



Handbook and Prospectus

2026/2027



“Home of Natural Learning”

Head Teacher: Lesley McGlinchie



Clackmannanshire
Council
www.clacks.gov.uk

Comhairle Siorrachd
Chlach Mhanann

MUCKHART PRIMARY SCHOOL

HANDBOOK FOR PARENTS

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Chief Education Officer's Foreword 2026/27

Clackmannanshire Council People Directorate

It is an exciting time in education across Scotland. Within the Clackmannanshire People Directorate we provide a wide range of services for children, young people, families and communities and we are committed to lifelong learning, giving children the best possible start in life as they progress from nursery to school and beyond.

Our mission to educate, protect, support and promote the achievements, health and wellbeing of every child and young person has ensured our children continue to flourish. Much of our work is undertaken in partnership with other services, agencies, communities, children, young people and their families. Improvements and a relentless focus on wellbeing is delivered in collaboration across educational establishments, services and with other regional and national partners.

With the full support of our Headteachers, Elected Members, Chief Executive, our corporate colleagues and partners, we are committed to our values of Respect, Inclusion and Collaboration - raising attainment, tackling inequity and ensuring that high aspirations and positive outcomes are the expected norm for every child in Clackmannanshire. Health and wellbeing, safety of our pupils and staff and educational attainment continue to be at the forefront of our minds.



We are committed to ensuring that the views of our children, families, communities and partners are taken into account when planning and delivering our services. We are committed to UNCRC which has recently been incorporated into Scot's law. Shared ownership and awareness of the education values is key.

- Respect – we have due regard for the feelings, wishes and rights of others
- Inclusion – we make sure that everyone can enjoy the same experiences
- Collaboration – we work together to create and achieve

Parents and carers, who have always been the most important educators of their own children, supporting their children to continue learning in whatever way possible, whilst keeping them safe and well. I believe we now need to strengthen parental involvement in education and continue to provide flexible systems to enable parental engagement and representation.

I encourage you to get involved in whatever way you can, be that via Social media, Class Dojo or other in school activities to help you support your child's learning. Read with your child every day! Ask them what they have learned that day and get them to show you! Look out for opportunities to learn together as a family!

We are all ambitious for our children and young people and together we can ensure the best possible future for all in Clackmannanshire.

Colin Bruce
Chief Education Officer
Clackmannanshire Council

Throughout this handbook the term 'parent' has the meaning attributed in the Standards in Scotland's Schools Act 2000 and the Scottish Schools (Parental Involvement) Act 2006. This includes grandparents, carer or anyone else who has parental responsibility for the child.

Our Context

Muckhart Primary is a small rural school with a current roll of 38. The current school was built in 1845 and is situated at the centre of the parish; this explains why the school is not in the centre of the village. The school is situated on the road to Muckhart Golf Club approximately half a mile from the centre of the village. Over the years the school has been modernised and new bits added on. We have extensive outdoor areas which we regularly use for teaching. We have strong community links and use the village and surrounding areas regularly to develop learning.

This session we have 2 classes. P1-4 Devon and P5-7 Ochil. We have 2 part-time teachers; they have been teaching in the school for 10 years and 1 Long term Supply who is covering the job share. The Head Teacher has a teaching commitment of 2 days per week. We have a part-time Learning Assistant and an Administrator. We have handyman support for 3 hours per week. Children receive 1 hour art teaching per week and are taught 2 hours PE by a PE specialist. This allows Class Teachers their non-contact time.

We are well supported by parents and other community volunteers. Our library is organised by parent volunteers on a Thursday. One lady from the community comes in at key times throughout the week to support the learning.

The school has a friendly and welcoming feel and a positive ethos. We work together for the benefit of all as one *"Muckhart family"*. Children are confident and happy in their learning. One family who moved to the area stated:

"We moved from the States recently. We found Muckhart one week before school started. They have been a gift! We feel so at home and integrated into the school, the activities and even our community! Our boys are 6 and 12 and both have thrived in the small school atmosphere. They are getting personalized, one on one attention nearly every day. The outdoor learning is truly a bonus!"

Another parent described the atmosphere in our school as being *"like a comfy, cosy cardigan"*.

Curriculum Rationale

At Muckhart Primary we aim to develop well-rounded, resilient, healthy, achieving children. Our vision is of a 'thriving, resilient and happy community'. We believe we are all unique, positive learners but together we can become stronger and more resilient. We aim to offer a huge variety of experiences so that children can reach their full potential. Our vision is that every child will experience feelings of success whether it be academic, through sport or through representing our school in different ways. The feelings and views of our children are important to us. Through our ethos and culture every child will have opportunities to be a successful learner, a confident individual, an effective contributor and a responsible citizen.

Our school values were recently established through collaboration with all children, parents/carers and staff. These values of kindness, determination and honesty are the basis of our ethos and our curriculum. On the journey to develop our curriculum, we asked all stakeholders to rate the skills and attributes that they felt were most important for our Muckhart learners. These skills and attributes are reflected in the design of our curriculum.

We ensure our curriculum accurately reflects our unique setting. We have a carefully designed overview of progressive learning for all curricular areas. In line with Curriculum for Excellence, our Experiences and Outcomes are “*bundled*” into a rolling programme to ensure breadth and to avoid duplication of learning. Our children developed our slogan “*small but mighty*” which we all feel accurately sums us up. Our curriculum display, which welcomes everyone to our school, encapsulates everything that defines a Muckhart learner. We aim to Get It Right For Every Child in our school community, to ensure every child reaches their full potential.

Fortnightly, whole school assemblies give children an opportunity to share personal achievements. Our pupils’ voice is valued. active role in organizing. Our children from P1-P7 take an active role in leading their own learning. Learning contexts are child-centred and context plans are child-led. Children engage with Experiences and Outcomes from Curriculum for Excellence to inform next steps in their learning. All children enjoy sharing their learning with peers and parents/carers alike. This helps to develop confidence and ensures learning is engaging and children are motivated. All children have the opportunity to perform. We have an annual Nativity for P1/2 to which all parents and carers are invited and P6/7 lead the annual Harvest Festival. Frequent whole school learning activities – such as during World Book Day – help to develop and maintain our sense of family within the school.

We pride ourselves in taking part in all sporting activities organised by Clackmannanshire Active Schools. We have taken part in Fun Fours, Touch Rugby and X Country. For those children not so keen on sport, we offer a chess club and gardening opportunities. All of these activities are organised and supported by parent/carer and community volunteers.

We are extremely well supported in all that we do by our parents and carers and also by the wider Muckhart community. We hold regular community events such as the school BBQ. Our children enjoy a termly Golden Day, to celebrate positive relationships, in which we are hugely supported by the community and parents and carers. We are a wholly inclusive setting and we pride ourselves on this ethos. We thrive on individual differences and blend together as a Muckhart family.

We are in a beautiful rural setting and teachers take full advantage of this to benefit the learning of the children. We are confident in teaching all curricular areas using the outdoors, in a relevant, interesting way. We have a large outdoor area in which the whole school can be outside at the same time and this is frequently the case. Classes enjoy ‘Wild Wednesday’ - every second Wednesday learning is taken to the community woodland in the village.

High priority is given to raising attainment in literacy and numeracy. Our School Improvement Priorities are based on the key drivers from the National Improvement Framework. We recently overhauled our reading materials and have invested greatly in up to date, interesting reading materials for learning to read and also for borrowing from our library. More information about Curriculum for Excellence can be found at <https://education.gov.scot/parentzone>

In numeracy we have a focus on mental agility across the school. Every class focuses on mental, oral numeracy on a daily basis. Maths is taught using Scottish Heinemann and is supplemented to meet the needs of individual children. Focused curriculum weeks regularly take place to develop skills for life, learning and work.

