
- Co-operative Teaching
- Curriculum Development
- Partnership Working

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 East Dunbartonshire 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: <http://enquire.org.uk/>, 0845 123 2303, or email info@enquire.org.uk

Scottish Independent Advocacy Alliance, <http://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) <http://www.sclc.org.uk/>, 0131 667 6633.

Autism Adviser

Every establishment has an Autism Adviser who is an established member of the school teaching team and who has been provided with training and ongoing support from a multi-agency team - led by an educational psychologist and a quality improvement officer. Every Autism Adviser is guided by a process of collaborative practitioner enquiry, which allows the school to develop the role of their Autism Adviser in response to the needs of their school context. Every Autism Adviser will be able to signpost colleagues to resources and sources of supports. While every establishment will use their Autism Adviser differently, the role of the Autism Adviser may include facilitating staff training within their school, supporting communication to parents/carers; planning for establishments' Autism Awareness Week; running a parents/carers' support group and supporting individual staff members using existing school structures (e.g. Pupil Support Group).

GIRFEC

The Scottish Government introduced Getting it Right for Every Child (*GIRFEC*) as a programme of change, reaching across all children and adult services in the public and voluntary sectors in Scotland, to achieve better futures for all of our children, young people and their families. It builds from universal health and education services and drives the developments that will improve outcomes for all children and young people.

We want all our children and young people to be fully supported as they grow and develop into successful learners, confident individuals, effective contributors and responsible citizens. We believe they should be: Safe, Healthy, Active, Nurtured, Achieving, Respected, Responsible and Included. These are the eight indicators of wellbeing.

The *Getting It Right* approach is about how practitioners across all services for children and adults meet the needs of children and young people, working together where necessary to ensure they reach their full potential. It promotes a shared approach and accountability that:

- builds solutions with and around children, young people and families
- enables children and young people to get the help they need when they need it
- supports a positive shift in culture, systems and practice
- involves working better together to improve life chances for children, young people and families

To do this the Scottish Government has proposed that all children have a Named Person until the age of 18 who will coordinate services for them, should they require it. The Named Person for children in early years settings is their Health Visitor and for those at school it is the Head Teacher - Mrs Smith. Young people under the age of 18 who have left school can access their Named Person via the Education Service.

Once a concern has been brought to their attention, the Named Person, needs to take action, help, or arrange for the right support in order to promote the child's development and wellbeing. Referring to the eight Wellbeing Indicators, they will need to ask these five questions:

- What is getting in the way of this child or young person's wellbeing?
- Do I have all the information I need to help this child or young person?
- What can I do now to help this child or young person?
- What can my agency do to help this child or young person?
- What additional help, if any, may be needed from others?

The Named Person also needs to help children and families feel confident they can raise concerns, talk about their worries to people who will listen and respect their point of view and work with them to sort things out. Above all, they will ensure that the child or young person's views are listened to and that the family (where appropriate) is kept informed.

To find out more about *Getting it Right* or to access the Named Person for your child, please inquire directly to the school office.

Appointment of Adults to Voluntary Child Care Positions

In order to meet a legal obligation under the Protection of Children (Scotland) Act 2003 and as part of the policy in respect of child protection, the Council has introduced a policy to ensure that any individual who is appointed to a voluntary child care position is not fully listed on the Disqualified from Working with Children List.

This policy, which requires any adult appointed to a voluntary child care position, to undergo a criminal background check to ensure their suitability. The policy applies in particular to:

- parent volunteer helpers in schools who are considered to have **regular** contact with children and young people;
- elected members serving on committees relating to the development of children's services;
- any other individual working in a voluntary child care position within a service managed by East Dunbartonshire Council.

The policy builds on East Dunbartonshire Council's Child Protection Interagency Guidance (2002) which underpins all child protection work undertaken by local authority services. It also complements the Council's policy on the leasing of council premises to organisations which provide activities and services to children and young people.

