ST STEPHEN’S PRIMARY SCHOOL

DALMUIR

SCHOOL HANDBOOK

2017-2018
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STATEMENT OF COMMITMENT

“OPPORTUNITY THROUGH LEARNING”

Every person has the right to be educated in a climate in which individuality is recognised and in which everyone feels valued. We are committed to working in partnership with you to provide education of the highest quality.

Aims:-

To provide opportunity through learning we will:-

- Promote partnership and positive relationships
- Provide appropriate courses and services
- Ensure effective learning and teaching
- Raise educational standards
- Support learners
- Manage personnel, finances and resources effectively
- Monitor, evaluate and review our services
All local authority schools are required by law to issue a copy of the school handbook to certain parents in December each year for their use as appropriate. A copy of our school handbook is also available online at http://www.west-dunbarton.gov.uk/schools-and-learning/schools/school-search/st-stephens-primary-school/

St. Stephen’s Primary School

Our Vision Statement

St Stephen’s staff prides itself in providing a positive, happy, respectful, safe, healthy and inclusive environment. We strive for educational excellence in all curricular areas and celebrate the achievements of all who work here.

Together as a staff we will work to drive forward initiatives and improvements in our school.

- All pupils, staff, parents and other agencies will work together in partnership to provide positive learning experiences, enabling everyone within the school community to achieve their full potential and be the best they can be.

- Respect the rights and responsibilities of individuals. They will help everyone in our school community to understand diverse cultures and beliefs supporting them to develop concern, tolerance, care and respect for themselves and others.

- Will be committed to ensuring that everyone connected with our school feels warmly welcomed and a valuable part of a community which is having a positive impact on our young people’s lives. Through our commitment we will be preparing our pupils for lifelong learning. Enabling them to become successful learners, confident individuals, responsible citizens and effective contributors.
West Dunbartonshire Council
Department of Educational Services

LEARNING FOR LIFE

We will work together to ensure that everyone in our community is valued and has the opportunity to learn for life and to achieve their potential.

Vision:

To enable everyone in West Dunbartonshire to become:

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

To achieve our vision, we will:

• Create and deliver courses, activities and events which will motivate learners to succeed
• Develop innovative ways to support learning
• Value diversity, promote equal opportunities and foster inclusion
• Promote partnership and community participation
• Value achievement and celebrate success
• Continually reflect on and aim to improve the quality of our services
School Aims

1. To enable pupils to become:

   Successful learners  
   Confident individuals  
   Responsible citizens and  
   Effective contributors

   by creating a positive and respectful learning environment which is supportive, challenging, engaging and motivating.

2. To promote an inclusive ethos where all pupils, parents and staff are valued and treated equally and fairly and everyone’s rights are respected, allowing them not only to succeed but to flourish personally, socially and academically.

3. To work in partnership with the home and parish in order to uphold the moral teaching, faith and traditions of the Catholic Church whilst promoting respect and understanding of different beliefs and cultures.

4. To encourage active citizenship by:
   • providing opportunities for our pupils to take on responsibilities and make positive choices and decisions;
   • enhancing and embracing links with the community.

5. To promote positive partnerships with parents/carers and other agencies to give pupils opportunities to be involved in developing their children’s learning at home, school and in the local wider community.
ST STEPHEN’S R.C. PRIMARY

St. Stephen’s Primary School takes pride in the warm and welcoming atmosphere which the whole school community has worked hard to achieve.

Around our school there is much of which we are proud. Our wall displays show visitors examples of our pupils’ achievements both in school and in the wider community.

Pupils are actively encouraged to enjoy and care about school life, an important feature in the learning process.

The present St Stephen's Primary School was officially opened on 13 December 2001. It has a modern semi-open plan layout which incorporates eight teaching bays, two classrooms and general purpose activity areas. We also have full kitchen facilities, a dining area and a gymnasiaum / assembly hall. In addition, the building is fully accessible for the disabled and includes an induction loop hearing system in the assembly hall and office areas.
CONTACT DETAILS

St Stephen's Primary School
Second Avenue
CLYDEBANK
G81 3LE

Tel: 0141 952 1491
Fax: 0141 952 0690

Email: Schooloffice.StStephens@west-dunbarton.gov.uk
School Website: www.scottishschools.info/saintstephensprimary

St Stephen’s is a Roman Catholic, co-educational school and can accommodate children from P1 to P7.

Present Roll: 255  School Capacity: 255

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 classes are organised.

All educational establishments within West Dunbartonshire Council are members of a Local Learning Community (LLC). These LLCs are made up of one secondary school and its associated primary schools and include a number of Early Education and Childcare Centres and Partnership Nurseries. St Stephen’s Primary is a member of the St Peter the Apostle High School Community.

