



# Stirches Primary School

## School Information Handbook for Parents/Carers

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Partner School: Newcastleton Primary School, Tel: 013873 75240

**Updated November 2018**

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This handbook has been written to explain how the school is organised and what services are available. It cannot cover every aspect of school life and may become outdated during the year. Further information can be obtained from the school office. Up to date information is a given through regular newsletters detailing coming events and school news, or via our School Facebook page: [Stirches Primary School](#)

## Welcome to Stirches Primary School



**Dear Parents/Carers,**

We are delighted to welcome you to Stirches Primary School, as part of our school community and as a partner in your child's education. We recognise that parents are the key educators of their children and look forward to developing a partnership with you, in order to support your child's development. This collective approach will promote your child reaching their full potential.

At Stirches Primary School, we are a very caring and committed group of staff, who work well together as a team, to ensure the children are motivated to learn through a range of stimulating learning experiences.

Starting school or coming to a new school can be exciting but also worrying. Hopefully this booklet will help reduce the worries and answer many of your questions. Further information can be obtained from the school office. We strive to provide up to date information on upcoming events and school news through regular emails, newsletters and our Facebook page.

If you are considering enrolling your child at Stirches Primary School, please get in touch to arrange a visit to the school as this will help you in the decision making process. We constantly strive to make Stirches a friendly school and we are confident that your child will very quickly feel at home here.

If at any time, you have concerns, please feel free to contact the school - we have an open door policy, as good communication is the key to positive relationships with parents and helps promote happy learners. (I can also be contacted at Newcastleton Primary School, Hawick, on 01387 375240.)

I look forward to meeting and working with you to ensure that your child's primary education is both happy and rewarding.

**ANDY JONES  
HEADTEACHER**

## Staffing

### Session 2018-2019

|                             |                                        |                        |
|-----------------------------|----------------------------------------|------------------------|
| Headteacher                 | Mr A Jones                             |                        |
| Depute Headteacher          | Mrs J Young (based at Newcastleton PS) |                        |
| Principal Teacher           | Mrs H Hedley (Mon)                     |                        |
|                             | Ms F Carlile (Tues-Fri)                |                        |
| Class Teachers              | Mrs K Brydon                           | P1                     |
|                             | Mrs C Jackson/ Mrs K Reid              | P2/3                   |
|                             | Mrs H Hedley/ Miss H Middlemiss        | P3/4                   |
|                             | Ms F Carlile/Mrs J Buchanan            | P5/6                   |
|                             | Miss R Buckley                         | P6/7                   |
| Curriculum Support Teachers | Mrs E Dalgleish                        | Support for Learning   |
|                             | Mrs M Lafferty                         | Music                  |
|                             | Ms S Grainger                          | PE                     |
|                             | Vacancy                                | RICCT Cover            |
|                             | Mrs J Buchanan                         | PT Cover               |
| ELCC (Nursery) Staff        | Mrs H Boles                            | Senior Nursery Nurse   |
|                             | Ms K McInulty                          | Nursery Nurse          |
|                             | Mrs R MacDonald                        | Nursery Nurse          |
| Non-Teaching Staff          | Mrs L Melville                         | School Administrator:  |
|                             | Mr W Law                               | Janitor                |
|                             | Mrs A Carruthers                       | ANA                    |
|                             | Mrs A Short                            | ANA                    |
|                             | Miss E Imray                           | ANA                    |
|                             | Mrs R MacDonald                        | ANA                    |
|                             | Mrs A Carruthers -                     | Dining Room and        |
|                             | Mrs C Petrie -                         | Playground Supervisors |
|                             | Mrs K Revel                            | Catering Staff         |

| Office Hours |                    |
|--------------|--------------------|
| Monday       | 8:30 am - 3:15 pm  |
| Tuesday      | 8:30 am - 3:15 pm  |
| Wednesday    | 8:30 am - 3:15 pm  |
| Thursday     | 8:30 am - 3:15 pm  |
| Friday       | 8:30 am - 12:30 pm |

Our office administrator Laura Melville is available at these times to answer many queries. Outwith these times, management or the teaching staff may be available to help.

It is very important that the school has accurate contact details for all children so we can contact parents/guardians quickly in an emergency.

## Vision, Aims and Values



Our vision, values and aims underpin our approach and reflect the SHANARRI wellbeing indicators - **Safe, Healthy, Achieving, Nurtured, Active, Responsible, Respected and Included**. This ensures that the holistic needs of the child are being considered and that we are **Getting it Right for Every Child (GIRFEC)**.

**'Dare to dream, work to achieve.'**

At Stirches, we reviewed and renewed our vision during session 2017-1018. Our vision is that our children, staff, parents and community work together to create a positive, safe and stimulating learning environment. We provide all our children with high quality learning and teaching experiences to enable them to shine and reach their full potential. We give them opportunity to develop their skills for learning and for life, helping develop the four capacities: successful learner, effective contributor, responsible citizen and confident individual.

Our Values guide the way we work and set the ethos of the school. Together we will...

- Value diversity and equality
- All feel safe, supported and included
- Learn skills for life and work
- Understand the strengths and needs of each other
- Encourage positive, respectful relationships and have high expectations of all
- Support each other to develop our strengths, interests and aspirations

Our Vision is embodied in our school aims...

- All learners will be supported in achieving to their highest level across the curriculum
- Individual needs will be identified and met
- Maintain a safe and nurturing environment, considering everyone's health & wellbeing
- Successes are recognised, shared and celebrated

## **School Improvement Plan**

The School has a Strategic Plan which drives the school forward. This is broken down into a detailed action plan of developments for the coming year. For session 2018-19 our main aims are to implement the *Growing Confidence/Restorative Approaches* toolkits, and reduce the cost of the school day for parents/carers; to ensure that children's progress in numeracy is maintained and improve our teaching of numeracy; to introduce a reading skills progression and to engage with the *Emerging Literacy* programme to support the development of literacy in the early years. At the end of each session a School Improvement Report is written and distributed to parents in September. Both documents are available to parents on request and displayed in the reception area.