Our pupils receive 2 hours specialist PE teaching every week and 1 hour of teaching from an Art specialist. All other curricular areas are taught by class teachers. Opportunities are

regularly taken to relate class learning to real life contexts. Regular enterprise activities help develop skills and understanding of the world of work.

Our school was recently inspected and graded as 'good' in all 4 Quality Indicators. The report dated September 2025 can be accessed here

<https://educationinspectorate.gov.scot/media/lpxpwwh4/muckhart-ps-sif-020925.pdf>

Curriculum for Excellence

Learning Entitlements

In addition to the entitlements of Curriculum for Excellence our education provision will reflect local needs and circumstances. Therefore, at different stages of their education, our learners will have opportunities to:

- Link aspects of their learning to the local environment and its heritage
- Participate on a residential experience where possible
- Participate in arts, sports and cultural events
- Participate in environmental projects
- Participate in a community project
- Participate in outdoor learning experiences
- Access appropriate technology
- Be consulted on and contribute to the decision making process in school
- Experience work based learning
- Develop collaborative, social, leadership and other life skills
- Access academic and vocational learning experiences
- Access learning experiences designed and / or delivered by relevant partners
- Reflect upon and be pro active in planning and making choices about their own learning
- Engage with learners in other countries and demonstrate knowledge of their culture.

How can you help?

By law, you must make sure your child receives education.

As a parent, you can help your child by:

- making sure your child goes to school regularly;
- encouraging and supporting your child with any homework given;

- showing that you are interested in how your child is getting on at school;
- encouraging your child to respect the school and the whole school community; and
- being involved in the school.

Communication with Parents and Carers

HOW?

-school will use Groupcall text messaging and email service to share letters and important information such as a newsletter

-school will send home paper copies of letters to those who request it – sometimes letters need permission or extra information so these will be paper copies

-school will use Facebook Parent Council secure page for reminders about practical arrangements

WHEN?

-important information and letters will be shared as and when necessary

-parents will receive written Sharing the Learning information termly and summative reports every June

-school will be mindful of the amount of letters/messages going home at once

-newsletters will be termly

-Learning Conversations with parents/carers and children will be held twice per session

WHO?

-class teachers may share information for arrangements for their own class on Facebook

-children may be directed to access Google Classroom for support with Home Learning

-Head Teacher will share more general information usually by email

-Administrator will share information regarding whole school arrangements such as school lunch arrangements

WHAT?

-parents/carers should read and act on the information

-parents/carers should check the website and Facebook page

-parents/carers must ensure that their contact details – mobile and email – are kept up-to-date

-parents/carers can email the school office or the Head Teacher during office hours

-parents/carers should contact the school via email or telephone to report absence

Outdoor Learning

We have been an outdoor learning school for over 12 years. We are an outdoor-loving school. The benefits of outdoor learning are well evidenced. Simply spending time outdoors is known to provide a boost to physical and emotional wellbeing. Learning outdoors is liberating for children and teachers – activities can be specifically designed to develop problem solving, team building and can also check the application of basic skills learned in the classroom. Our commitment to learning outdoors not only benefits our children but also our community.

Approximately 12 years ago, we were an outdoor learning pilot school for Clacks and received funding from “*Grounds for Learning*” to develop our outdoor area. Using this money and other funds raised from Parent Council we developed the outdoor classroom in the butterfly garden and also the outdoor assembly area. Over time we have added a mud kitchen and developed loose parts play. As well as the outdoor area immediately in our school grounds we also enjoy and benefit greatly from our rural location. We regularly use the nature park behind the church and the Community Woodland at Maudies Loan. We have excellent relationships with the Church and Coronation Hall both of whom support us when we are out and about. We play outside every single day regardless of the weather – we enjoy morning break and lunchtime play outside. We have spare clothes for children who have forgotten jackets or gloves to ensure we are completely inclusive.

In the past we have shared our outdoor learning and teaching expertise with other schools. Recently we held workshops for Clacks Primary Probationer Teachers. We shared 3 “*live*” lessons over three different curricular levels and in different curricular areas. We shared a booklet of outdoor ideas and many, many photos of the outdoor learning experiences our children have benefitted from over the years. Many schools are only beginning their outdoor learning journey whereas we have embedded outdoor learning into our practice and are confident to teach any curricular area outdoors.

Clacks probationers gave feedback that they found the workshops beneficial. In the recent workshops, we demonstrated how well children used the space and were used to the weather – children and teachers were enthusiastic even in the rain. Digital technology was used outside. Differentiation was clear to see and teachers and learners demonstrated the use of a range of resources in different curricular areas.

As a school we like to share our outdoor ethos with everyone we meet. We like to show, through our children, that it is possible to teach absolutely anything outdoors and we love the challenge of achieving this!

We will always play outside at morning break and lunch – regardless of the weather. Rain, hail or shine we will be outside playing during our breaks. We encourage play with mud, water, sand, leaves and loose parts such as tyres so the best investment a parent/carer can make when their child starts at Muckhart is in buying a pair of wellies – we guarantee it will be money well spent!

Home Learning

We have recently changed our Home Learning policy to reflect current evidence of good practice. There are a number of reasons for this. We looked carefully at our homework practices and felt that formal homework could actually affect children's learning in a negative way. Research shows that the impact of children completing formal homework tasks is very low. With such busy lives out of school we feel it is much more important for children to enjoy developing friendships and having family time after school. That being said, we would still like children to share any learning they have done at home.

We would like to develop critical, curious, creative thinkers and motivate children to develop a love of lifelong learning. Weekly spelling lists of words being taught in class, target tables for those it applies to, phonics sound cards and at least one book that the child has chosen to read for pleasure will be sent home on a weekly basis.

At the beginning of each term we send home a "*Sharing the Learning*" information sheet tailored to each child which will outline numeracy, literacy and topic areas of learning for that term. Each child will have a Home Learning Jotter and we encourage children to draw, write, research things that are of interest to them or perhaps current and relevant to their topic. This could then be shared with the class. Spelling activities ideas will also be sent home. We feel that this will be more informative for parents and carers and enable better support or challenge for children at home.

In school we are encouraging a love of reading by offering children books that will interest them or that they will enjoy. In class once we have read a picture book or finished a chapter of a novel we use Aidan Chambers "*Three Sharings*" – these are questions you could also use to encourage discussion of a book or theme. We glue the "*Three Sharings*" into the Home Learning Jotter along with any other information that we feel may be helpful to parents in supporting the child at home. Examples of our "*Sharing the Learning*" can be found on our school website: <https://blogs.glowscotland.org.uk/cl/muckhartprimaryschool/>

One parent/carer recently commented: *"The home learning works really well. We know that formalised homework policies do nothing to increase attainment or to engage children in their learning, but as parents/carers, it is good to know what our children are doing at school. The home learning balances this perfectly. We get to see what the children are working on but the emphasis is very much on self-motivation. With the "pressure" of formal homework removed, our two can choose what they do and when they do it. It fits in perfectly with their natural curiosity."*

Our School Improvement Plan and Pupil Equity Fund

As a Muckhart family team we are constantly striving to improve attainment and outcomes for all our children. Our School Improvement Plan focuses this work. There are 3 key areas in the National Improvement Framework that are the key areas for development – these are literacy, numeracy and health and wellbeing. In addition to this we continue to look closely at our classroom environments ensuring we maintain the Clackmannanshire Readiness for Learning Approach (R4L).