The five Learning Communities in West Dunbartonshire have been established as part of West Dunbartonshire’s education improvement strategy. This strategy has a clear focus to raise educational aspirations, achievement and attainment of all pupils while improving the skills and knowledge of all staff involved in the education of children and young people.

Mrs Murray represents St Stephen’s Primary school on the St Peter the Apostle High School LLC; however other members of staff may attend meetings in support of improvement work. St Peter the Apostle LLC is led by Matthew Boyle, Educational Services Manager who is assisted by the school’s Quality Improvement Officer, Kathy Morrison.

Updates on the work of the LLC’s will be made available through parent council meetings and through Standards and Quality reporting.
The facilities of St Stephen's School can be used by the community.

At present applications for the use of the school facilities should be made to:

Letting Section
Education Department
West Dunbartonshire Council
Garshake Road
DUMBARTON G82 3PU
Tel: 01389 737329
The letting of school premises is under the direction of the education authority.

**SCHOOL HOURS**

- Opening: 9.00am
- Interval: 10.30am – 10.45am
- Lunch: 12.15 – 1.00pm
- Close: 3.00pm
- Christmas holiday: 2.30pm finish
- Easter holiday: 2.30pm finish
- Summer Holiday: 1.00pm finish
STAFFING

At present we have 15 full time teaching staff including the Head Teacher and Depute Head Teacher:

Mrs G Murray  Head Teacher
Mrs MacColl  Depute Head Teacher
Miss Fisher  Principal Teacher
Miss Stevenson  Primary 1
Ms Williamson  Primary 1
Mrs Ball  Primary 2
Mrs Lafferty/Miss Beattie  Primary 3
Mr Cairns  Primary 4
Miss Muir  Primary 4
Mrs Tulips  Primary 5
Mrs McFadden  Primary 5
Mr Hayes  Primary 6
Miss Niccols  Primary 7
Mrs Rafter  Flexibility Teacher
Mrs Walton  Flexibility Teacher

Ms Nagl  Woodwind Instructor (visiting)
Fr Aiden Martin  School Chaplain
Mrs Anderson  School Clerical Assistant
Mrs Monaghan  School Clerical Assistant
Mrs Shaw  School Clerical Assistant
Mr MacKintyre  School Janitor
Mrs Barlow  Learning Assistant
Mrs Martin  Learning Assistant
Mrs McQuade  Learning Assistant
Mrs Fellows  Learning Assistant
Mrs Duncan  Learning Assistant
Miss Connelly  Learning Assistant
Mrs Gallagher  Catering Supervisor
Mrs Patterson  Catering Assistant
Mrs McElwee  Catering Assistant
Mrs McCluskie  Catering Assistant
Mrs Walker  Catering Assistant
Mrs McKeaveney  Cleaning Supervisor
Mrs Bradley  Cleaning Assistant
Mrs Griffin  Cleaning Assistant
Mrs Bradley  School Patrol Crossing
PARENT COUNCIL

Mr A Casey  
Mr J Johnston  
Mrs D Rafter  
Mrs M Provan  
Mrs M Mochan  
Mrs A Clark  
Mrs R Gross  
Mrs P Bradley  
Mr G Smart  

Chairman  
Treasurer  
Teacher Representative  
Secretary  
Parish Representative  

Mrs T Paisley  
Mrs P Crombie  
Mr P Darroch  
Mrs Thomson

The Parent Council can be contacted through the school office or by emailing: starchurchparentcouncil@gmail.com

The Scottish Schools (parental involvement) Act 2006 requires that:

a. Every parent is automatically a member of the Parent Forum for his/her child’s school, and may be represented by a Parent Council.
b. The members of the Parent Forum decide the structure, membership, aims, objectives and constitution of the Parent Council they wish to form.
c. Other members of the Parent Council may be co-opted.
d. Parent Councils are to be involved in the appointment of a Head and Depute Head Teacher.
e. Parent Councils, the Local Authority and Schools should play an active role in supporting parental involvement in the school.
f. Parent Councils have the right to represent the views of parents.
g. Parent Councils are accountable to the members of the Parent Forum and should establish arrangements for reporting to the Parent Forum.
h. The needs of and arrangements for all children and young people involving parents, carers and those who look after children are met.
i. The school improvement plan takes account of the Local Authority’s strategy and parental involvement as appropriate.
j. A complaints procedure which covers how the Local Authority carries out its functions under the Act is in place.
k. Local Authorities must provide reasonable funding to enable the Parent Council to carry out its functions.
l. A combined Parent Council may be established to cover two or more schools.