Transport

(a) General

It is a parent's responsibility to ensure their child arrives at school and returns home from school in a safe and responsible manner. In order to assist parents in getting their child of school age to school safely and on time, the Education Authority has a policy of providing free transport to primary pupils who live one mile or more from their local primary school by the recognised shortest walking route. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or education office or www.eastdunbarton.gov.uk. These forms should be completed and returned before the end of February for those pupils beginning school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year but may be subject to delay whilst arrangements are made.

Parents should note that no transport provision is made for home journeys for infants who may have a shorter day until September weekend. Children not collected by parents are supervised until the end of the normal school day.

The Chief Education Officer has discretion in special circumstances to grant permission for pupils' to travel in transport provided by the authority where spare places are available and no additional costs are incurred. This is known as concessionary travel and parents are required to submit concessionary travel applications each year in the period June – July to ensure that consideration can be given to their request for concessionary transport for August. Parents should obtain an application form from the education office or www.eastdunbarton.gov.uk.

(b) Pick up Points

Where free transport is provided it may be necessary for pupils to walk a certain distance to the vehicle pick-up points. Walking distance in total, including the distance from home to the pick-up point and from the drop-off point to the school in any one direction, will not exceed the authority's limits (see above paragraph). It is the parent's responsibility to ensure their child arrives at the pick-up point on time. It is also the parent's responsibility to ensure the child behaves in a safe and acceptable manner while boarding, travelling and alighting from the vehicle. Misbehaviour could result in your child losing the right to free transport.

(c) Placing Request

The education authority does not provide transport for those pupils in receipt of a placing request other than in exceptional circumstances.

In the case of early entry requests, if the child is offered a place in his/her catchment area school, transport will be provided in accordance with the council policy stated above.

Space around the school for dropping off/picking up children is very limited. Parents/ carers are not allowed to use the staff car park at the start/end of the school day for this. We encourage children to walk to school whenever possible. If you live too far away consider parking in Buchanan Drive or Glendaruel Avenue and walk the remaining distance. If you must bring a car into Kinnaird Crescent please drive very slowly and carefully, and be considerate to our neighbours by not parking over driveways, and pavement users by not bumping onto pavements and blocking pedestrian access. Please always follow the Parking Charter.

(d) Adverse Weather Conditions

Driver's Responsibilities

In adverse weather conditions drivers **MUST** liaise with Head Teachers to ensure the safety of the children.

In periods of snow and ice the driver must use his discretion to decide if a road is passable or not. He should endeavour to choose a route which gives the greatest number of children a reasonable chance of getting to school safely.

At their own discretion drivers may abandon a morning journey and return all pupils already picked up to their homes and inform the relevant Head Teacher concerned. See bullet point below.*

On homeward journeys pupils shall only be set down at their normal vehicle set down point. If there is a possibility that the vehicle will be unable to take the pupils to that point, contingency plans should be made with the Head Teacher.

In the event that transport cannot continue due to blocked roads or any other obstruction, children will be instructed to stay in the vehicle until rescue can be organised.

Strathclyde Partnership For Transport (SPT) /East Dunbartonshire Council's Responsibilities

SPT will contact a Senior Officer within EDC to advise of difficulties with transport.

Senior Officer will contact Head Teacher/s.

Head Teachers to contact parents, where possible by text message, (at peak times there may be delays due to volume across local authorities).

* In the event of journey being abandoned, Head Teachers will advise the driver of any change to normal home address.

At the beginning of every session, the school should update the contact details for all parents/ guardians for pupils accessing school transport. This will allow school office staff to inform parents/guardians immediately of changes due to adverse weather. If the inclement weather is continuous, the school will update their website on a daily basis.

Parental Responsibilities

To ensure child/children are at designated pick up point (please note that in adverse weather this may differ from original point, Head Teacher will advise).

If concerns regarding bus arrival, contact bus operator and/or school.