Recently we worked with the Educational Psychology team to complete an environmental audit. We looked at the research behind the Clacks Readiness for Learning approach and decided this was a good opportunity to move with the times and to make our classrooms R4L.

The R4L approach is based on helping all children and young people regulate – or manage – their brains at times of stress; to help them feel safe, settled and ready to learn. The approach is about using the best practice from Attachment Theory, Nurture Principles, Trauma Informed Approaches and the Neurosequential Model to help children become the

best learners they can be. The R4L approach supports the structure and delivery of the curriculum.

One parent/carer has told us *“The changes have been great for our son. The calm environment of the classroom and the thought and planning which has gone into the whole programme of changes has helped him settle in, focus on learning and, most importantly, he seems to us more relaxed and happy at school as a result.”*

Alongside calm spaces, the research advocates children have access to calming and alerting resources. Research suggests fluid seating can support learners by allowing them to work independently, in small groups or in pairs.

A summary of our School Improvement Plan along with a summary of our most recent Standards and Qualities Report can be found on our School website.

<https://blogs.glowscotland.org.uk/cl/muckhartprimaryschool/>

Promoting Positive Relationships

We have recently re-thought our behaviour policy – linking our new relationship guidelines clearly to our 3 shared values of kindness, determination and honesty. Our children know and understand the need for good behaviour in and out of school. We build respect and responsibility by building positive relationships between all adults and children in the school. We are a family – we work together as a team. Each child is welcomed into our school daily by the Head Teacher. We spend time learning together to make our school the best it can be. Children reflect at the end of each school day on their behaviour and actions that day to think about whether they have *“lived our values”* for that day. Children who are confident they have, after discussion with the class teacher, then receive a Golden Button which are saved up to *“spend”* on an end of term Golden Day. Children are expected to live our values on a daily basis. Children who have been spotted going *“over and above”* will receive a certificate at our weekly Assembly. Class Teachers have Recognition Boards in classrooms to catch children living our values. The whole staff team use similar language and processes in engaging with children to iron out any break downs of our values. We use positive tones, we encourage empathy and good choices, and we use restorative practice if things have gone wrong.

Reporting

We hold parent/carer-child Learning Conversations, with the class teacher, twice per session. Each child has a 10 minute appointment where the teacher will discuss the child’s progress and inform of next steps and also discuss any questions or queries the parent/carer or child may have. Children complete a self-evaluation in advance of this and are therefore encouraged to lead the learning discussion.

Summative progress reports are sent home to parents/carers in June but these should simply be a summary of all progress and learning communicated over the session.

We have an Open Door Policy and are happy to discuss any problems or queries at any time. Ideally a chat with the teacher is best at 3.15pm rather than 9.15am however exceptions can be made.

We have a secure Facebook and Twitter page where we share learning regularly. Our Twitter is @MuckhartPrimary.

Assessment

Our Assessment & Reporting Guidance can be found on our website.

<https://blogs.glowscotland.org.uk/cl/public/muckhartprimaryschool/uploads/sites/5339/2025/11/17102913/assessing-and-reporting-guidance-1-1.docx>

Volunteers

We actively encourage volunteers, not just from the parents and carers, but also from our community. We usually have volunteers supporting our library and our garden. We have a volunteer-led lunchtime chess club. When volunteers offer to volunteer at our school we feel it is really important that everyone knows what to expect. We have recently devised a Volunteer Charter specific to each volunteering role. Each volunteer would be trained in their expected duties and will understand their importance in their link to the curriculum and to improving outcomes for all of our children.

Read, Write, Count

[Read, Write, Count](#) with the First Minister is a programme that aims to support parental engagement in literacy and numeracy. Gift bags are distributed annually to all Primary 2 and Primary 3 pupils in Scotland by the Scottish Book Trust. The gift bags contain literacy and numeracy materials to support children's learning, as well as advice and support to parents.

Studies show a direct link between a strong family learning environment and progress in reading, writing and counting. In addition to the activity booklet included in the bag the Scottish Book Trust offers a range of hints, tips and advice to help parents engage in their child's learning on the website.

Bookbug

[Bookbug](#) is Scotland's universal early years book gifting programme and aims to inspire a love of stories, songs and rhymes from birth. Bookbug gives every child in Scotland four free bags of books as babies, toddlers, three- and five-year-olds. The bags contain books and other resources for sharing songs and rhymes that are suited to their age. Gaelic Bookbug Bags are also available.

Family Learning

We have opportunities throughout the school year for families to come to school to learn together. These may be based around the Read Write Count or the P1 Bookbug initiatives. As part of our ongoing improvement, this session, we aim to develop more purposeful Family Learning opportunities.

Organisation and Management Structure

School Address	Muckhart Primary School Muckhart By Dollar FK14 7JL
Telephone Number	01259 452356
Email Address	muckhart@edu.clacks.gov.uk
Website:	https://blogs.glowscotland.org.uk/cl/muckhartprimaryschool/
Twitter:	@MuckhartPrimary
Denominational Status	Non-Denominational
School Roll	38
Headteacher	Mrs Lesley McGlinchie
Teaching Staff (Mon/Tue/Wed) (Thur/Frid) (Mon/Tue) (Wed/Thur/Frid)	P1/2/3/4 Mrs Gallagher clcgallagher@glow.sch.uk P1/2/3/4 Ms Gibson clegibson1@glow.sch.uk P5/6/7 Ms McGlinchie cllmglinchie@glow.sch.uk P5/6/7 Mrs Preest clnpreest@glow.sch.uk
Visiting Specialists	P.E. – Miss E. Davies - 2 afternoons per week Learning Support – Mrs Bernard 1 day every 2 nd week Expressive Arts – Mrs Y. Peden 1 day per week
Instrumental Instructors	Miss M. Hunter - Violin Mr J. Rodger - Guitar Mrs Lamb - Brass Ms Radke de Silva - Cello
Support Staff	Administrator – Mrs K Nelson Learning Assistant – Mrs L Asher Catering Assistant – Mrs D Watt Janitor – Mr H Rodgers

Secondary School

At the end of P7 pupils normally transfer to:

Alva Academy, Alva Tel. 01259 452322

The School Day

Morning Session:	9.15am – 12.30pm
Break:	10.45am – 11am
Lunchtime:	12.30pm – 1.15pm
Afternoon Session:	1.15pm – 3.15pm (P1 – P7)

Council Statement on Primary School Starting Times & Supervision

“Children should arrive at school in time to enter classes punctually.

Parents/carers are advised against sending or bringing their children to school any earlier than necessary. There is adult supervision in the playground from 9am until 9.15am (the start of the school day).

In cases where children are sent or brought to school so early as to cause concern about welfare, headteachers will draw this to the attention of parents or carers. If such early arrival persists and if the child is regarded as being at risk, the headteacher will refer the child to social services”

Safety

The school and Parent Council are always concerned about the safety of pupils particularly at the beginning and end of the school day.

We would ask parents/carers not to drive/reverse into the school entrance or playground. Parking on the yellow Zig Zag lines on the road is illegal.

We ask that parents/carers park out-with the lines and take their children to the school gate, with children being met at the gate at 3.15pm.

There is a safe path from the village to the school and we encourage children to walk or cycle whenever possible. Children are encouraged to Walk to School when possible and can gain a badge from Living Streets Walk Once a Week scheme for doing so.