In the course of session 2006/7 West Dunbartonshire Council established a Strategy Group for the implementation of the Scottish Schools (parental involvement) Act 2006. The group continues to carry out the duties and responsibilities laid out in the Act.
## THE SCHOOL YEAR

### School Holiday Arrangements – Session 2017/2018

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<th>Monday 14th August 2017</th>
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<td>Wednesday 16th August 2017</td>
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<tr>
<td>September Weekend</td>
<td>Friday 22 September and Monday 25 September 2017</td>
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<td>Half Term</td>
<td>Monday 16 to Friday 20 October 2017 (inclusive)</td>
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<td>Christmas/New Year Monday</td>
<td>Friday 22 December 2017 to Friday 5 January 2018 (inclusive)</td>
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### 2018

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<th>Monday 8 January 2018</th>
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<td>Half Term</td>
<td>Monday 12 and Tuesday 13 February 2018</td>
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<td>Easter</td>
<td>Friday 30 March to Friday 13 April 2018 (inclusive)</td>
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<td>May Day</td>
<td>Monday 7 May 2018</td>
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<td>Half Term</td>
<td>Friday 25 and Monday 28 May 2018</td>
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### In-Service Days

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<td>Wednesday 14 February 2018</td>
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<td>Day 5</td>
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ENROLMENT

During the month of January details of registration and enrolment for children starting school in August will be issued to all local Early Education and Childcare Centres and partnership Nurseries. In addition details will appear in the local press, local shops and Church bulletins.

You should register your child in the school which serves your catchment area. However, you may exercise your parental right and apply to enrol your child in any school.

If you wish to enrol your child in St Stephen’s please bring with you a copy of your child’s birth certificate and baptismal certificate if you have one.

In May/June the children will be invited to visit the school to meet their teacher and classmates. During August/September parents will be given the opportunity to participate in New Entrant workshops as an introduction to sharing the experience of starting school.

To enrol a child of any age during the term please contact the head teacher.
CURRICULUM, ASSESSMENT AND ARRANGEMENTS
FOR REPORTING TO PARENTS

St Stephen’s offers a wide curriculum which caters for the individual needs of its pupils. Through working within his/her own capabilities each child will have many and varied opportunities to:

• develop a command of basic English and an ability to communicate with others;
• foster an enjoyment of reading and develop skills in using books to find relevant information;
• develop a knowledge and understanding of basic computational operations and mathematical concepts through practical activities and problem solving;
• explore his/her scientific curiosity;
• increase awareness of our Scottish heritage through historical, geographical and literacy activities;
• develop his/her enjoyment and skills through physical education;
• foster an appreciation and enjoyment of art, music, drama, poetry and dance;
• develop the necessary skills to function as a caring, disciplined, tolerant and diligent member of society.

Equal experience and opportunity is given to boys and girls to pursue their interests and develop their talents in all areas of the curriculum.

The curriculum is divided into eight main areas:

Literacy
Mathematics/Numeracy
Social Studies
Technologies
Expressive Arts
Religious and Moral Education
Science
Health and Well Being

School Improvement Planning allows us to ensure that curricular provision is continually reviewed and developed. This ensures a consistent, coherent and progressive experience for pupils through primary one to seven.
CURRICULUM FOR EXCELLENCE

The school implements the values, purposes and principles of Curriculum for Excellence by taking active steps to encourage parents to become more involved in their children's learning and in the work of the school.

To enhance learning experiences for the pupils we use interdisciplinary approaches to the curriculum, as well as teaching discreet subject areas. We recognise the wider personal achievements of pupils and allow them to learn through the life and ethos of the school. In this way we encourage our pupils to become:

- Successful Learners
- Responsible Citizens
- Confident Individuals
- Effective Contributors

St Stephen's is fully committed to providing many opportunities to enable our pupils to achieve in these capacities with additional support when necessary.

West Dunbartonshire Council's priority for Curriculum for Excellence is to ensure effective teaching and learning. It is committed to providing Cooperative Learning training for all staff. It is working closely with all its establishments to review school structures to meet the requirements of the new teaching and learning approaches.
LITERACY

Literacy is fundamental to all areas of learning as it unlocks access to the wider curriculum.

Listening and talking for learning.

Pupils are given opportunities to:
- engage with others in group and class discussions
- learn collaboratively
- explain their thinking to others
- explore factors which influence them and persuade them in order to help them think about the reliability of information

Reading for learning.

Pupils are given opportunities to:
- find, select, sort, summarise and link information from a variety of sources
- consider the purpose and main concerns in text
- understand the differences between fact and opinion
- discuss similarities and differences between texts

A programme for Reciprocal Reading is in place from P1-P7.

Story Worlds is the main resource used to develop reading skills in P1-P3. Literacy World is used in P4-P7. These core programmes provide opportunities for writing, listening, talking and grammar alongside the central activity of reading.

Writing for learning.

Pupils are given opportunities to:
- make notes, develop ideas and acknowledge sources
- develop and use effective vocabulary
- create texts which allow learners to persuade, argue and explore ideas

Spanish: All pupils from P1-P7 are taught Spanish.
French: Our Primary 6 and Primary 7 pupils are taught French.
MATHEMATICS/NUMERACY

This area of the curriculum includes number, money, measurement, information handling, shape, position and movement and problem solving and enquiry.