## **General Information**

- Stirches Primary School is a non-denominational school that takes children from the Community of Stirches and the surrounding area.
- The school has a nursery session in both mornings and afternoons, and five primary classes.
- The current Roll is 109 and 30 in nursery, a total of 139 children.
- After seven years of full-time education, children transfer to Hawick High School - 01450 372429
- An excellent transition programme from P7 to S1 is in place which includes joint working of staff and visits tailored to children's needs. We are reviewing our transition arrangements for Nursery to P1 to make them even better.
- Stirches Primary is partnered with Newcastleton Primary School and shares a Leadership team.



## **Transport**

Transport is provided by Scottish Borders Council for children who live more than 2 miles from school and are within our school catchment area. Please contact the school office for further details.

## **INSET**

INSET (In Service Training) is an essential ingredient in ensuring that all staff are highly trained and up to date in current educational thinking and developments. It involves discussion, investigation and implementation of the many and varied aspects of Primary Education. As a result of INSET the staff are able to engage in valuable professional dialogue with colleagues across other schools resulting in curriculum development and moving the school forward. INSET days are held in August, November, February and May. Please check the SBC website for the exact dates.

## **Organisation of Classes**

At the end of school year, parents will be advised of their child's class and teacher for the following session. It is likely that during their time at Primary School your child will be in a composite class where the same teacher teaches 2 or 3 age groups. All teachers are experienced in dealing with children of all ages and abilities; therefore their education will not be affected. We follow the SBC Policy on Composite Classes.

## **School Uniform**

At Stirches we wear a school uniform. This promotes a sense of belonging; being part of our school. It also helps identify our children when attending events and trips and helps keep them safe. Our school sweatshirts/cardigans are red (or royal blue for P6/7) and display our school logo. Alternatively they can wear a red/royal blue sweatshirt sourced elsewhere. We also promote the wearing of dark trousers/skirt with a white polo shirt. Nursery children wear yellow school sweatshirts or they can wear their own clothes. School apparel such as sweatshirts and fleeces etc are available from Elite Embroidery, Hawick. An order form can be supplied. The school tie, costing £8, is available from the school office if you wish to purchase one. We have a nearly new rack which parents are encouraged to make use of, leaving clothing that their child may have grown out of, and purchasing larger sizes. Denim wear and team embossed clothing e.g. football shirts, are not permitted in school. We encourage children to have indoor shoes. (dark in colour) as well as outdoor footwear. **If your child is wearing laced shoes, please ensure you have taught them how to tie their laces properly.**

SBC offers a clothing grant of £100 to eligible families. Details can be found on the SBC website, or ask at the school office.

**PE KIT** - Children should have a pair of shorts, a plain T-shirt and a pair of gym shoes or trainers. The kit should be kept in school as each child receives a minimum of 2 hours of physical exercise per week, and P.E. days can change. We encourage children to keep their gym kit in a gym bag on their peg. It will be sent home at the end of each block for washing unless requested at other times by parents.

Children with pierced ears should wear only sleepers or studs at school for reasons of safety and appearance. Earrings should not be worn. Sleepers or studs must be taped over during P.E. lessons.

**PLEASE ENSURE THAT ALL CLOTHING AND EQUIPMENT IS CLEARLY MARKED WITH CHILD'S NAME.**

## **Attendance and Absence**

**All schools in Scotland follow National Policy in regards to Attendance and Absence:** Children are normally required to attend school every day. If your child is not going to be at school on a particular day, for whatever reason, please phone then school before 9am and let us know the reason why. (We always have the answer machine on if we don't get to the phone in time.) We always follow up a child's non arrival at school. Holiday absences during term time are discouraged and except in exceptional circumstances will not be authorised. Please send a letter into school to let us know that you are taking your child out of school. Good attendance is important in our school. It allows the child to make the most of their education and social development, and gives them better choices in the future. It is your responsibility, by law, as parents, to ensure your child attends school regularly.

We actively monitor attendance. If your child attendance drops below 95% we will contact you by letter/phone or in person to alert you to this. We may then begin to actively monitor your child's absence and contact you at the end of each day of the absence. We do this because we know that your child's learning will be affected. An attendance rate of 90% is equivalent to your child missing a whole year of their

education. If you have difficulty getting your child to school, please contact us as soon as possible to discuss how we can support you.

### **Insurance**

Teachers act in loco parentis (in the place of parents) when children are at school. This means that teachers, through their training, undertake to look after the children in their care with every consideration that a parent might be expected to show. Children are not insured directly by the Local Authority. It is the teachers who are insured for third party liability. We suggest that children do not bring smartphones, smartwatches or other valuable items into school as school cannot be held responsible for any loss or damage.

## **SAFETY**

### **Building Security**

- In the interests of safety for all concerned, all persons coming to the school **must** enter by the main entrance and then report to the School Office where they will be requested to sign our visitor's book. If they are not a regular visitor, they will be escorted into the teaching area. **Therefore, please do not go to your child's classroom or cut through the school when going to/from nursery.**
- If you would like to speak to your child's teacher, please contact the office and a suitable time will be arranged.
- In order to ensure the security of all children, adults should not wait in the playground with their child.

### **Road and Playground Safety**

**We have taken several measures to improve safety around the school.**

- **Park and Stride is strenuously encouraged.** To improve safety outside school, parents are asked to park further away to reduce congestion and improve safety.
- The zigzag lines in front of the school prohibit parking at any time so that children and drivers can enter and leave safely. **DO NOT** park here.
- Parents/children should not walk across the staff car park
- Our School Travel Plan will be reviewed in session 2018-19, supported by SBC.