Parents should ensure that they notify the school of any changes to their contact details.

If they have not already done so, parents are advised to register for the text messaging alert system within their child's school.

Where inclement weather is present and it is probable that the current pick up point is unlikely to be accessed, parents should take a common sense approach and their child/children should be taken or directed to the closest accessible pick up point within a reasonable distance.

Liaising With and Involving Parents in Their Child's Education

The Education Service is keen to ensure that it involves all parents appropriately and sensitively in their child's education.

Under Education Law, "parents" include:

- Non-resident parents who are liable to maintain or have parental responsibilities in respect of a child
- Carers who can be parents
- Foster carers, relatives and friends who are caring for children under supervision arrangements
- Close relatives, such as siblings or grandparents caring for children who are not "looked after and accommodated" by the local authority or are under home supervision (looked after) arrangements.

Everyone who is a "parent" (under Education Law) has the right to receive advice and information about their child's education and take part in activities.

The Education Service will treat all parents equally. The exception to this is where there is a court order limiting an individual's exercise of parental rights and responsibilities.

Schools collect information about a child's family circumstances on an annual basis. Where family circumstances change during a school session, it is important that parents inform their child's school of these changes.

Further information about how the Education Service seeks to work with parents is available in the publication Schools, "Parents" and "Parental Responsibility": A briefing paper for schools and education support services under the management of East Dunbartonshire Council (2007).

This publication is available from schools or the Acting Chief Education Officer who can be contacted at:

East Dunbartonshire Council, The Marina, Strathkelvin Place, Kirkintilloch G66 1XQ. Tel: 0300 123 4510. Email: greg.bremner@eastdunbarton.gov.uk

Data Protection Act 1998

East Dunbartonshire Council will process your child's personal data in compliance with the Data Protection Act 1998 and all other relevant legislation. The Council may share your child's personal data with other Council services and public agencies to support the delivery of services to promote the health, safety and well-being of children and young people.

Accessing Your Child's Pupil Records

Parents have a legal right of access to their child's core education records, regardless of the age of their child. These are the records held within your child's Personal Pupil Record (PPR). Parents do not have a general right of access to all records that mention their child. To access your child's file, please apply in writing to the Head Teacher.

A child has a legal right of access to all records held about them. This includes records that may be held out with of the PPR. If a child is aged 12 or over and can show suitable maturity and understanding they may exercise this right of access through a request to the Head Teacher in writing. If your child is aged 11 or younger, or is not considered to have suitable

maturity or understanding, then a parent may make an application on their child's behalf for access to all records. The table below summarises who may access what records through writing to the appropriate Head Teacher.

AGE OF CHILD	CHILD'S LEGAL RIGHTS	PARENTAL LEGAL RIGHTS
Under 12	A child's parent or guardian may apply on the child's behalf for access to all records	Right of access to core education record (PPR)
12 and older	If able to show suitable maturity and understanding, the child may apply for access to all records.	Right of access to core education record (PPR) No legal right to all records unless acting as child's representative because child is unable to show suitable maturity or understanding

Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act gives individuals a statutory right to the unpublished "internal" information and records held by Scottish Public Authorities such as East Dunbartonshire Council and its schools. Individuals have already used this legislation to find out about policy, procedures and how particular decisions have been reached. If you would like to use this legislation to access particular information please write to the Head Teacher, and subject to certain conditions and exemptions, you will receive a full response within twenty working days of receipt of the request.

Please note that you cannot access personal information on staff or pupils under this legislation. To access personal information about your own child, please see the section 28 on Accessing Your Child's Pupil Records.

Use of Photographs and Video Film Involving Pupils

On occasion, the school may seek permission from parents to photograph/video pupils for internal purposes within the school, for Council publicity materials and/or for press/media related activities. If a pupil's image is being used on any webpage or on a webcam, parents will be asked for express consent as this image has the capability of being viewed by any person with Internet access world wide.