We provide a programme of learning which is based on a practical approach and centres around meaningful maths and numeracy experiences for the pupils.

The school has a very good bank of resources which reinforce and extend pupils' learning including a number of ICT based resources.

Maths/Numeracy equips our pupils with many skills required for life, learning and work.

SOCIAL STUDIES

Through social studies pupils 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.

Pupils learn about human achievements and about how to make sense of changes in society, of conflicts and of environmental issues. With greater understanding comes the opportunity for responsible citizenship.

SCIENCE

During scientific activities pupils are provided with opportunities to try out, challenge, change or replace their ideas about how things are thus developing more scientific understanding through their own ideas and experiences. Through learning in the sciences, pupils develop their interest in, and understanding of, the living, material and physical world. They engage in a wide range of collaborative, investigative tasks which allow them to develop important skills to become creative, inventive and enterprising adults.
TECHNOLOGIES

Learning in the technologies enables pupils to be informed, skilled, thoughtful adaptable and enterprising citizens.

The technologies framework offers challenging activities which involve, research, problem solving, exploration of new and unfamiliar concepts, skills and materials and the rewarding learning often results from creating products which have real applications. Pupils are encouraged to develop their creative and entrepreneurial skills.

HEALTH AND WELL BEING

St Stephen's Primary recognises the impact of health and well being on pupils' learning. We have programmes in place to develop social, emotional and physical health. The health and well being of all pupils is also promoted by taking a coherent approach to every aspect of school life.

EXPRESSIVE ARTS

The expressive arts, ie. music, art and design, drama and dance have an important role in our curriculum and many opportunities are given to our pupils in this area.

These subjects are of significant importance for the progressive development of skills and enjoyment.

By engaging in experiences within the expressive arts, pupils will recognise and represent feelings and emotions both their own and those of others. The expressive arts plays a central role in shaping our sense of our personal, social and cultural identity. Learning in the expressive arts also plays an important role in supporting pupils to recognise and value the variety of culture locally, nationally and globally.
EQUALITY AND FAIRNESS

We make every effort to afford equal opportunities for boys and girls in all areas. The ethos of the school is such that people from different cultures are welcomed and encouraged to share all aspects of school life. Through the school’s curriculum provision is made to address social justice issues such as discipline, bullying, positive behaviour strategies, substance misuse, health education, homework, parental involvement. All members of the school staff work closely to ensure the successful implementation of this policy.

RELIGIOUS AND MORAL EDUCATION

Religious education in Catholic schools takes place within the context of the wider Catholic faith community, in partnership with home and parish. It is an integral part of our school which is itself a community of faith.

Parents who choose to send their child to our school are expected to accept our tradition and encourage their children to attend religious instruction and observances. However, under section 9 of the Education Act 1980, parents have the right to withdraw their child from Religious Education and Observances. This right may be exercised by informing the head teacher in writing.

There are regular Church services during the year. Pupils in Primary 3 are prepared and presented for The Sacrament of Reconciliation. The pupils of Primary 4 are prepared and presented for their First Holy Communion. The pupils of Primary 7 will be prepared for the Sacrament of Confirmation from school year 2017-18.

Judaism and/or Islam is studied in P3 to P7. Pupils present short assemblies to other classes based on what they have learned. Each class from P1–P7 hold Prayer Services to which all parents are invited.

All pupils in P1-P7 will take part in lessons from “God's Loving Plan”, a programme by the Catholic Church in Scotland to teach relationships and moral education.

Parents from ethnic minority religious communities may request that their child 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 school session and the pupil noted as an authorised absentee in the register.

The school collects regularly for charities. At the end of each term the money is sent to various charities which the children and staff elect.
MEETING LEARNERS’ NEEDS

In St Stephen's Primary we are committed to Getting it Right for Every Child and follow West Dunbartonshire Council's staged intervention procedure to meet the needs of all children.

Staff monitor the progress of children with additional support needs and provide resources suitable to their level of development. Where appropriate, and if staffing allows, a Support Teacher provides additional support to individuals or groups of pupils.

Individualised Education (IEPs) are prepared for pupils with specific needs.

The head teacher, class teacher, personnel from appropriate agencies and the child's parents meet together to discuss aspects of the IEP.

Further help for children with additional support needs can be obtained from Psychological Services.

The role of the educational psychologist is to lend support by interviewing, assessing and suggesting suitable work and materials for children whose learning or behaviour is causing concern.

Parents will always be advised in advance of any referral made to the psychologist.

Any parent concerned about the needs of their child is most welcome to visit the school and meet with the head teacher and class teacher.