### **Video & Photography**



The school follows Scottish Borders Council guidance on using Video Recording and Photography within Education. Written consent is required on entry to school to allow the taking of photographs and videos in school. Parents have the option to change their consent at any time, please inform the school. Where parents wish to take photographs/videos at events they should first request permission from the Head Teacher.

## Our Day

| Monday - Thursday |                 |
|-------------------|-----------------|
| Morning           | 8:45am -12:15pm |
| Break             | 10:30 - 10:45am |
| Lunch             | 12:15 - 1:00pm  |
| Afternoon         | 1:00 - 3:15pm   |

| Friday    |                  |
|-----------|------------------|
| Morning   | 8:45 am -12:30pm |
| Brunch    | 10:30 - 11:15am  |
| Afternoon | No Session       |

### Breaks

Except in extreme weather, the children spend breaktime in the playground under the care of the playground supervisors. Our playground supervisors look after the children for 15 minutes before the school day begins, during breaks and lunchtimes. **Please don't send your children to school before 8.30am as there will be no supervision.** If it is extreme weather, the children will have their breaks within their classrooms. We always aim to give children opportunity to be outside, so please ensure that they have appropriate clothing for the weather.



### Tuckshop

A tuckshop opens daily at breaktime selling 'Healthy Snacks'. Milk, fresh orange juice, fruit, cereal and toast are on sale. All items are 20p and children are limited to 2 items. Sweets are only allowed on special occasions. Fizzy drinks are not allowed.

### Lunches

SBC offer nutritious 2 course school lunches; free for P1-3 and £2.10 for P4-7. Four choices are available. Theme lunches are held regularly with the children having input into the menu. To order lunches we use an application called ParentPay. Once your child is enrolled at our school, you will receive an activation letter to register with ParentPay, which then enables you to prebook and pay for lunches online. It is parent's responsibility to book and cancel if your child is absent from school, failure to cancel may result in you being charged for a lunch your child has not taken. If your child does not have a school lunch booked or have not brought a packed lunch from home, the office will phone to ask you to bring a packed lunch in for your child.

Free school meals are provided for those children who are eligible. Forms may be obtained from the SBC website [www.scotborders.gov.uk/fsm](http://www.scotborders.gov.uk/fsm) and completed online, or printed out and returned to Hawick Town Hall. It is the policy of the school to be discrete about the administration of free school meals and children involved are not treated any differently from others who have paid for a school meal.

In line with our Food in School Policy, fizzy drinks, nut products and sweets should not form part of a packed lunch. Sweets are only allowed on special occasions... Fresh drinking water is available and children are encouraged to bring a water bottle to school every day.

**No child who is having a school or packed lunch is allowed to leave the school playground during lunchtime. If your child is a Home Lunch, please ensure that they return to the school grounds just before 1pm.**

## Curriculum



Curriculum for Excellence (CfE) is the education system in Scotland. It includes nurseries, schools, colleges and community learning from 3 to 18 and beyond.

**Early Stage** - ELCC3, ELCC4 and P1    **First Stage** - P2-P4    **Second Stage** - P5-P7

CfE include **Experiences and Outcomes** across all curriculum areas, up to and including the third level. Some children may work at a level earlier or beyond their age and stage. Throughout all learning, prime importance is given to literacy, numeracy, thinking skills, health and wellbeing.

**Aim** - The aim of CfE is to raise standards, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world. CfE enables teachers to teach subjects creatively, to work together across the school and outwith, to share best practice and explore learning together. CfE balances the importance of knowledge and skills. Every child is entitled to a broad education, whatever their level and ability, at a pace they can cope with and with challenge they can thrive on.

**Contexts** - A range of teaching methods and contexts for learning are used e.g. active, collaborative and enterprising. Learning across the curriculum helps children make links between subjects. Learning outdoors and within the community, gives opportunities for children to apply their learning in real-life contexts.

**Educational Visits** - School visits to places of interest or events can greatly support the children's learning. You will be informed of any visits beforehand and details of the arrangements and costs will be given. Costs will be kept to a minimum or subsidised by school funds. A residential experience is offered every two years to the P6 and P7 children.

**Modern Languages** - Stirches follows the Scottish 1+2 Languages approach: "Today's children are growing up in a multilingual world and the ability to communicate effectively in social, academic and commercial settings is crucial if they are to play their full part as global citizens." The Scottish Government's policy, Language Learning in Scotland: A 1+2 Approach, is aimed at ensuring that every child has the opportunity to learn a modern language from P1 onwards. In Stirches PS, this is French. Additionally, each child should have the right to learn a second modern language from P5 onwards, and in Stirches this is German, as we have a number of staff who are proficient.

**Religious and Moral Education** - We are a non-denominational school but we are ably supported by a variety of local groups and organizations, including Scripture Union Scotland and Wilton Parish Church who lead religious observation through assemblies and Church services. Through the teaching of RME the children will develop their knowledge and understanding of Christianity and other world religions. Parents who wish to exercise their right to withdraw their child from religious instruction and or religious observance should contact the head teacher to arrange a meeting to discuss alternative arrangements for your child.

**Learning, Life and Work** - We encourage parents and visitors into the school to share their skills and knowledge with the learners. We also provide opportunities for the learners to apply skills within a context such as through enterprise projects.

### **Sensitive Aspects of Learning**

You will be informed about sensitive aspects of learning such as relationships, sexual health, parenthood and drugs awareness.

**Assessment** - Progress is assessed in a variety of ways and is integral to the teaching and learning process in order to promote raising attainment and to ensure the learners achieve their potential through support and challenge. Assessment information is used to determine the next steps in your child's learning. Teachers regularly meet with the Headteacher and Support for Learning Teacher to discuss the progress of individual children. Children are involved in the assessment process through self-assessment; include our Learning Journeys, which supports setting their own targets.

