

School Handbook

Clepington Primary School



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Section 1: Welcome and Vision

Dear Parents,

Welcome to Clepington Primary School

At Clepington Primary, we aim to provide a caring and welcoming environment for all pupils and families, where children are encouraged and supported to reach their full potential.

Clepington Primary School is a large, non denominational school situated in the Stobswell area of Dundee. We are proud to be an inclusive and diverse school, and we strive to recognise, value and celebrate this across our school community.

We hope that our school handbook is helpful in informing you about the many aspects of our school; school timings, policies and practices, as well as many of the procedures operated by the school and Dundee City Council.

If you have any queries at any time or would like to visit the school prior to your child enrolling, please contact us and we will be happy to answer any questions and show you around the school.

We look forward to having you and your child with us at Clepington and we also look forward to working with you in partnership throughout your child's time in our school.

Yours sincerely

Louise Riggs
Head Teacher

Section 2: School Ethos

Believe you can achieve At Clepington PS we C.A.R.E.



Challenge

We care by challenging and supporting ourselves and each other to achieve our goals.



Ambition

We care by inspiring one another to achieve our ambitions.



Respect

We care by promoting responsibilities and showing respect for all in a kind and caring environment.



Equality

We care by ensuring equality for all, including everyone and celebrating our differences

Believe you can achieve

Section 3: School Information

School Address:	Cleington Primary School, Eliza Street, Dundee, DD4 6TQ
Telephone:	01382 438846
Email Address:	cleingtonprimary@dundeeschools.scot
Website:	cleingtonprimary.ea.dundee.city.sch.uk
Head Teacher:	Miss Louise Riggs
Depute Head Teacher:	Miss Jacqueline Thoms
Principal Teacher:	Mrs Shona Brownlee
Supporting Learners Principal Teacher:	Mrs Rebecca Knox
School Status:	Non-Denonimational School, Primary 1-7
School Roll:	416
School Hours:	9.00am - 3.15pm
Parent Council Chair:	Mrs Rebekah Milne pccleington@dundee.npfs.org.uk
Parish Priest or Minister:	Reverend William McLaren
Parish Address:	Stobswell Church

Section 3: School Information



Safer Routes to Schools

Dundee Active Travel are working with pupils and the school community to encourage travel to school by walking, wheeling, and cycling. Travelling actively creates a healthier, more enjoyable, and safer route to school. We are also trying to reduce traffic congestion around the school to make the school environment safer and reduce air pollution.

As part of the School Streets there are restriction zones in operation during **8.30am – 9.15am and 3.00pm – 3.30pm**.

[Safer Routes Leaflet](#)

[School Streets](#)

Enrolments

In accordance with the Admissions Policy of Dundee City Council, all children who will attain the age of 5 years on or before the start of the new session in August should begin then. Children who will attain the age of 5 years after that date, but on or before the last date in February of the following year, may be enrolled for the new session.

Parents of children residing in the catchment area of Clepington Primary School wishing to enrol their children as entrants to the Primary 1 class should contact the school before the end of January. Further information about enrolments will appear in the local press.

Structure of the School Day:

Morning session: 9.00am - 10.30am
Morning interval: 10.30am - 10.45am
Lunch break: 12.15pm - 1.15pm
Afternoon session: 1.15pm - 3.15pm

Section 3: School Information

Office Hours

The school office is open from 8.30am - 3.45pm. Please help us by making routine telephone calls within office hours. The answering machine is switched on for your convenience when the school office is unmanned. Please do leave a message, these will be picked up and passed on – due to the busyness of the school it is not always possible to return your call to acknowledge receipt, however, be assured messages are passed on and a member of the team will be in touch as soon as possible.

The school email account is also checked regularly throughout the day. If you are emailing the school, please always remember to put your child's name and class as the subject so we can forward to the right people for you.

We do try to operate an open-door policy. You are welcome to come and speak to a member of our office staff or SLT. If someone is not available, you can make an appointment for another time.