Further information is available from West Dunbartonshire Council website: http://www.west-dunbarton.gov.uk/schools-and-learning/schools/support-for-pupils/additional-support-needs/
CARE AND WELFARE

At St Stephen's Primary we provide a positive and safe environment and through curricular programmes help children protect themselves.

All staff in the school are required to be aware of child protection issues and are provided with regular information on Child Protection Policy and Procedures. The school maintains close working relationships with all other relevant agencies to ensure appropriate information is shared and that professionals from various agencies work collaboratively for the well-being of the children and young people. All staff have a responsibility to report concerns regarding the welfare or safety of a child or young person to the head teacher. If the head teacher, or the person deputising for the head teacher is of the view that there may be grounds for concern, they will immediately contact the duty senior social worker and advise them of the circumstances.

Getting it Right for Every Child (GIRFEC) is the Scottish Government’s approach to promoting and safeguarding the wellbeing of children in Scotland. In most cases the families around each child will be able to offer all the help and support that is needed. However, there are times when a child may need a bit of extra help. The GIRFEC approach is there to make it as easy as possible to get that help when it is needed.

The GIRFEC policy requires that every child and young person and their family have access to help and support from a Named Person. The role of the Named Person is to safeguard and support the wellbeing of children and young people very much like the support that has always been offered by key members of staff in school. The role of the Named Person is integrated into the current role of key promoted members of staff in schools and serves to strengthen the support they currently provide as a central point of contact for children, parents and other people working with them.

On our school website you will find the names of the members of staff who have been given the role of Named Person for each age group of children along with the arrangements for cover in the event of absence. It is our intention to support the wellbeing and safeguarding of all our young people. Parents are reminded that the Named Person will only offer advice or support in response to a request from a child or parent, or when a wellbeing need has been identified. There is no obligation to accept the offer of advice or support from a Named Person.

Holiday Cover

The GIRFEC policy also recommends the local authorities provide continuity of the Named person Service during school holiday periods. At these times the Named Person Service will be provided by suitably qualified staff from the Central Named Person Service at the Council Offices. See contact details below.

Central Service Named Person Service: Joanne Scott (Education Support Officer) 01389 737303; education.nps@wdc.gcsx.gov.uk
ASSESSMENT AND REPORTING

Continual assessment of the curriculum is carried out by the head teacher and staff. Teachers share learning intentions with pupils at the start of lessons, and then assess levels of understanding at the end of lessons by asking children to describe what they have learned.

Each teacher is constantly monitoring and assessing the progress of the pupils. This is done through:
• observation and discussion;
• scrutiny of individual pupil profiles;
• scrutiny of results of assessments;

Feedback is regularly given to pupils using verbal and written comments. Staff and pupils work together to identify areas of strength and areas for development.

A formal Progress Report is sent home each session.

Your child’s report will tell you about your child’s progress throughout the year. It will include information and teacher comments about:
• the breadth of learning your child has experienced within curricular areas;
• the level of challenge planned for your child to ensure he/she is achieving his/her full potential and being supported appropriately;
• how well your child can apply learning in new and unfamiliar contexts.

The head teacher and depute head teacher visit classrooms and observe pupils' work throughout the year. They also monitor written work in jotters.

To encourage responsibility for their own learning, and following discussion with their teacher, pupils set some of their own learning targets. These are then shared with parents.

Parents are invited to the school in October/November and May / June to see their children’s work and discuss their child's progress with the class teacher. Parents are most welcome to call at the school or to telephone the head teacher at any time to arrange an appointment to discuss their child's progress.
HOME AND SCHOOL LINKS

We feel very strongly that co-operation between home and school is beneficial for the whole well being of the child.

St. Stephen’s is very fortunate to have the support of many enthusiastic parents who work in a variety of ways in the school. We have a programme of parental involvement for a number of activities.

Parents are welcome in school to discuss any aspect of their child's development or progress. It is advisable to telephone and make an appointment to see the head teacher or class teacher.

At the annual sports day parents are invited to join in the fun and lend a helping hand.

During the year the children enjoy various educational outings and visits. Parents are a tremendous help to the teachers on these occasions. We welcome this help and feel it is an important part of the link between home and school. All information on these and other activities is given to parents in a newsletter.

Information on DHSS, welfare rights, councillor's surgery, local clubs and events, school events etc. is displayed in the entrance foyer of the school. Outside agencies place notices and up-to-date pamphlets in this area.

ANTI BULLYING POLICY

The issue of Bullying is taken very seriously in our school.

The school holds an Anti Bullying Focus Week each year and this topic is included at all stages in our programme of study for Health and Wellbeing.

School assemblies regularly draw attention to this issue.

The school has an Anti Bullying Policy which is available to all parents on request.
CONCERNS

If you have a concern regarding your child, please contact the school office to speak to the Head Teacher or Depute Head Teacher in the first instance.

Depending on the nature of your concern, this will be dealt with by the Senior Leadership Team or by the class teacher. All concerns will be dealt with promptly to ensure the continued success of your child’s learning and well being in school.