School Security

Clackmannanshire Council aims to provide a safe and healthy environment for all pupils, staff and other school users. Safety and school security have been a key focus since 1997 when the Council involved all schools and school communities in the preparation of safety and security action plans. Since then, these plans have been implemented in a systematic way. Work undertaken in schools has included:

- The creation of a one door entry system during normal school hours.
- The installation of electronic doors locking mechanisms.
- The erection of signs directing visitors to the single door entry point.
- The introduction of an entry procedure for visitors including the issue of security visitor pass.
- The introduction of staff identification passes.

All schools have had their door entry construction work completed and all schools are using the visitor pass system.

Your co-operation and assistance in complying with school access arrangements is greatly appreciated as the safety of pupils and staff is at the heart of this programme.

Admission

There is one admission date for children starting in Primary 1. Parents/carers should enrol children in late January for entry to school in August of that year. It is important that parents/carers bring birth certificates and a utility bill showing name and home address at the time of enrolment. The dates for enrolment are published in the local press and advertised in the village shop.

For children living outwith the school catchment area, placing request forms can be obtained at www.clacksweb.org.uk. A visit to the school can be arranged by contacting the school.

Information on enrolment dates is posted on Facebook, Twitter and our website. Notices are put around the village.

For information on School Enrolment, please refer to the Clackmannanshire Council website - <https://www.clacks.gov.uk/learning/schoolenrolment/>

Attendance

Clackmannanshire Council is committed to working with parents/carers, children and other agencies to ensure that all children enrolled at its schools attend regularly.

All children are likely to be absent from school at some time in their school career. However, persistent poor attendance is disruptive to the individual and to the work of the class and may be an early warning of other difficulties.

Where there are genuine reasons for non-attendance, the authority will work with agencies to ensure that the child's education is continued by means other than school attendance.

The Council's and school's staff overwhelming concern is for the welfare of children. Parents/carers who fail to secure an adequate education for their children, for example by failing to secure regular attendance are in breach of their statutory duty.

Unfortunately, some absences may be condoned or even actively encouraged by parents/carers. This is not acceptable and where this is found to be the case, the Authority will use all powers at its disposal to ensure that children attend school regularly.

The procedures that the Council and school have put in place are aimed at ensuring the welfare of all its pupils. Parents/carers are asked to help by co-operating with these procedures.

Clackmannanshire Council actively discourages taking children out of school during term-time for family holidays because of the disruption that it causes to the education of individuals and class groups. Schools cannot give parents/carers permission to do this and, except in the most exceptional of circumstances, such absences will be treated as unauthorised. However, it is helpful for schools to know of such absences in advance and schools may be able to offer advice to you on projects that your child can undertake while on holiday that will promote learning while the child is out of school.

It is the duty of parents/carers, by law, to make sure that their children attend school regularly and punctually. If on occasion your child is late for school, please send a note of explanation with your child. Absences and late coming are recorded by the school.

Whenever your child is absent from school please contact us by telephoning the school office or emailing muckhart@edu.clacks.gov.uk by 9.30am on the first day of absence. Absences from school are now categorised as authorised or unauthorised. Failure to supply an explanation may result in the absence being treated as unauthorised. If we don't hear from a parent/carer before 10am we will phone to find out the reason for the absence. The Attendance Officer may be contacted if a parent/carer fails to contact the school.

Pupil attendance is monitored by the Scottish Executive and is a performance indicator of the school used in national statistics and comparisons. Obviously, children who are very unwell cannot attend school. At all other times, please assist us by ensuring your child attends school.

For more information on attendance and punctuality at school, please refer to the Clackmannanshire Council website.

<https://www.clacks.gov.uk/learning/attendanceandpunctuality/>

Development of Pupils' Spiritual, Social and Cultural Values

Each class follows the Curriculum for Excellence Guidelines in the teaching of R.M.E. (Religious, Moral, Education). Children learn about Christianity but also about other religions too. We stress similarities and respect differences. If parents/carers do not wish their children to take part in R.M.E. other provision can be made for them.

Our commitment to the spiritual, moral, social and cultural development of our pupils is supported by:-

- Creating an ethos which is caring and challenging while encouraging personal responsibility
- Promoting social and moral learning through the way in which disciplinary matters are handled
- Providing positive role models for pupils
- Providing opportunities within the curriculum to advance personal and social development
- Within the programme of religious education giving consideration to basic questions relating to the meaning, value and purpose of human life.
- Valuing and appreciating the culture and heritage of pupils and encouraging children to value the culture and heritage of others.

School Uniform

Parents/carers are asked to dress their children in the school uniform:-

Grey trousers/skirt
School sweatshirt
Maroon Polo T-shirt
Maroon Fleece

Uniform is available from;
ScotCrest
153 W Stirling St,
Alva
FK12 5EL
01259 761827

Children do go out in all weathers so suitable footwear is required – for Outdoor Learning wellies are recommended

Transition

Our new P1 pupils usually come from a variety of different nurseries. Our P1 teacher will visit each of the nurseries, usually in May or June, to get to know the child better. There are 2 P1 transition dates in May where new P1 children will visit and learn in school along with future classmates. Enrolment is usually in January.

P7 Transition to Alva Academy

We have excellent links with Alva Academy who organise a very thorough transition process which begins in the September of the P7 final year. P7s attend Alva Academy on numerous occasions throughout the year; experiencing many different curricular areas and making new friends. This eases any anxieties. Enhanced transition opportunities are available for children who would benefit from additional support.

PE Clothing and Footwear

White T-Shirt
Black Shorts
Gym Shoes/Trainers

No jewellery should be worn during P.E. lessons.

It is also advisable for pupils with long hair to have some method of securing it for P.E. lessons.

There is pre-loved school uniform regularly available from the Parent Council.

School Clothing Grants – 2026/2027 Session

If your child attends one of our primary, special or secondary schools, you may qualify for a school clothing grant of £120 per primary aged child.

School clothing grants will not be paid to children attending nursery schools, nursery classes or other pre 5 centres.

To qualify for a school clothing grant you must be in receipt of Child Benefit and one of the following benefits:-

- Income Support
- Income-based Job Seeker's Allowance
- Any income related element of Employment and Support Allowance
- Child Tax Credit but NOT Working Tax Credit, with an income of less than £17,005
- Support under Part VI of the Immigration and Asylum Act 1999

Application forms can be obtained from schools and the Council Offices at Kilncraigs; also by accessing <http://clacks.gov.uk/learning/schoolclothinggrants>

Education Maintenance Allowance

This payment of £30 per week supports 16-19 year olds from lower income families to continue with their studies. Further information can be found here -

<https://www.clacks.gov.uk/learning/emas/>

Pupils who are eligible for an Education Maintenance Allowance (EMA) (over 16 years of age) are not eligible for a school clothing grant.

Financial Assistance

If you are on a qualifying benefit including Universal Credit, Income Support or Employment and Support Allowance you may be eligible for additional benefits, even if you are in work:

- **Scottish Child Payment** - £100 for every child under the age of 16, paid every 4 weeks. Further information and online application can be found here - <https://www.mygov.scot/scottish-child-payment>

You may also be eligible for an number of other payments from Social Security Scotland including:

- **Best Start Grants** - One off payments towards the cost of pregnancy or looking after a child; Baby and Pregnancy, School Age and Early Learning Payment
- **Best Start Foods** - Prepaid card that can be used either in shops or online for food shopping from pregnancy until your child is aged 3
- **Child Disability Payment** - Payments to support children under the age of 18 with a mental or physical disability. You do not need to have a diagnosis to apply
- **Adult Disability Payment** - Payments to support you if you have a disability or long term health condition

Further information on these benefits can be found here -

<https://www.mygov.scot/browse/benefits>

Childcare Costs

If you are a working parent, you may be eligible for support to pay for childcare costs.