To find out more about our National Education system follow the links below:

- <https://education.gov.scot/>
- <https://education.gov.scot/parentzone>
- <http://www.skillsdevelopmentscotland.co.uk/>

### **Health & Wellbeing**

The Health and Wellbeing of our children and staff is very important to us, we try to ensure that everyone is happy and leads a healthy lifestyle. Some of the ways we promote good health are:

- Teaching and learning of Health and Wellbeing for all children.
- A focus in 2018-19 on developing resilience and growing the confidence of our children and staff.
- Giving praise and rewards for good work/effort and positive behaviour.
- Sharing successes and achievements at our weekly assemblies.
- Providing chilled, filtered drinking water accessible for all.
- Daily tooth brushing in every class. (Childsmile)
- Tuck for snacks at morning break run by P7 children.
- Nutritious school lunches and packed lunches which are prepared on the premises
- Physical Education - every child has 2 hours of PE per week.
- A variety of additional sports with specialists both within school time and after school clubs.



We also work closely in partnership with our health colleagues; the School Nurse, the School Dental Team, the ChildSmile Team and the Speech and Language Therapist

## Extra-Curricular Activities

Stirches works in close partnership with our Learning Community's Active Schools Coordinator Paul Scott, with many opportunities for all children to participate. Through this, many taster sessions are made available to the children within the school day. With the essential support of parents, we also have various after school sports clubs. These vary according to the time of year. The children are given opportunities to take part in many wider Learning Community events such as rugby, football, cricket, netball tournaments, Scottish Country Dance and Hawick Cross Country.

Through Active Schools a wide range of holiday activities are also available. Further information on activities can be had from the school office.



## Pupil Voice

At Stirches we strongly believe in Pupil Voice; we include our children in decisions which affect them. All children are on a committee. At the start of the session the children have input into which one of the committees they would like to be on: The committees in 2018-19 are:

1. Pupil Council/Development
2. Eco Schools
3. Rights Respecting Schools
4. Health & Wellbeing/JRSO's
5. Media/events
6. ICT/School website Group

Pupil participation within our three weekly committee meetings relate to the **Curriculum for Excellence** experience and outcomes:

"Through contributing my views, time and talents, I play a part in bringing about positive change in my school and wider community."

HWB 1-13a

Our P7 children have extra responsibilities such as helping with tuck, being line leaders, leadership roles within the committees etc. These extra roles provide opportunities for the children to be responsible citizens and help them to become good role models for the younger children. There is a house system in operation throughout the school led by House Captains. Children can gain house points within the school day through being responsible citizens, effective contributors, successful learners and confident individuals, which are totalled at the end of each term. The House with the largest total has a 'House Treat'

**Pupil Council** - Children are involved in school decision making through gathering ideas and opinions from the whole school to improve their learning environment and developing them. The children are also responsible for organising and implementing charity/fundraising activities.

**Eco School**- Stirches is an Eco School and have received three Green Flags from Eco Schools Scotland, the most recent being March 2017. We encourage our children to care for the planet from an early age through carrying out activities related to environmental and global issues. Eco work is embedded in our school curriculum. We would value further support from parent helpers.

**Rights Respecting Schools** - Our RRS Steering Group; made up of children, parents and staff, are working towards a Level 1 Rights Respecting School Award. The Steering group promotes child's rights locally and globally, and helps develop respectful relationships.

**Health and Wellbeing** - Our Healthy committee considers the Health and Wellbeing of our children through promoting healthy eating, being active and considering emotional needs. The children on this committee run a weekly lunchtime Sports Club.

**Junior Road Safety Officers (JRSOs)** - We have two JRSOs who receive training at the start of each session, and use this input to promote road safety for our children through assemblies, displays and competitions etc.

**Media/Events** - This committee identifies good news stories about Stirches School and it's pupils, and publicises them through a range of media, including digital technology.

**ICT/School website Group** - ensures that our school website is up to date.

Within class we promote 'Pupil Voice' through providing opportunities and a supportive learning environment to share ideas and opinions. Through a new development 'Visible Thinking,' we are developing strategies and activities to encourage deeper levels of thinking and reasoning. Providing opportunities for children to have a say in their learning promotes enthusiasm and motivation.



### **Positive Behaviour**

A promoting 'Positive Behaviour Policy' is in operation. This ensures a consistent approach is followed by all staff and children to ensure equality. This is designed to help support children to make the correct choices related to their behaviour by providing incentives for good behaviour and maintaining a positive ethos throughout the school. We are continuing to review this policy to ensure that it is relevant to our inclusive ethos.

As a school we are working towards gaining a 'Rights Respecting School Award,' as we believe it is important for our children to know their rights and consider the rights of others, in order to promote respectful relationships.

### **Overarching Aims**

- Develop a positive ethos in our whole school community, understanding that our rights and the rights of others are the building blocks of successful thriving communities.
- Promote respectful relationships between the children, staff, parents and our wider school community.
- Reward children who demonstrate respectful relationships through the use of praise, stickers and certificates.

## All children in our schools need to know that they have:

- A right to be listened to
- A right to be safe and supported
- A right to learn
- A right to relax and play
- A right to be respected



**Children's Charter** - Each class will, at the start of the session and with the support of their teacher, create a Children's Charter of expectations for the classroom, which incorporates children's rights in line with the UNCRC. This helps give the children ownership of the expectations and consequently their own behaviour. The Charters are displayed in class.

**Core Expectations** - Our Core Expectations relates to all areas of the school environment and are displayed around the school.

1. Be responsible by listening to and following instructions first time.
2. Respect others by thinking about what you say and your actions.
3. Take care of other's belongings and school resources.
4. Consider other's wellbeing by caring and including them.
5. Move around the school in a safe and sensible way
6. Be safe by always getting permission from staff before leaving the classroom or school premises.