HOMEWORK

Children are encouraged to extend the skills taught in school through further practice and research at home. The time spent on this should vary according to the age and development of the child.

Homework might be set as follows:

- preparation of reading;
- revision of tables, number facts, an arithmetical process;
- learning of spelling;
- revision of language skills;
- simple research;
- problem solving.

As homework is for the benefit of your child you are asked to help by seeing that the work is completed and the homework signed. The best homework for your child is your own interest and involvement in his/her work. A copy of the school’s policy on homework is available on request.
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 this is approved by the authority, or unauthorised that is unexplained by the parent (truancy) or temporarily excluded from school. If a child is going to be absent then parents are asked to inform the school by letter or telephone before 9.30 am on the morning of the first day of their child's absence. Please contact the school from 8.30 am. If no contact is made with the school by 9.30 am on the morning of the first day of absence then the school will contact the parents to find out reasons for the absence. These measures have been put in place to ensure the care and welfare of all pupils. The school is vigilant in ensuring that all pupils are accounted for by 9.30 am each day. If any child is absent and no contact has been made with the family by 11 am on the first day of absence then the school will communicate with the emergency contact. Parents are also asked to contact the school if their child is likely to be absent for some time and to give the child a note on his or her return to school, confirming the reason for absence.

The Policies for Parents document "Achievement through Attendance", available to all parents from their child's school outlines the importance of good attendance.

The Scottish Government has now issued guidance to all local authorities indicating that family holidays taken during term-time should be categorised as unauthorised absence (Circular no. 5/03). Only in very exceptional circumstances will it be possible for the Head Teacher, with the approval of the local authority, to authorise a family holiday during term-time. Clearly with no explanation from the parents, the absence is unauthorised.
FIRST AID

While the school provides minor first aid treatment, parents should provide the school with an emergency contact so that children can be taken home if illness occurs. The school should be contacted immediately if the contact changes.

BREAKFAST CLUB

A Breakfast Club operates daily from 8.20am - 8.45am. Any parent wishing their child to attend must complete the necessary paperwork. Parents are responsible for ensuring the good behaviour of all pupils who attend clubs outwith normal school hours.

SCHOOL/COMMUNITY LINKS

The school is an integral part of the community and we encourage the children to realise that they are members of that community and have a duty towards it.

The school has frequent visits from local clergy, road safety personnel and police. We enjoy links with other local primary and secondary schools and local businesses. Various other members of the community visit to explain and promote their function to the children.

POLICY OF TAKING PHOTOGRAPHS ON COUNCIL PREMISES

In line with council policy no photography of individuals is permitted on council premises where there is a reasonable expectation of privacy without their consent, or in the case of children under 12 years, the consent of their parents or guardian. The policy applies to all photographs and digital images, however taken, including images taken by any camera, camera mobile telephone, video camera or similar equipment.

In St Stephen's Primary School all parents will be asked for their written permission for pupils' photographs to be taken during term time. Parents are responsible for notifying the school if they change their decision.
**AFTER SCHOOL CLUBS**

The school has a range of after school clubs available to pupils.

These may include: Football, Netball, Cross Country Running, Reading, Rugby, Spanish.

Pupils from P6 to P7 are given the opportunity for tuition in brass and woodwind instruments.

**SCHOOL DISCIPLINE**

In the school the relationship between the pupils and the teacher is similar to that between the child and his/her own parent/carer requiring mutual consideration on all sides. As in the home, self discipline and self control are emphasised throughout the school. We strive to lead the children to an understanding of social interaction, cooperation and resolution of conflict. We believe parents and teachers share this responsibility. However, as in the home, children may need to be disciplined on occasions within the school. The head teacher and staff have compiled the following sanctions:

1. non-verbal cues, silences, disapproving gestures;
2. verbal reprimands to individuals, group, class;
3. threat of movement to another seat in class;
4. movement of seat;
5. withdrawal of privileges; (football, netball, monitoring etc.)
6. entry on class discipline sheet;
7. meeting with Depute Head Teacher and Head Teacher - this may involve the co-operation of the parents.

A copy of the school's discipline policy is available for parents.

In St Stephen's exclusion of a pupil from school is seen as a last resort after all other measures have been tried and have failed. However, if faced with flagrant or aggressive misbehaviour the head teacher could exclude a pupil from school immediately.

Children have a right to order and discipline to enable them to work in peace and security. Our conviction is that through good home – school relationships good discipline can be established and maintained.
SUPERVISION OF PLAYGROUND
An adult presence is provided in playgrounds at break times in terms of the schools (Safety and Supervision of Pupils) (Scotland) Regulations, 1990. Supervision in the playground is provided by the janitor and one other adult from 8.50am.