If you claim Universal Credit, you can claim up to 85% of your childcare costs back. <https://www.gov.uk/guidance/universal-credit-childcare-costs>

If you do not claim any benefits, you may still be eligible for 20% off your childcare by using Tax Free Childcare. <https://www.gov.uk/apply-for-tax-free-childcare?step-by-step-nav=d78aeaf6-1747-4d72-9619-f16efb4dd89d>

If you require assistance to apply for any of the above grants or benefits, Clackmannanshire Citizen's Advice Bureau have a 'Help to Claim' service. You can contact them here - <https://www.clackscab.org.uk/get-advice>

Cost of Living emergency support – links to welfare fund, food banks, energy support etc. <https://www.clacks.gov.uk/community/colsupport/>

Unexpected Closure

Any pre-planned change to normal arrangements will be notified to you in writing, but there are occasions when the children may be dismissed early with little warning eg. in the case of power cuts or heavy snowfalls. Please ensure we have emergency contact telephone numbers for your child.

In the event of very heavy snowfall or severe weather conditions, information on school closures can be found on the Clacksweb www.clacksweb.org.uk and Real Radio, we will endeavour to notify all parents/carers via Groupcall.

Parent Forum/Council

Welcome to our Parent Council

Welcome to Muckhart Primary School Parent Council. We are delighted that you have chosen to join our school and hope that your child(ren) and family enjoy their time being part of our Muckhart family.

As a parent/carer of the school you automatically become a member of our friendly and supportive Parent Forum. Our Parent Council is made up of representatives from our Parent Forum, together with Mrs McGlinchie and her teaching staff.

Our Parent Council believes that family engagement in children's learning is vitally important and has a real impact on the ability of children to reach their true learning potential. We are here to ensure that all parents and carers have a voice in their children's education and have an opportunity to express their views and wishes. We are your representatives and are here to offer support and listen to what the parent forum would like the parent council to do.

Every parent/carer is very welcome to come along to our Parent Council meetings to find out more about our school and, if you wish, you are most welcome to get involved with fundraisers and other aspects of school life. Mrs McGlinchie and her team are very supportive of our Parent Council and at each meeting they share a curriculum focus where we have an opportunity to find out more about the teaching and learning taking place in the classrooms.

If you would like to find out more about our Parent Council or share skills, expertise or ideas that you think could benefit our school we are more than happy to chat in the playground or you can also email me on, jayne1@yahoo.co.uk. You can also find out more information about Parent Councils on the Connect website at <https://connect.scot>.

Best wishes

Jayne Price

Chair

The Parent Council consists of representatives from the forum.

Jayne Price	-	Chairperson
Treasurer	-	Alex Monaghan
Graham Dutton	-	Secretary

Jayne Price, Nicola Garside, Alex Monaghan, Katie Bacon, Graham Dutton, Becky Graham, Caroline Nelson, Alison Coppock, Ruth Stewart, Sha Record and Lizzy Thomson. They meet once a term with Mrs McGlinchie to discuss and support the life and work of school.

An AGM is held once a year.

Comments

The school is keen to receive feedback from parents and carers regarding all aspects of the service it provides. We issue regular newsletters and host evenings to discuss individual pupils' progress and/or to share issues relating to the curriculum or of whole school concern. We welcome parents' and carers' support for our work and want to know of any circumstances where they may be dissatisfied. Please write to or arrange to meet with the Headteacher if you would like to discuss any concerns.

Complaints

You can complain in person, by phone, email or by letter. We regard a complaint as any expression of dissatisfaction about our action or lack of action, or about the standard of service provided by us or on our behalf.

Who can complain?

Anyone can complain who is the parent or legal guardian of a child or a person authorised to complain on his/her behalf. For example, a child's grandparent who is not the legal guardian needs authority from the child's parent or guardian. This would normally mean a note to show that the person responsible for the child has agreed.

What can't I complain about?

Here are some things we can't deal with through our complaints procedure:

- A routine first time request for a service or action – e.g. informing the school that your child told you she is being bullied and asking them to resolve this.
- Requests for compensation from the Council
- Things that are covered by a right of appeal, e.g. Exclusion from school which has its own statutory process. In these cases we will give you information and advice to help you.

We have a 2 stage complaints procedure.

Stage One – Frontline resolution

In the first instance please complain to your child's school or nursery, telling them as much as you can about the complaint, what has gone wrong and what you want them to do to resolve the matter. A senior member of staff, either the headteacher or depute head, will be responsible for looking into complaints. Heads are senior managers with a high level of responsibility for your child's learning and welfare and able to look into matters. However, the headteacher may refer the Stage One complaint to Education Services centrally, e.g. if it is about the conduct of the headteacher or too complex to be dealt with at front-line service level.

The school or nursery will give you our decision at Stage One within 5 working days or fewer unless there are exceptional circumstances. If we need further time we will ask you to agree an extension of up to 5 further days. If the Stage One complaint has been referred to Education centrally your response will come from there.

Stage Two – Investigation

If you are dissatisfied with your Stage One response you can move to Stage Two. Stage Two deals with 2 types of complaints: those not resolved at Stage One and those not appropriate for Stage One, for example the conduct of a headteacher or too complex for a headteacher to deal with.

To move to Stage Two, you should contact the Head of Education and ask for a formal investigation under Stage Two. You can do this by writing to Colin Bruce, Clackmannanshire Council, Kilncraigs, Alloa. Or you can ask the headteacher of the school or nursery to move the complaint to Stage Two on your behalf.

When using Stage Two:

- We will acknowledge your complaint within 3 working days.
- You will be contacted by the investigating Officer for your complaint, who will usually meet you to confirm: the detail of your complaint, what you want to achieve, and if your expectations are achievable. In some cases, e.g your complaint has been made in writing and is clear, there may be no need to meet. It is helpful if you present any evidence that you can offer in support of your complaint, e.g. contact details for witnesses, reports from other professionals etc. if appropriate.
- We will write to you confirming the details of your complaint, what you want to achieve, and what the investigation can cover.
- We will give you a full, written response to the complaint as soon as possible and within 20 working days. If our investigation takes longer than 20 working days we will agree revised time limits with you and keep you updated on progress.

After we have fully investigated your Stage Two complaint, if you are still dissatisfied with our decision of the way we dealt with your complaint you can ask the Scottish Public Services Ombudsman (SPSO) to look at it.

The SPSO cannot normally look at:

- A complaint that has not completed our complaints procedure.
- Events that happened or you became aware of, more than a year ago.

Support for Pupils

Policy on Additional Support Needs

The Education (Additional Support for Learning) (Scotland) Act 2004 was amended in 2009 .

http://www.legislation.gov.uk/asp/2009/7/pdfs/asp_20090007_en.pdf

<http://www.scotland.gov.uk/Publications/2011/04/04090720/0>

The 2009 Act strengthens the duties placed on Clackmannanshire Education Service to identify and meet the additional support needs of children and young people. We continue to do this through the Staged Intervention process.

The 2009 Act clarifies the definition of additional support needs and increases the rights of parents/carers and young people in respect of requesting assessments, making placing requests as well as access to the Additional Support Needs Tribunal for Scotland (ASNTS). The Act also places a duty on Clackmannanshire Council to provide access to mediation and dispute resolution services free of charge to parents/carers who have made a successful placing request from another Authority.