Please remember to keep the school informed of any changes to your contact details, especially mobile phone numbers and email addresses, so we can ensure a prompt response.

Class Organisation

The organisation of classes may vary from year-to-year dependent upon certain factors such as the school roll and the number of teachers allocated to the school that session.

At any stage of the school, pupils may be in a straight class which comprises of pupils from the same stage e.g. all Primary 2 pupils or they may be part of a composite class which comprises of pupils from more than one stage, for instance a class with some Primary 2 and some Primary 3 pupils.

You should be confident that the professionalism of the staff in the school will ensure that your child will always work within a programme appropriate for his/her age, ability and aptitude.

Section 3: School Information

Partnership Working

Children's and young people's learning across the curriculum benefits strongly from close involvement with children and young people and their parents or carers and partnership between teachers and colleagues such as home link staff, health professionals, educational psychologists, business links, Showcase The Street, sports coaches and other partners.

Community Partnerships

Clepington also has a strong partnership with the local community and Stobswell Church.

At Clepington we have many social events ranging from assemblies, drop in sessions, curriculum evenings and open events. We have close links with Sheltered Housing complexes and the children take part in carol services at Christmas time. The children also visit the library and we invite visitors from local businesses into school when appropriate. The school also supports many charity events throughout the year taking part in sponsored events and other class and school activities. The children also work well with their cluster schools, Morgan Academy, Glebelands Primary, Rosebank Primary and Dens Road Primary, taking part in joint choirs, transition activities and other events.

Journey to Excellence - provides guidance and advice about culture and ethos – <http://www.journeytoexcellence.org.uk/cultureandethos/index.asp>

Section 4: School Policies & Practical Information

School Terms and Holidays

AUTUMN TERM

Monday 18 August 2025 - Staff resume

Tuesday 19 August 2025 - Pupils resume

Friday 3 October 2025 - Term ends

AUTUMN HOLIDAY

Monday 6 October 2025 - Holiday starts

Friday 17 October 2025 - Holiday ends

WINTER TERM

Monday 20 October 2025 - Term starts

Thursday 13 November 2025 - In service day, schools closed

Friday 14 November 2025 - In service day

Tuesday 23 December 2025 - Term ends

CHRISTMAS HOLIDAY

Wednesday 24 December 2025 - Holiday starts

Tuesday 6 January 2026 - Holiday ends

SPRING TERM

Wednesday 7 January 2026 - All resume

Friday 13 - Monday 16 February 2026 - Mid term, all break

Tuesday 17 February 2026 - In service day, schools closed

Thursday 2 April 2026 - Term ends

SPRING HOLIDAY

Friday 3 April 2026 (Good Friday) - Holiday starts

Friday 17 April 2026 - Holiday ends

SUMMER TERM

Monday 20 April 2026 - All resume

Monday 4 May 2026 - May Day, schools closed

Friday 22 May 2026 - In Service Day, schools closed

Monday 25 May 2026 - Victoria Day, schools closed

Friday 3 July 2026 - Term ends

Section 4: School Policies & Practical Information

School Uniform

There is an expectation for all pupils to wear the correct school uniform. This helps us in our aim of encouraging children to take a pride in their appearance and to have respect for their school. At Clepington we encourage everyone to ***dress to impress!***

Our school uniform:

- White polo shirt or white shirt
- Clepington Primary school tie
- Navy or grey jumper with no logos (If it has a logo then it should be the school badge)
- Black or grey joggers, leggings, sweater material shorts with no logos. OR school trousers/skirt/shorts/blue summer dress
- Mostly black shoes or trainers

PE/Gym Kit:

- On PE/gym days, pupils are expected to arrive at school dressed ready in casual clothing appropriate for physical activity e.g. joggers/leggings, t-shirt, hoodie/sweatshirt and trainers.
- Pupils should dress appropriately for the activity whether indoors or outdoors.
- **No football colours or strips to be worn and t-shirts should cover the whole torso.**

All items of clothing should be labelled. This assists greatly in recovering lost property.