CLOTHING AND UNIFORM
The uniform for St Stephen's Pupils comprises:

Grey Skirt /pinafore/trousers
Blue Shirt
School tie
Grey jersey / cardigan
Blue school polo shirt and grey
School sweatshirt

Pupils attending schools within West Dunbartonshire Council are strongly encouraged to wear a school uniform. Our contact with parents in recent years has also made us aware that the vast majority are in favour of uniform. The wearing of school uniform helps promote the identity of the school in the local community and helps create an ethos of sharing and pride in the school.

Most people tend to form opinions about a school by the appearance and behaviour of the pupils. West Dunbartonshire Council supports the wearing of the uniform in all of its schools because it:

- improves school security by making it easier to identify intruders;
- builds a sense of identity and belonging to the school;
- gives pupils an equality of appearance thereby discouraging competition;
- is cheaper to buy than other clothing which pupils may wish to wear;
- encourages school discipline and a work ethic amongst pupils.

The school ensures that no pupil is discriminated against on the grounds of race or gender.

The forms of dress which are unacceptable in school are items of clothing which:
- potentially encourage faction (such as football colours);
- could cause offence (such as anti-religious symbolism or political slogans);
- could cause health and safety difficulties, such as loose fitting clothing, sportswear made of flammable material, and body piercings/jewellery for PE and sport;
- could cause damage to flooring;
- carry advertising, particularly for alcohol or tobacco;
- could be used to inflict damage on other pupils or to be used by others to do so;
- are valuable or expensive items of clothing or jewellery which presents a security issue for the school.
You are eligible for a clothing grant only if you receive:

- Housing and/or Council Tax Benefit
- Working Tax Credit with a gross annual income of £15,860.

Clothing Grants will not be paid for children of school leaving age, that is who will be 16 years old between 1 March and 30 September, until they return to school in the new session. However, you should include these children on your application.

The Clothing Grant is currently £100.00 per child.

West Dunbartonshire Council is concerned at the level of claims being received regarding the loss of pupil's clothing and/or personal belongings. Parents are asked to assist in this area by ensuring that valuable items and unnecessarily expensive articles of clothing are not brought to school. Parents should note that the council does not carry insurance to cover the loss of such items and any claims submitted are likely to be met only where the council can be shown to have been negligent.

The colour scheme and certain items of dress that comprise an individual school's uniform should be determined through a consultation process which is appropriate to each school. This consultation process should involve pupils, parents and staff. A range of options for this uniform may be considered including, for example, different items of clothing for summer.

**MEALS**

A cafeteria operates in St Stephen's at lunchtime. P1-P3 pupils are all entitled to receive a free meal. Money is collected from the P4-P7 children first thing in the morning and sent to the catering manageress. All meals are a set price. This is currently £2.05. Pupils may purchase a hot meal, a salad or a “packed lunch” meal. Accommodation is also made available for those children who bring packed lunches. In the interests of safety glass containers may not be brought into school.

Children who require a special diet can be catered for in the school cafeteria. *Please note we have a pupil in school with a nut allergy. Accordingly parents are respectfully requested to ensure their children do not bring any nuts or food/sweets which obviously include nuts into school.*

You are eligible for free nursery/school meals if you receive the following benefits:

- Income Support School
- Universal Credit
- Jobseekers Allowance (income based)
- Pension Credit
- Employment and Support Allowance (income related)
- Working Tax Credit with income less than £7,420
- Support under Part VI of the Immigration & Asylum Act 1999
You are eligible for free nursery/school meals only if you receive:
Child Tax Credit ONLY (but not Working Tax Credit) with income less than £16,500.

How to apply for free school meals and clothing grant:

Apply online at www.west-dunbarton.gov.uk/schools-and-learning
(this should take around 5 minutes)
Telephone: 01389 737000
Download the application form and post or return to:

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<tr>
<th>Housing Benefit Section Council Offices Garshake Road Dumbarton G82 3PU</th>
<th>Alexandria One Stop Shop 17 Mitchell Way Alexandria G83 0LW</th>
<th>Clydebank One Stop Shop West Dunbartonshire Council Rosebery Place Clydebank G81 1TG</th>
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**TRANSPORT**

West Dunbartonshire Council has a policy of providing free transport to all primary pupils who live more than one mile from their zoned local school by the recognised shortest, safe 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 Department. 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. The appropriate Head of Service is authorised to grant privilege places for pupils to travel in transport provided by the authority where spare places are available and no additional costs are incurred.

**PICK-UP POINTS**

Where free transport is provided it may be necessary for pupils to walk a certain distance to the vehicle pick-up point. 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 Council's limits (see above paragraph). It is the parent's responsibility to ensure that their child arrives at the pick-up point in time.
It is also the parent's responsibility to ensure the child behaves in a safe and acceptable manner while boarding, travelling in and alighting from the vehicle. Misbehaviour could result in your child losing the right to free transport.