**At Stirches we do not tolerate bullying behaviour. If your child has been subjected to bullying behaviour please get in touch to make an appointment to discuss the matter. Information on bullying can be found at**

**[www.scotborders.gov.uk/antibullying](http://www.scotborders.gov.uk/antibullying)**

Every child has a key person who is responsible for their care whilst in school. Your child's key person is either the HT Mr Jones, or the DHT Mrs Young. To get in touch with any concerns, contact the school office for an appointment or via our school email:

[stirchesps@scotborders.gov.uk](mailto:stirchesps@scotborders.gov.uk)

## **Partnerships with Parents**

At Stirches we strive to develop good relationships with parents through a joined up approach. This relates to the 'Curriculum for Excellence,' *Learners benefit when practitioners develop positive partnerships with parents and families by involving them in decisions affecting their children's education and learning (CfE).*

We recognise that parents are the primary educators - the ones that each child listens to, watches and copies, and that together we can teach and guide your child through the challenges of growing and learning.

**Supporting your child's learning** - Your child's class teacher will give you information on how you can support your child; this may include guidance on homework or other activities to do at home to reinforce their learning.

**Family Learning** - We are developing opportunities for Family Learning, particularly within our Nursery/P1 classes - offering Flying Start to nursery parents, and opportunities for parents to work with their P1 child to develop literacy skills.

**Communication** - We ensure that parents are kept up to date with relevant information through regular newsletters, emails, letters, SMS group calls, Facebook and direct communications.

**Homework** - helps the children take ownership of their learning and promotes independence. It is a beneficial way of reinforcing learning that has taken place in school. It will increase in quantity as your child progresses through the school. A Homework Club operates as the need arises.

**Supporting the school** - We rely on parents to support us in many ways whether this is through helping on school outings, helping run sports clubs, volunteering in our school grounds or through supporting the children's learning. Let us know if you would like to help. A disclosure check is required for those helping on a regular basis.

**Open Door Policy** - You are welcome to visit the school at any time, although prior warning will ensure that the school is ready to receive you. As you will understand, you would not be able to discuss matters with teachers when they are in class, so discussions should be arranged outside class teaching time. On visiting the school, parents should report to the school office first, and wait at the reception for the staff member to come to you.

**Reporting to Parents**- An open evening in September provides an opportunity for the parents to meet their child's teacher and for your child to show you their new classroom. In February/March we will send out a progress report for you child. This will give you information on how your child is progressing in Literacy/English, Maths/Numeracy and Health and Wellbeing, as well as general information on their attitude and effort related to their learning. In May the parents are invited to sit down with the teacher to discuss their child's progress, achievement and future learning. If you would like to discuss your child's progress at other times, contact the school to make an appointment.

**P1 Parent Information Meetings** - In June and August information meetings are held for P1 parents. The purpose is to give information about the school, outline our reading and phonics programmes and give parents information of how they can support their child with their learning.

**Learning Journeys** - Our Learning Journeys - Personal Learning Plans, are a working document to enable children to take responsibility and ownership of their own learning through target setting and reflection. They also help keep parents informed of the learning for the upcoming block and information on individual attainment. There is also the opportunity for the parents to comment on their child's learning. The children will set new targets at the start of each block and reflect upon them at the end. The Learning Journey's come home at the end of each block for you to share with your child. We feel that these are important Learning Journeys and we allocate class time to the

review of these, as this allows the children to have quality reflective time with their class teacher.

**Community Partnerships** - We work in partnership with a number of organisations within the community and the Hawick Cluster, including Wilton Parish Church, Scripture Union Scotland, Active Schools, Live Borders, Teviotdale Leisure Centre, Hawick Library, RSCDS, Hawick Youth Rugby and Hawick Community Foodbank.

These partnerships support a wide range of learning experiences and opportunities which enrich the curriculum that we provide.

## **Stirches Parent Council**

We have a fantastic and committed Parent Council committee that meets regularly and all parents are invited to join the council. They do great work to support the school, playing an important role in fundraising as well as advising and representing parents who have children at the school. If parents have a general concern, they should contact an Parent Council Member. (Matters of a personal and private concern should, of course, be raised with the Head teacher). The SPC are always looking for new members to join them. If you would like to find out what they do, or if you would like to join, let us know - it would be great to have you on-board.

|              |                                    |
|--------------|------------------------------------|
|              | Currently, the office bearers are: |
| Chairperson: | Laura Crozier                      |
| Secretary:   | Jan Grieve                         |
| Treasurer:   | Morven Brown                       |

Contact details can be obtained from the School Office.

## **Transitions/Enrolment**

### **Starting School - Enrolment**

- Children entering school for the first time are enrolled in November preceding the August admission date; enrolment times are advertised in advance.
- Children who reach the age of five years before 1st March of the following year are eligible for enrolment in the P1 class beginning in August each year.
- Children who live in the catchment area of a particular school must enrol in their local school. Parents who wish to enrol their child in a school outwith their catchment area must also make a placing request to the school of their choice. Admission forms are available from the school.
- A parent wishing to enrol a child outwith the start of the session, need to make an appointment with the Headteacher to discuss school policy, answer questions and have a tour of the school. Enrolment/Placing request forms are available from the school office.
- During the summer term we arrange pre-school preparation sessions. This provides opportunities for the children to become familiar with the P1 classroom and relevant staff. We also invite other children who have not attended our nursery to these sessions.

- On admission to P1 children attend school for mornings only, for the first week to allow them to settle in, thereafter they attend for the full school day.
- All P1 children in Scottish Borders are screened (baseline assessment) on entry to school in order to gain starting points for your child's learning.
- Children transferring from another school, at any stage in Primary Education, can apply for admission at any time, on completion of an admission form obtainable from the school, during working hours and after discussion with the Headteacher.

**Deferred Entry** - Under current legislation in Scotland, parents/carers of children aged between four and a half and five at the start of the school session (those with January to February birthdays) have a choice about enrolling their child for primary school. Children can start school before they are five or can defer their start until the following August.