Pupil photographs will be held with the school's Management Information System (SEEMIS), parents will be asked to consent.

School Campus No Smoking Policy

With the introduction of the Smoking, Health and Social Care (Scotland) Act 2005 and the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006, East Dunbartonshire Council now operates a no smoking policy across all authority's school campuses. Any person accessing the school must refrain from smoking in any of the school campus areas.

Pupil Use of Mobile Phones in School

There have been many concerns raised by head teachers, staff and parents about the extensive use of mobile phones by pupils and the associated risks of such use while in school.

The Education Committee of East Dunbartonshire Council as a result of these concerns, agreed that each school should have the power to set its own policy in relation to pupil use of mobile phones in school.

All establishments will incorporate the following points into their policy:

1. Schools will discourage, and will also advise parents to discourage, pupils from bringing mobile phones to schools.
2. Parents will be advised that East Dunbartonshire Council will not accept liability for the loss or damage of mobile phones which are brought into the school or school grounds by pupils.

3. If pupils bring mobile phones to school, the phones must remain switched off while the pupils are in class. Head Teachers will have the power to extend the switching off of mobile phones by pupils to the whole school building and also to the school grounds.
4. Where a pupil is found by a member of staff to be using a mobile phone out with the policy of the school, the phone will be confiscated. When a phone is confiscated, a receipt will be passed to the pupil by the relevant member of staff, in order that the pupil can present the receipt at the end of the school day to uplift the phone.
5. If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or staff, this will be regarded as a serious offence and the Head Teacher, depending on the circumstances, will decide on an appropriate discipline. In certain circumstances, the pupil may be referred to the Chief Education Officer. If images of other pupils or staff have been taken, the phone will not be returned to the pupil until the images have been removed.

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 catchment school. Applications for Primary 1 and Secondary 1 Placing Requests to commence school in August will 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 the Education Office.

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. The Education Office 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 East Dunbartonshire Council's Admissions Policy and requests accepted and refused accordingly.

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.

Parents should note that in cases where your child is currently in attendance at a primary school as a result of a successful placing request, there will be the need for a further request to be made to transfer to the secondary school associated with the primary school. Parents should, however, be aware there is no guarantee that any such request will be successful and therefore contact should be made with your local secondary school to inform them of your intention to request a place in a school of your choice. Parents are requested to contact the education office to clarify this position if they are unsure.

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.

Transferring Educational Data About Pupils

The Scottish Government and its partners collect and use information about pupils through the *Pupil Census* 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.

The Scotexed Programme

The following explanation has been provided directly by ScotXed:

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 Skills Development 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
- enhance the quality of research to improve the lives of young people in Scotland

Data policy

Information about pupils' education is collected through our statistical surveys 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 through the Pupil Census 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 Education Scotland, Skills Development Scotland and the SQA. On occasion, in order to help meet our aim of improving the life of young people in Scotland, we may make individual data available to partners such as the National Registers of Scotland to carry out research relating to the national population census and also academic institutions and organisations to carry out additional research and statistical analysis to meet their own official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, and will be consistent with our data policy. This 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. At all times pupils' rights under the Data Protection Act and other relevant legislation will be ensured.

Concerns

If you have any concerns about the ScotXed data collections you can email the Head of Schools Analysis, Mick Wilson, at mick.wilson@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 2D, 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.

Childcare Information Service

The Childcare Information Service is a free service provided by East Dunbartonshire Council. It aims to provide parents with accurate details on childcare provision in a variety of settings, eg. out-of-school care groups, childminders, nurseries, playgroups, holiday play schemes and parent and toddler groups.

It also offers other advice including: choosing quality childcare, accessing help to pay for childcare and contact details regarding childcare organisations.

The childcare information service launched in May 2000, is a key element of East Dunbartonshire Council's childcare strategy which aims to develop quality accessible, affordable and flexible childcare across the East Dunbartonshire area.