The Act now deems all Care Experienced children have additional support needs unless the education authority determines otherwise. Clackmannanshire Council has procedures in place to assess these needs through the Staged Intervention process, as with all children and young people who may require additional support.

Information and leaflets for parents, carers and young people can be found on the Council's website <http://www.clacksweb.org.uk/learning/asl/>

Leaflets include

- Additional Support for Learning – a Guide for Parents
- Additional Support for Learning – Resolving Differences

More information on The Education (Additional Support for Learning) (Scotland) Act 2009 is provided by Enquire – the Scottish advice service for additional support for learning.

Operated by children in Scotland, Enquire offers independent, confidential advice and information on additional support for learning through:

- A telephone helpline – 0845 1232303
- An email enquiry service – info@enquire.org.uk
- Two websites –
www.enquire.org.uk (for parents/carers and practitioners)
www.enquire.org.uk/yp (for children and young people)

Enquire also provide a range of clear and easy to read guides and factsheets explaining everything from 'additional support in the early years' to 'what planning should take place for moving on from school'.

The Scottish Government have a duty to provide an advocacy service to parents and young people following a reference being made to the Additional Support Needs Tribunal for Scotland (ASNTS). Ministers have also agreed that the advocacy service should also provide support for parents/carers and young people from the time they have grounds to make reference to the ASNTS. It will be a national service and available to parents and young people on request and free of charge.

This service will be provided through a partnership between Kindred Advocacy Service and the Scottish Child Law Centre, known as “Let’s Talk”. The two organisations will work together to deliver lay and legal advocacy for parents/carers and young people. The service will focus on non legal representation, but where appropriate in complex cases, legal representation will be available. For further information on this National Advocacy service please contact the Scottish Child Law Centre:

- Telephone: 0131 667 6333
- Email: enquiries@sclc.org.uk
- Web: www.sclc.org.uk

Some literature still refers to the previous partnership between the Scottish Child Law Centre and Barnado’s and this will be updated shortly.

Clackmannanshire Council Education Service is committed to working in partnership with all parents and carers of children and young people with additional support needs and seeking their views on all aspects of the support provided in educational establishments. We encourage parents/carers to contact the school/establishment in the first instance if there are any queries or concerns, and we will always try to resolve any difficulties as soon as possible.

Support for Learning

Our Support for Learning teacher is in school for 1 day every second week. She liaises closely with class teachers; sometimes withdrawing children from class, at other times working alongside the class teacher.

In order to devise the most appropriate programme for the pupils the Support for Learning teacher is sometimes involved in using diagnostic and standardised assessments.

She also liaises with outside agencies such as the Psychological Service where appropriate.

Parents/Carers who wish advice or support about a child’s additional support needs should contact the Headteacher in the first instance.

Child Protection

The safety of children is everyone’s responsibility. If staff have any concerns for a child or young person’s wellbeing, they have a duty to pass on information that will help keep that child safe. All school staff receive child protection training at the beginning of a new academic year.

Equalities

Clackmannanshire Council has developed Council-wide policies for diversity, race, disability and gender equality, which aim to ensure that all Council employees are aware of their responsibilities to ensure that no child or young person will receive a less effective service on grounds of ethnicity, disability, or sexual orientation.

Other Support Services

Several support services are readily available to the school. Clackmannanshire Education Service provides advice and support regarding overall issues of quality and effectiveness. Other services provide advice and/or assistance about how best to meet the needs of an individual child or group of children. Staff from the Primary and Secondary Schools Support Service offer experience in working with children with social, emotional or behavioural difficulties; staff from Psychological Services provide assessments of and support for a range of pupil needs; and the school can link with social services over matters of family and child welfare. Attendance and Welfare staff, support pupils attendance at school.

Mental Health & Wellbeing Directory

Parents/carers can access this useful support at <https://sites.google.com/cl.glow.scot/health-and-wellbeing-directory/home>

Counselling in School Service

Clackmannanshire Education Service and Wellbeing Scotland are working in partnership to provide support for children and young people who are experiencing mental health and wellbeing issues.

Counselling in Schools is a universal service available to all 10-18 year old pupils in Clackmannanshire and each Secondary School has the equivalent of one, full time counsellor on site. Counsellors are also available to support Primary Schools and ASN Settings.

Counsellors are professionally qualified and registered offering focused, longer-term support for issues such as trauma, depression, anxiety, bereavement, loss and separation. They offer a confidential, one –one service in school or remotely with the service being available during the school holidays. Referrals for counselling are made directly to Wellbeing Scotland by the school.

Food in Schools

There is a great deal of interest in the dietary habits of children and how food that children eat influences health, wellbeing and attainment at school.

Schools are recognised as having a key role to play in influencing the dietary habits of children, both through the curriculum and through the food that is provided for children during the school day.

Schools in Clackmannanshire are taking a whole school approach to food, through “Health Promoting Schools” and in implementing the recommendations of The Schools (Health Promotion and Nutrition) (Scotland) Act 2007.

If your child has a food allergy or needs a special diet, please discuss this with your Headteacher.

Children in Clackmannanshire can access food during the school day:

- At breakfast
- At morning break – own snack to be provided.
- At lunchtime

Breakfast

A breakfast service is provided in your child's school.

The service is available free of charge to children entitled to free school meals. All other children can have a breakfast for £1.30p (2025/26 academic session). In this school, service starts at 8.30am.

The primary school breakfast comprises:

- Fresh semi skimmed milk or water.
- Cereal with milk.
- Toast with spread and a jam

Morning Break

All primary schools in Clackmannanshire operate a Milk Scheme. Under the Scheme, all children who are entitled to free school meals will be given a 189ml carton of chilled, semi-skimmed milk, free of charge at morning break, unless the parent opts out of the Scheme. Other children and their parents can choose to opt-in to the scheme and pay 15p per day (2025/2026 academic session).

Lunchtime

The Schools (Health Promotion and Nutrition) (Scotland) Act 2007 has had a significant effect on school lunches.

Clackmannanshire Council implemented the nutritional requirements for food and drink in schools in primary and special schools in August 2008 and in secondary schools in August 2009.

In Primary Schools, a two-course lunch is available where the children can freely choose from the bread basket and also have the option of milk or water with their meal.

These choices are included with all meals for £2.45 (P6–P7) (2025/2026 academic session). The Scottish Government brought in free school meals for all P1-5 children

Each lunch is guaranteed to contain a healthy balance of nutrients and is low in fat and salt.

School Menu Selector

A three-weekly menu cycle is in operation in Clackmannanshire Primary schools. The menu cycle is detailed on the Schools' Menu Selector web page.

All school lunches are produced centrally by a cook freeze system. In this production system, food is produced in batches, rapidly cooled and frozen to preserve flavour and vitamin content, then

transported to each primary school to be finished and served. Food is served from multi-portion dishes in much the same way as it has always been. Salads and fruit are still freshly prepared in every school.

By investing in the cook freeze production method, in raw ingredients and in new recipes, we have improved the quality of food provided. The cook-freeze system is extremely good in terms of food safety, portion and cost control. Efficient management of the production system means more funding can go into the food.

Special menu days are held throughout the year e.g. Christmas.

The Service constantly reviews raw ingredients and recipes. Where possible, we try to source produce locally and plan to put together a *"tasting panel"* of pupils to check out new recipes.

Clackmannanshire Council is committed to promoting the uptake of school lunches, we believe that this is consistent with our efforts to have all our schools Health Promoting and delivering a Curriculum for Excellence.