**What must parents/carers do if they wish to defer entry?**

- Enrol the child at the catchment area school, where there will be an opportunity to indicate interest in deferring entry, during the period notified in the local press.
- Discuss the possibility of a deferred entry with the headteacher.
- If there is agreement that the child will benefit from an additional pre-school year the parents and the school setting will make a joint submission to the Early Years Admission Panel (EYAP). If there is not agreement then the parents will make the submission and the setting will submit their information sheet separately.
- The EYAP consists of the Senior Education Officer (Early Years), Early Years Quality and Practice Officer and an Educational Psychologist.
- The Purpose of the EYAP is to consider applications and likely benefits for the individual children. They will accept, decline or seek further information. You will receive a letter confirming the decision and giving further instructions with regard to next steps.
- *You can access further information on enrolments at:*  
<http://www.scotborders.gov.uk/info/878/schools?evacid=mp>

**Transfer between Primary Classes** - We have strong working relationships between staff at Stirches Primary School. Clear systems for transition are in place to ensure that information regarding each child's learning, interests, challenges and overall wellbeing are communicated effectively when progressing from one year to the next. A 'Swap Over Time' takes place towards the end of each academic year. Children will spend time in their new class and with their new teacher. If there are changes in the school roll, the classes may be reorganised up to mid-September.

**Transfer from Primary to Secondary School** - Children are normally transferred between the ages of 11yrs and 12yrs so that they will have the opportunity to complete at least 4 years of secondary education. Parents will be informed of High school arrangements during their child's P7 year. Children normally transfer from this school to: Hawick High School, Tel: 01450 372429.

Stirches Primary School has close links with Hawick High School (HHS). There are regular Primary/ Secondary Liaison meetings for staff. HHS pastoral staff visit the

school and meet the P7 children to discuss any concerns they may have, and also gather information from the class teachers to ensure a smooth transfer to secondary. All children in P7 also attend an additional two days High School Transition visit in June.

An 'enhanced transition' can be arranged if there are any concerns raised by either parents or school staff. This may result in extra visits to the High School, meeting key staff and becoming familiar with the layout of the building. Children with additional needs will receive additional support to make successful transitions. These will be discussed with parents to ensure a joined up approach.

**Further information and advice regarding transition, enrolment and placement requests can be obtained from the following national organisations:**

[www.enquire.org.uk](http://www.enquire.org.uk) and [www.parentingacrossscotland.org](http://www.parentingacrossscotland.org) and  
[www.scotborders.gov.uk/info/878schools?evacid=mp](http://www.scotborders.gov.uk/info/878schools?evacid=mp)

## **Child Protection**

All SBC schools and their staff are required to follow the Scottish Borders Child Protection Committee's Inter-agency Child Protection Guidelines and procedures. The Child Protection Guidelines can be found on the Scottish Borders Council website: [www.scotborders.gov.uk](http://www.scotborders.gov.uk) In the search box enter - Child Protection.

A key element in the procedures is that if a member of staff in a school is made aware of a concern (usually through a statement made by a child) or an issue that could have child protection implications, the member of staff has no option but to refer to the Child Protection Unit - 01896 664159. The Children (Scotland) Act 1995 states that the welfare of the child is paramount and this must always be the sole consideration for the school.

In making a referral staff will not be making any judgement on the strength or truth of the child's statement but must follow procedures to support children and staff. An extensive training programme has been undertaken to ensure that all staff are aware of their responsibilities. The child's parents or carer will always be informed as soon as possible about such disclosures and any action resulting from this.

Keeping parents informed may not always be undertaken by school staff and could involve other organisations, such as social work staff or the police. If the child protection issue is taken further, school staff will work with families to support children through the process.

**The school Child Protection Co-ordinator is Mr Jones (HT) or Mrs Young (DHT) who can be contacted to discuss any concerns that may arise.**

A useful website providing information on dealing with child protection issues for children, young people and their parents and carers is [www.childline.org.uk](http://www.childline.org.uk). The site also provides advice on what steps you should take if you have concerns on a child protection issue.

## Additional Support Needs

The majority of children and young people are able to access their curricular programme at school without the need of additional help other than that which any teacher will provide in any classroom. However, at any point in their lives children or young people may need extra help with their education. This may be for any reason and at any time. This is often referred to as additional support for learning or having additional support needs. Some examples of why a child/young person may require extra help with their education are:

- Bereavement or family illness
- Problems at home
- Bullying
- Being particularly gifted or able
- An illness, disability or sensory impairment
- Having English as an Additional Language

A child/young person's needs may last for a short time, and the problem may be resolved easily or, their needs might be very complex, and they may require additional support for a number of years.

If you feel that your child needs additional support for learning, the first person to speak to is your child's teacher. You have the right to request an assessment of your child. Within our school we operate a model of staged intervention where support is provided in varied ways to meet individual needs. Our approach to assessment ensures that the needs of children and young people are recognised and appropriate support can be provided.

Parents/carers are always involved in making decisions about their child's education and we will always ask your permission before any specific referrals are made. While your child is receiving support, we will regularly review your child's progress.

At times, parents/carers and schools may come into dispute. While we would always hope that difficulties could be resolved at the school level we recognise that parents or young people may wish to formalise their concerns. To assist with this we have a complaints procedure and also offer independent mediation and adjudication. It is also possible under certain circumstances to refer the case to the Additional Support Needs Tribunal for Scotland. If you believe your child has additional support needs, Scottish Borders Council publishes a range of informative advice. Visit the following website for further details. [www.scotborders.gov.uk/info/886/additional\\_support\\_needs](http://www.scotborders.gov.uk/info/886/additional_support_needs)

The statutory framework for Additional Support for Learning is the Education [Additional Support For Learning] [Scotland] Acts 2004 and 2009. For more information, you can contact:

- (a) Enquire, the Scottish advice service for Additional Support for Learning. They have a wealth of information, including practical guides and fact sheets for both parents/carers and young people. You can find the website at [www.enquire.org.uk](http://www.enquire.org.uk), or ring them on 0345 123 2303.