Parents should ensure that their child knows what to do in the event of the transport not arriving at the pick-up point, if the child is not by an adult. Transport may be cancelled for example due to adverse weather conditions.

PLACING REQUESTS

The education authority does not provide transport for those pupils in receipt of a placing request. In the case of under age placing requests if the child is offered a place in his catchment area school, transport will be provided in accordance with Council policy stated above.

MEDICAL AND HEALTH CARE

Hearing, vision and dental checks take place throughout the children's primary school years. Parents are asked to inform the school of any medical requirements of their child. Minor accidents will be dealt with in school by staff members. In the event of a serious accident a child will be taken directly to Clydebank Health Centre or Queen Elizabeth University Hospital. Parents/carers will be notified immediately. For any child requiring the administration of medicines the parent must complete the necessary documentation.
Protection from the Sun – Sunscreen
- During periods of hot weather parents should apply sun cream before the start of the session/school day to their children (older children and young people can be trained to do this).
- Educational establishments cannot provide or apply sunscreen for children due to possible skin allergies some children may have.

Protection from the Sun – Protective Clothing
Parents should provide hats that cover the ears, face and neck ie legionnaire, broad brimmed or bucket hats are recommended; baseball caps do not offer the full protection required.

Children should wear clothing that covers as much skin as possible. This includes T-shirts with long sleeves, longer dresses, and long trousers. Vest tops or sleeveless tops are not recommended as they do not provide adequate protection.

INFORMATION IN EMERGENCIES
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 WDC website, social networking sites and local radio. It is normal practice within West Dunbartonshire Council to operate a help line when emergencies arise. Details will be made available when an occasion arises.

TRANSFER FROM PRIMARY TO SECONDARY SCHOOL
Pupils are normally transferred between the ages of 11½ and 12½ 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.

Children from St Stephen's normally transfer to St Peter the Apostle, Head Teacher, Mrs Linda Booth.
School Address: St. Peter the Apostle High School, Kirkoswald Drive, Clydebank G81 2DB
Tel No: 0141 533 3100
DATA PROTECTION ACT 1984

Information on parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the Data Protection Act 1984 and may only be disclosed in accordance with the Codes of Practice.

WDC POLICIES FOR PARENTS
These can be found on our school website under ‘Parents Zone – Policy for Parents’ at: http://www.scottishschools.info/saintstephensprimary/
## IMPORTANT NAMES / ADDRESSES

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
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<tr>
<td>Laura Mason</td>
<td>Council Offices Garshake Road DUMBARTON G82 3PU</td>
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<tr>
<td>Chief Education Officer</td>
<td>Convenor of Education and Life Long Learning</td>
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<tr>
<td>Michelle Stewart</td>
<td>Council Offices Garshake Road DUMBARTON G82 3PU</td>
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<tr>
<td>Convenor of Education and Life Long Learning</td>
<td>Council Offices Garshake Road DUMBARTON G82 3PU</td>
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<tr>
<td>Leader of the Council</td>
<td>Provost McAllister Clydebank Town Hall 49 Dumbarton Road Clydebank G81 1DA</td>
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<tr>
<td>Martin Rooney</td>
<td>Councillor Gail Casey Clydebank Town Hall 49 Dumbarton Road Clydebank G81 1DA</td>
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<tr>
<td>West Dunbartonshire Council</td>
<td>Councillor Kath Ryall Clydebank Town Hall 49 Dumbarton Road Clydebank G81 1DA</td>
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<tr>
<td>Council Offices Garshake Road</td>
<td>Councillor Jim Brown Clydebank Town Hall 49 Dumbarton Road Clydebank G81 1DA</td>
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<td>DUMBARTON G82 3PU</td>
<td>Councillor Patrick McGlinchey Clydebank Town Hall 49 Dumbarton Road Clydebank G81 1DA</td>
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<td>Councillor Jim Brown</td>
<td>Councillor Willie Hendrie Clydebank Town Hall 49 Dumbarton Road Clydebank G81 1DA</td>
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<td>Councillor Marie McNair Clydebank Town Hall 49 Dumbarton Road Clydebank G81 1DA</td>
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<td>Councillor Denis Agnew Clydebank Town Hall 49 Dumbarton Road Clydebank G81 1DA</td>
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<td>Clydembank</td>
<td>Councillor John Mooney Clydebank Town Hall 49 Dumbarton Road Clydebank G81 1DA</td>
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<td>49 Dumbarton Road</td>
<td>St Stephen’s Church 12 Park Road Dalmuir CLYDEBANK G81 ALE</td>
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<td>Clydebank</td>
<td>Councillor Lawrence O’Neill Clydebank Town Hall 49 Dumbarton Road Clydebank G81 1DA</td>
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Although this information is correct at time of printing there could be changes affecting any of the matters dealt with in this document:

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