We welcome comments and suggestions from parents/carers and children.

All children eat together in the school hall whether they have a school lunch or a packed lunch, they are supervised at all times.

Full details of lunches served in our primary schools can be found in the Council's website <https://www.clacks.gov.uk/learning/freeschoolmeals/>

Payments for School Meals – 2025/2026 Session

ParentPay is an online payment method and was introduced throughout Clackmannanshire for payment of school meals. Cash can still be paid directly to school, but we do encourage parents/carers to use ParentPay. If any further advice is required regarding payments please contact the school.

Free School Meals – 2025/2026 Session

Primary and Secondary Menus offer healthy and tasty meal options whilst reflecting the Scottish Government food and drink legal requirements for School Lunches. Special diets and allergies are usually accommodated subject to consultation with the parent and the regional dietician. Meal prices are reviewed annually. Please contact the school to be advised of the current price.

All P1-P5 pupils are entitled to a free school meal. In the case of P6-P7 and secondary aged pupils, some families may be eligible to apply to Clackmannanshire Council for provision of free school meals. Where a pupil is in P1 to P5 and parents meet the eligibility criteria, you can apply for free school meals in order to receive free breakfast club and holiday food payments. Further details can be obtained from your child's school or on the Clackmannanshire Council website - <https://www.clacks.gov.uk/learning/freeschoolmeals/>

School age children whose parents are receiving one of the following benefits have an automatic entitlement to free school meals, provided all necessary proof is shown. **You must also be in receipt of child benefit.**

- Income Support
- Income-based Jobseekers Allowance
- Any income related element of Employment and Support Allowance
- Child Tax Credit BUT NOT Working Tax Credit with an income is less than £17,00 (as assessed on your tax credit award letter from HM Revenue and Customs for 21/22)
- Both Working Tax Credit and Child Tax Credit with an income of up to £7,920
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit with a monthly earned income of not more than £660

Pupils are eligible in their own right to apply for free school meals if they are aged 16-18 and in receipt of one of the benefits noted above.

If you think you qualify please contact Education on 01259 452437 for further information.

Pupils registered for free school meals are also eligible for free milk and for free breakfast, whether or not they take a school lunch.

Application forms can be obtained from schools and the Council Offices at Kilncraigs; also by accessing <http://clacksweb/dyna/clothgrant>. Application may be made at any time during the session.

Health

Relationships

Relationships are key to the ethos of our school. Positive Relationships are taught through our HWB Curriculum and also through positive role modelling. We use RSHP.Scot a national resource to support the teaching of Relationships, Sexual Health and Parenthood.

In P6, children learn about puberty, reproduction and how to look after a baby through the Living and Growing programme.

In P7 children learn about positive and negative relationships and how to keep themselves safe. This is supported by the Feel, Think, Do programme.

NSPCC workshops are held regularly to inform children about Staying Safe.

Staff encourage parents/carers to look at relationship guidance at RSHP.Scot

School Health Service

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

During P1 parents/carers will be asked to complete a health questionnaire and will be given the opportunity to ask to meet the named nurse for the school. Vision Screening is carried out at pre-school by a specialist service. Hearing is no longer screened in school but any concerns about your child's hearing should be discussed with the school doctor

who can arrange a fast-track referral to the audiology department. During their time at school, children are offered various immunisations and parents/carers are asked for written consent for these.

Free School Meals and Clothing Grants

Some families may be eligible to apply to Clackmannanshire Council for free school meals and / or a payment towards the cost of footwear and clothing. For more information on clothing grants, please refer to the Clackmannanshire Council website - <https://www.clacks.gov.uk/learning/schoolclothinggrants/>

Application Forms for Clothing Grant and Free School Meals including eligibility criteria are available from Clackmannanshire Hubs or can be downloaded from the Clackmannanshire Council website – <https://www.clacks.gov.uk/learning/schoolclothinggrants/> and <https://www.clacks.gov.uk/learning/freeschoolmeals/> .

The forms have to be completed by the parent and evidence of income received may have to be provided. Please note that an application has to be made for each school year.

More information or help with completion of the form can be obtained from Education Service on 01259 450000.

School Dental Inspections

The NHS in Scotland runs a programme of dental inspections of children in Primary 1 and Primary 7.

The aims of the National Dental Inspection Programme (NDIP) are:

- To inform individual parents / carers of the dental health / oral health status of their children.
- To provide Scottish Government and NHS Boards with information on trends in dental disease in children in order to monitor oral health and plan dental services.
- To support dental attendance in those children who are found to have need of dental care.

For more information on NDIP please visit the website:

www.ndip.scottishdental.org/about/

Clinics/Appointments

From time-to-time children may have clinic appointments (eye clinics, dentist, doctor, etc) during school hours. Please let the school know about these visits and arrange for your child to be collected. For personal safety reasons, children are not allowed out of school during school hours unless accompanied by a responsible adult or unless written permission to do so has been given by the parent or carer.

Medication

Occasionally parents ask school staff to administer either prescribed or non-prescribed drugs to pupils, for example, antibiotics. In accordance with Clackmannanshire Council Policy, staff are not responsible for administering or storing medications. Where possible, medication should be administered outwith the school day. However, if medicine prescribed by the Dr, needs administered in school by staff then parents must complete an 'Administer Medicine' form. Those pupils suffering from asthma who take either reliever inhalers or preventor medicines will have been trained by their doctor in the correct self-administration of these treatments.

This approach does not affect our first-aid responsibilities.

Head Lice

Head lice are spread through head to head contact at home, while playing or in school. Regular combing of your child's hair using a head lice detection comb is the best way to catch this possible problem at an early stage. The only way to be sure that your child has head lice is to find a live louse. If you find live lice, get the correct lotion from your doctor, health visitor or pharmacist. Shampoos and other treatments are not effective.

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

Advise all family members and close friends of your child to check and treat only if live lice are found. Don't be shy about advising others of this possible problem as you would tell family and friends about other infections which might affect them. Regular combing of your child's hair with the head lice detector comb is the best protection as it allows you to detect and then treat speedily. Further advice can be obtained from the Health Board head lice leaflet which is available in all schools and health centres and also the Education Services leaflet "Frequently Asked Questions", which is available in schools.

Infectious Diseases

Colds, flu and gastro-enteritis are the most common infections affecting children of school age. Keep your child off school in the early stages of flu and while they still have diarrhea. Help them understand how to prevent picking up and spreading such infections. For advice about early detection and treatment for other infectious diseases e.g. chickenpox and mumps, consult your GP or Health Visitor.

Guidance for COVID19 symptoms should be accessed at <https://www.nhsinform.scot>

The School Health Service can be contacted at:-
Clackmannanshire Community Healthcare Centre
Hallpark
Sauchie
FK10 3JQ

Community Nursing Team

Linda Rickard
Clackmannanshire Community Healthcare Centre
Hallpark
Sauchie
FK10 3JQ
Tel: 01259 290195

Maggie Tyson
Clackmannanshire Community Healthcare Centre
Hallpark
Sauchie
FK10 3JQ
Tel: 01259 290196

Water Bottles

Recent research has shown that it is beneficial for children to drink water during the school day. Children are encouraged to carry a water bottle with them each day. However, it is important to note that these must be of the re-useable type as we have been informed that using disposable water bottles may cause chemicals used in their manufacture to leak into the water. Children should be encouraged to bring water bottles home every day to wash out and replenish.