(b) Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576; [www.siaa.org.uk](http://www.siaa.org.uk)

(c) Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC01274. [www.sclc.org.uk](http://www.sclc.org.uk)

## **The Educational Psychology Service.**

The Educational Psychology Service (EPS) works with all SBC schools to support children's learning and wellbeing. We provide advice and training to school staff on how children learn, and advise on ways to help children who require support. If requested by the school, we can arrange follow-up for individual children and young people, together with their families and teachers, to help support their learning, or with social or emotional issues. This is generally achieved by meeting the children, their families and school staff, to review the support they have already received and agree ways in which we can all help your child in school. In some cases, we may agree that a psychologist will work on a one-to-one basis with your child to obtain a clearer picture of how they can best be supported.

If you have any worries about your child, please contact their school, in the first instance, to arrange a meeting to discuss your concerns. All schools have access to a range of support Services and your child's Head Teacher will be able to advise you about when the EPS may be able to help. Further information about the EPS is available on the Scottish Borders Council website. Here you can access a downloadable leaflet for parents and carers, which explains in more detail how we may be able to work with you to support your child in school. Please see [www.scotborders.gov.uk/EPS](http://www.scotborders.gov.uk/EPS)

## **GIRFEC**

Getting It Right For Every Child (GIRFEC) is the national approach in Scotland to improving outcomes and supporting the wellbeing of our children and young people by offering the right help at the right time from the right people.

The GIRFEC approach aims to make it easier for parents, children, young people and the services that support them - such as early years services, schools and the NHS - to work together to get it right.

Practitioners work together to support you and your child, working across organisational boundaries and putting your child and you at the heart of decision making, ensuring we give all our children and young people the best possible start in life.

GIRFEC means that everyone working with Scottish Borders children, young people and their families are encouraged to:

- Ensure children, young people, and their families get the help they need when they need it and are central to the process of finding solutions.
- Use one consistent and equitable approach, actively share information to agreed protocols and work more effectively together to improve outcomes for children and young people.
- Be clear about personal responsibility to do the right thing for each child/young person.

- Work with children, young people and their families, using a collaborative approach with fewer meetings. This should ensure children, young people and their families give information only once, and enables the development of one plan to meet all their needs.
- Respond to children and young people and take appropriate, proportionate and timely action with the minimum of paperwork, bureaucracy and duplication.

GIRFEC is part of the Children and Young People (Scotland) Act 2014 and the GIRFEC provisions are planned to be fully implemented by August 2017. If you would like any further information please ask your child's Headteacher.

## **Medical**



### **Accidents**

In case of an accident at school, trained first aid staff will attend to any medical incidents. If the incident is serious, parents are immediately informed and arrangements are made to ensure that the child is seen by medical personnel. An Accident Book is kept in the school and relevant details may be seen by the parents of the child concerned.

### **Prescribed Medication**

There is no legal or contractual duty on school staff to administer medication and supervise the children taking it. If it is agreed by management to take on this responsibility it is purely on a voluntary basis. It is presently only permissible to give children prescribed and/or complex medication. We are unable to administer non prescribed medication. When a children is in receipt of prescribed medication it is helpful in the first instance to consider whether or not it is necessary for the medication to be taken during the school day. This requires parents planning the administration of the child's medication to be done in out-of-school hours and includes making arrangements for the child to return home at lunch times where possible. Where this is not possible and schools are asked to administer prescribed medication, the following procedures should operate:

- All prescribed medication should be accompanied by clear, written, signed instructions from parent/guardian on the form "Request for the School to Give Prescribed Medication" (available from the school office), which includes dose, frequency, and duration of course and date prescribed. These details and the children's name should be clearly marked on the medication container.
- All prescribed medication, in the smallest practical amounts should be brought to the school by the parent/carer and should be delivered personally to management or a designated member of staff.
- The renewal of any medication, which has passed its expiry date, is the responsibility of the parent. The school will contact parents/guardian if medication remains uncollected.
- Where any change in medication occurs, clear written instructions from parents/guardian should be provided for school staff
- All information regarding medication will expire at the end of each school session. If the administration of medication is to continue all relevant information must be confirmed in writing at the commencement of the new session.

- A written record will be kept on the appropriate form indicating administration of all prescribed medication to children. This record will be kept together with the instruction, checked on every occasion and completed by the member of staff administering the medication. The record should give the date and time of administration, the name of the medicine, the dosage, the name of the children and the name of the staff member.

**If your child has been vomiting or has diarrhoea, they MUST stay off school for 48 hours afterwards to reduce the spread of illnesses.**

## **Emergency School Closure**

In the event of an Emergency Closure e.g. the breakdown of the heating system the school has an action plan which will be implemented.

- Autumn Term - Parents complete Emergency Transport Form with two emergency contact numbers.
- Headteacher ascertains from Education Department whether school may be closed.
- In the event of closure, parents or emergency contact will be contacted to ensure that there is someone to receive the child.
- N.B. **NO** child will be released without contact being made.

In the event of fire the children will be evacuated to Wilton School before being dismissed. Regular fire practices are held every term.

## **GDPR**

### **DATA PROTECTION**

Scottish Borders Council is a local authority established under the Local Government etc. (Scotland) Act 1994 and its headquarters is based at Newtown St Boswells, Melrose TD6 0SA. You can contact our data protection officer by post at this address, or by email at: [dataprotection@scotborders.gov.uk](mailto:dataprotection@scotborders.gov.uk) , or by telephone - 0300 100 1800.

#### **Why we need your information**

Every child of school age has the right to be educated. A child is of school age if he/she has attained the age of 5 but has not attained the age of 16 years. The term "young person" applies to a pupil over school age, but who has not attained 18 years. The education authority has a duty to provide education to any young person who is still a school pupil.