To use this service please call the helpline number on **0300 123 4510**
e-mail: chis@eastdunbarton.gov.uk or log onto the service's website at www.scottishchildcare.gov.uk.

Supporting Families Service

The core purpose of this service is to provide support to families in developing their skills and confidence in their parenting and to provide services to children to enhance their development and learning. Examples of the services available include parenting workshops, individual support and Triple P as well as, holiday play scheme provision for children and young people with additional support needs. If you wish to access any of the services please contact the team on 0300 1234510.

Business Continuity

We make every effort to maintain a full educational service, but on some occasions, circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-

opening. We shall keep in touch by regular updates to our school website, using letters and notices in local shops, announcements in local churches and announcements in the press and on local radio. There will also be updates on the website www.eastdunbarton.gov.uk

The designated assembly area within the school in an emergency, ie fire, is the playground at the front of the school. Should there be a need for the staff and children to leave the school area entirely the muster site for Bearsden Primary would be Bearsden South Church, 59 Drymen Road, Bearsden.

Parental Communication With School in Case of Emergency

It is important that parents keep contact with the school to a minimum in the case of an emergency. When you telephone the school you will be asked for a contact number and your message will be repeated back. Please ensure the pupil's name, class and/or teacher's name is given.

Where possible you should telephone before 2.30 p.m. if there are any changes to childcare arrangements.

Comments, Compliments and Complaints Procedure

We are keen that you should be completely satisfied about your child's education and we encourage feedback on our services from parents and pupils. We are, therefore, interested in feedback of all kinds, whether it be comments, compliments, or complaints.

If you want to register a comment of any type about the school you can do this by writing, e-mailing, telephoning or making an appointment to see someone. All feedback is welcome and keeps us in touch.

If, in particular, you have a complaint about the school, please let us know. It is better that these things are shared openly and resolved fairly, rather than being allowed to damage the relationship between the family and the school. There will be no negative consequences arising from making a complaint and we will deal with the issue as confidentially as possible.

In relation to making a complaint:

- Stage 1 – Frontline resolution, we will always try to resolve the complaint quickly and to the customer's satisfaction wherever we can. This resolution will be provided within five working days, unless there are exceptional circumstances.
- Stage 2 – Investigation, if you are dissatisfied with the decision at stage 1, the complaint will be investigated, acknowledge in three working days and decision provided as soon as possible but within twenty working days.

If you are still unhappy after the further investigation and reply you can take the matter up with the Scottish Public Services Ombudsman, our reply will include the contact details.

You should also note that you have the right to raise unresolved concerns with your local councillors, MSP or MP.

Information

Although this information is correct at the time of printing, there could be changes affecting any of these matters dealt with in the document:-

- (a) before the commencement or during the course of the school year in question;
- (b) in relation to subsequent school years.

Useful Addresses

Bearsden Primary

Roman Road
Bearsden
Glasgow
G61 2SY
Tel: 0141 955 2254
Email : office@bearsden.e-dunbarton.sch.uk

Education Offices

Southbank House
Strathkelvin Place
Kirkintilloch
G66 1XQ
Tel: 0300 123 4510
sharedservices.education@eastdunbarton.gov.uk

Local Councillors

Keith Small - Bearsden South
Manjinder Shergill - Bearsden South
Vaughan Moody - Bearsden South

12 Strathkelvin Place
Kirkintilloch
G66 1TJ
Tel: 0141 578 8086

Area Registration Office

Bearsden Community Hub
69 Drymen Road
Bearsden
G61 3QT
Tel: 0300 123 4510

Schools Letting Office

Business Support
Suite F4
6 Strathkelvin Place
Kirkintilloch
G66 1XT
Tel: 0141 578 8695
Fax: 0141 578 8945
email: letting@eastdunbarton.gov.uk

Social Care and Social Work Improvement Scotland

Tel : 0333 405 3333

Bearsden Primary After School Club

Tel: 0141 942 0047 / 07966388178