Transport

Clackmannanshire Council has a Home to School Transport Policy, which is summarised below. A full copy of the policy is available from Education Services.

The Education Service, ensures that schools, parents/carers and pupils are properly informed of their respective responsibilities in relation to the operation of an efficient and effective home to school transport service.

Free home to school transport is provided generally either:

- When a child lives a long way from his or her catchment area school.
- When a child has Additional Support Needs

Free transport may be provided by:

- Service bus, using season tickets
- Contract hire vehicle
- Parental transport contract

Primary Pupils

For primary pupils who are under eight at the start of the school session, transport is provided if the distance from home to school is more than one mile by the shortest suitable walking route. For those eight or over at the start of the school session, the distance is two miles.

Following the completion of P1 enrolment, each primary school submits a list of P1 pupils to the Education Service. Education Services measure the distance from home to school and, if a pupil is eligible for free home to school transport, the parent will be notified of arrangements before the start of the new session.

If you enrol your child

- into P1 after the last Friday in January **OR**
- into any later stage of primary school i.e. P2 to P7, at any time

You will need to apply for free home to school transport by completing a School Transport Application Form, which are available from the school, and returning it to the address on the form. An assessment will be carried out and, if your child is eligible for free home to school transport, you will be notified of arrangements as quickly as possible.

For secondary pupils, entitlement is as follows:

- a) Alloa Academy: any pupil resident in the catchment areas of the school's associated primary schools and whose residence is over two miles from the pupil entrance to the school on Lime Tree Walk by the shortest suitable walking route.
- b) Alva Academy: any pupil resident in the catchment areas of Menstrie PS, Tillicoultry PS, Strathdevon PS, Muckhart PS and Coalsnaughton PS
- c) Lornhill Academy: any pupil resident in the catchment area of Clackmannan PS, Craigbank PS, Fishcross PS or Deerpark PS; or who is resident in the catchment areas of Abercromby PS, Banchory PS or St. Serfs PS and his/her residence is over two miles from the school, or from the nearest designated transport pick-up point, by the shortest suitable walking route.
- d) Pupils resident in Cambus will also receive free home to school transport

Each primary school submits to the Education Service a list of those children in P7 who are transferring to secondary school in the new session. If a pupil is entitled to free home to school transport, this will be arranged and the parent notified of arrangements before the start of the new session.

If you enrol your child into a secondary school outwith the normal transfer arrangements, you will need to apply for free home to school transport by completing a School Transport Application Form, which are available from the school, and returning it to the address on the form. An assessment will be carried out and, if your child is eligible for free home to school transport, you will be notified of arrangements as quickly as possible.

NOTE: All entitlement to transport is subject to policy change by the Council

Moving Home or changing school

If your child receives free home to school transport and you move to a new home or change school, you must inform the Travel & Transport Team, so that the transport entitlement can be reassessed.

If you move to a new home and you think your child might have become entitled to free home to school transport, please complete a School Transport Application Form, which are available from the school and send it to us at the address on the form. An assessment will be carried

out and, if your child is eligible for free home to school transport, you will be notified of arrangements as quickly as possible.

Placing Requests

Children who attend school as a result of a successful placing request are not eligible for free home to school transport. However, if there is a vacant seat available on a vehicle providing transport for eligible children, then a non-eligible child may be given a seat on a concessionary basis. Please contact the Education Service for details on 01259 452436

Children attending St Modans as a result of a successful placing request must submit an application for a concessionary space.

Behaviour on school transport

The majority of pupils who use school transport are well behaved. It is unacceptable if a child or young person misbehaves to such an extent that they endanger others as well as themselves. Any misbehaviour that is likely to put the safety of any person at risk or repeated low grade misbehaviour may lead to transport provision being withdrawn.

Additional Support Needs

Children may be entitled to free home to school transport because they have additional support needs. These needs may be short or long term. For example, a pupil with a broken leg may require transport on a short-term basis; a child whose family becomes homeless may require transport on a short-term basis until the family is re-housed. Children with physical or learning disabilities may need home to school transport for the whole of their school career.

The Education Service manages home to school transport for children with additional support needs.

Contract hire vehicles including taxis and minibuses provide most, but not all, transport for children with additional support needs. Only drivers who have been checked through Disclosure Scotland are used.

Some children who receive transport because they have additional support needs require the services of an Escort. Clackmannanshire Council maintains a bank of Relief Escorts, who provide cover in the event of absence of permanent staff. If you are interested in becoming a Relief Escort, or would like to learn more, please see the Relief Escort job details on Clacksweb www.clacksweb.org.uk.

Insurance Cover

Public Liability

There is in force a Public Liability Cover in the name of Clackmannanshire Council, which would operate in respect of any third-party claim for injury or damage to property arising out of the Councils activities. This is a Liability policy and, as a result, negligence on the

part of the Local Authority or their employees resulting in loss or injury must be established.

Pupils' Property

Each session, unfortunately but inevitably, pupils' property can be lost, damaged or stolen in school. As a parent you should be aware of the following points:-

- a) Clackmannanshire Council's policies do not automatically provide cover for personal property left within the school or other Council premises.
- b) Most Home Insurance Policy gives some measure of cover for personal effects out of the home for the policy holder and his family but pupils are strongly discouraged against bringing expensive personal items to school.
- c) It is suggested that you should ensure that personal possessions cover is in place to provide additional individual personal cover.

For full details, please consult the Council's Policy for Educational Excursions.

School Term Dates 2026/27



We operate a set pattern of school holidays.

Autumn term: Starts on the Monday of the second full week in August.(as the first 2 days are normally staff development days pupils will start on the Wednesday)

October holiday: Two weeks starting on the Monday of the second full week in October.

Christmas holiday: Two full weeks to include two public holidays on 1st and 2nd January.

Easter holiday: The first Monday in April, for two weeks, regardless of when Easter weekend falls.

Event	Date
Autumn term begins (Staff only - staff development days):	Monday & Tuesday 10 & 11 August 2026
Autumn term begins (Pupils):	Wednesday 12 August 2026
Autumn term ends:	Friday 9 October 2026
October holiday begins:	Monday 12 October 2026
October holiday ends:	Friday 23 October 2026
Winter term begins:	Monday 26 October 2026
Staff development day (pupils off)	Friday 27 November 2026
Winter term ends	Tuesday 22 December 2026
Christmas holiday begins:	Wednesday 23 December 2026
Christmas holiday ends:	Monday 4 January 2027
Spring term begins:	Tuesday 5 January 2027
Staff development days (pupils off)	Monday & Tuesday 8 & 9 February 2027
Spring half-term holiday begins:	Wednesday 10 February 2027
Spring half-term holiday ends:	Friday 12 February 2027
Public holiday - Good Friday	Friday 26 March 2027
Public holiday - Easter Monday	Monday 29 March 2027
Spring term ends:	Friday 2 April 2027

Event	Date
Spring holidays begin:	Monday 5 April 2027
Spring holidays end:	Friday 16 April 2027
Summer term begins:	Monday 19 April 2027
May public holiday:	Monday 3 May 2027
Summer term ends:	Friday 25 June 2027
Summer holidays begin:	Monday 28 June 2027
Summer holidays end (provisional):	Friday 6 August 2027
Staff Development Days <ul style="list-style-type: none"> Monday 10 August 2026 Tuesday 11 August 2026 Friday 27 November 2026 Monday 8 February 2027 Tuesday 9 February 2027 	

Every effort has been made to ensure that the information provided is correct at the time of publishing, it is possible that there may be some inaccuracy by the time the document reaches the parents/carers.