We need to collect, use and store personal information about you and your child/ren to enable us to provide your child/ren with an appropriate education. We provide these services to you as part of our statutory function as your local authority under:

- The Education (Scotland) Act 1980, Education (Scotland) Act 1980
- The Education (Placing in Schools etc. Deemed Decisions) (Scotland) Regulations 1982
- The Standard in Scotland's Schools Act 2000

- Education (Scotland) Act 2016

We also use your information to verify your identity where required, contact you by post, email or telephone to maintain our records.

#### **Who we will share information with**

We will share information with health and wellbeing services and may share information with other external agencies and organisations who provide or assist with educational provision and with online payment solution providers.

- The [Scottish Government](#) for examination, career guidance and monitoring purposes.
- ParentPay, ESP Systems and CRB to allow the school to offer cashless catering and to receive payment for school trips and events;
- Groupcall to allow the school to communicate with you;
- The NHS for health monitoring;
- Netmedia to enable the online arrangement of parents evenings;
- Internal Scottish Borders Council departments to allow the provision of catering and transport.

On each occasion, the recipients are bound to the terms of a Data Sharing Agreement and accordingly will only use your child's data for the specified purpose. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full [privacy statement](#) on our website.

We are also legally obliged to share certain data with other public and regulatory bodies such as Education Scotland, Police and NHS will do so where the law requires this.

Your information may also be shared and analysed internally in order to provide management information, inform service delivery reform and similar purposes to meet our duty to achieve best value and continuous service improvement.

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

#### **How long do we keep your information for?**

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We will retain a copy of your child/ren's educational record up until they reach the age of 25.

#### **Photographs/videos**

Photographs and videos may be taken by staff in the school, media and other parents for a variety of reasons for example Sports Day, celebrations of achievement, charity events, excursions etc. The school your child attends may wish to display or show photographs or videos taken by themselves, in print, in various locations or by electronic means such as a website. Likewise the media or other parents may wish to use the images of pupils in various ways. We ask you at the time your child enrolls at one of our schools if you are happy for images of your child to be used in this way and we try to ensure you are aware of, and understand, such possible use of your child's image and that you have consented.

Any permission given will remain in force during your child's primary and secondary schooling until you indicate that you wish to withdraw your consent. You can do this by contacting the head teacher of your school as soon as possible.

#### **Your Rights**

You have the right to request access to any personal data held about you by the Council. You can also request that we restrict the use of your information or even object to any further processing. You can do this by contacting the Data Protection Officer using the contact details provided above. We will respond to your request within thirty calendar days.

For more information on your rights please visit our website <http://www.scotborders.gov.uk/DPYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.

## **Complaints Policy**

Parents are encouraged to share concerns or issues with the school at an early stage. Our policy is to deal with any issues promptly and as far as possible, an 'open door' policy is adopted. Should you wish to comment on or make a complaint about any aspect of provision made by the school, you should write in the first instance to the Head Teacher whose address is given in this handbook. Once the Head Teacher has responded, and if you are still dissatisfied you should use the procedure set out in the Scottish Borders Council leaflet "Complaints Procedure". This leaflet is available online at the following address. Complaints can also be made online using this link.

[https://www.scotborders.gov.uk/info/20016/have\\_your\\_say/155/make\\_a\\_complaint](https://www.scotborders.gov.uk/info/20016/have_your_say/155/make_a_complaint)

Complaints will be recognised, recorded and dealt with in accordance with SBC Complaints Handling Procedures.

If your complaint is about how we have handled your personal information, you can contact our Data Protection Officer by email at [dataprotection@scotborders.gov.uk](mailto:dataprotection@scotborders.gov.uk) or by telephone on 0300 100 1800.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire, SK9 5AF

You can visit their website for more information <https://ico.org.uk/make-a-complaint/>.

### **Disclaimer**

Whilst information provided within our Handbook is considered to be correct at the time of printing (November 2018), it is possible that there may be some inaccuracy as we progress through the session due to changes which may occur.

**On request, we can provide a hard copy of the Handbook alternatively you can access a copy online at**

[https://www.scotborders.gov.uk/downloads/download/392/school\\_handbooks](https://www.scotborders.gov.uk/downloads/download/392/school_handbooks)

**A version in an alternative format e.g. Braille, or translated into a community language other than English can be supplied on request to us as we have access to translation services at Scottish Borders Council.**



## **2018-2019**

### **Autumn Term**

**Autumn Term**

**Starts**

**Last day of Term**

**Autumn Holiday**

Tuesday 21 August 2018  
(In-Service day on Monday)  
Friday 5 October 2018  
Monday 8 October  
to Friday 12 October 2018

### **Winter Term**

**Winter Term**

**Starts**

**In-Service Days**

**St Andrews' Day  
Holiday**

**Last Day of Term**

**Christmas Holiday**

Monday 15 October 2018

Thursday 8 &  
Friday 9 November 2018  
Monday 3 December 2018

Friday 21 December 2018  
Monday 24 December 2018 to  
Monday 7 January 2019

### **Spring Term**

**Spring Term Starts**

**In-Service Day**

**February Holiday**

**Last Day of Term**

**Easter Holiday**

Monday 7 January 2019

Friday 15 February 2019  
Monday 18 & Tuesday 19  
February 2019

Friday 29 March 2019  
Friday 29 March to Monday 15  
April 2019

### **Summer Term**

**Summer Term**

**Starts**

**In-Service Day**

**May Day Holiday**

**Hawick Common**

**Riding**

**Last Day of Term**

Monday 15 April 2019

Friday 3 May 2019  
Monday 6 May 2019  
Friday 7 June 2019  
Monday 10 June 2019  
Tuesday 2 July 2019

*Up to date details can be found on the SBC website at  
[www.scotborders.gov.uk](http://www.scotborders.gov.uk)*