School Clothing Grants

School Clothing Grants If you are in receipt of Income Support, Job Seekers Allowance - Income Based, Income Related Employment and Support Allowance, Universal Credit (where take home pay is less than £610 per month), Support under Part VI of the Immigration and Asylum Act 1999, Housing Benefit, Council Tax Reduction or Child Tax Credit with an income of less than £16,105 (as assessed by HMRC), you may be entitled to receive a grant towards the cost of buying essential clothing to enable children up to the age of 16 to attend school.

Section 4: School Policies & Practical Information

Grants are paid directly into the applicant's bank account.

The current value of a Clothing Grant is £100 per child.

Applications forms can be submitted online via the Dundee Council [Website](#).

School Meals

School lunches cost £2.15 per day and all children are provided with a lunch menu by Tayside Contracts.

All children staying for lunches within school will eat in the dining hall. Safety flasks containing hot food may be brought to school, but not the glass vacuum type, which may be dangerous, as they are liable to break. Glass bottles should not be brought to school.

Please inform us in writing if your child has any special dietary needs so that arrangements can be put in place to accommodate their needs.

The dining room is supervised by support staff at all times. Please note that the school does not approve of pupils going out of school to buy their lunch due to safety reasons.

Free School Meals

Free School Meals Free school meals are available to all pupils whose parents receive Income Support, Job Seekers Allowance - Income Based, Income Related Employment and Support Allowance, Universal Credit (where take home pay is less than £610 per month), Support under Part VI of the Immigration and Asylum Act 1999, Child Tax Credit ONLY with an income of less than £16,105, or BOTH Child Tax Credit and Working Tax Credit with an income less than £7,330 (as assessed by HMRC).

Applications forms can be submitted online via the Dundee Council [Website](#).

Section 4: School Policies & Practical Information

Instrumental Tuition

Tuition fees are currently free and instrument hire is £85.00 per year.

Payments to Schools

The school currently accepts payments online, using a secure website called ParentPay, for items such as school meals, trips and uniforms. The ParentPay system is easy to use and offers parents the freedom to make payments by debit or credit card, whenever they like, ensuring that monies reach schools safely and securely.

The system helps to remove the costs associated with having to manage cash securely on school premises and it frees up time to better support the smooth running of the school. We will of course continue to accept cash and cheque payments as necessary, but we do hope that parents will use the new online facility. The more parents use the service, the greater the benefit to the school, the parents and the pupils alike.

If you already have a ParentPay account, you don't have to do anything. If you haven't yet activated your ParentPay Account, please contact the school office who will reprint your activation letter to enable you to set up your ParentPay account ready for the start of the new term.

Emergency School Closure Procedures

In exceptional circumstances the school may be unable to function normally. The school may be affected by severe weather or power failures. We shall do all we can to let you know about the details of closure and re-opening through the local radio, press, text messages and letters home. You can be assured that we will never send a child home without first checking that there is an adult at home. The Director of Education has total discretion when considering the closure of schools.

Section 4: School Policies & Practical Information

Enrolment & Placing Requests

Prospective parents who wish to come to see the school are invited to telephone the school office to make an appointment to visit.

If you wish to apply for a school place, whether you are moving into Dundee or moving between two Dundee schools, you need to complete a placing request form. To do this, you should apply online, on the Dundee City Council website - go to **Schools & Learning** then **Enrolments and Placing Requests** and select **In Year Change of School**. If you are moving into the area, applications can be made 4 weeks prior to your arrival. Applications are dealt with in date order and the process may take up to 60 working days.

Parents of prospective Primary 1 pupils who reside in the school's catchment area are asked to register their child's name online on the DCC Website - again, go to **Schools & Learning** then **Enrolments and Placing Requests** then select **P1 Enrolments into Catchment School** between December and the February of the year the child starts school.

Parents of children living outwith the school's catchment area, who wish their child to attend the school, are asked to make a placing request online on the DCC Website - again, go to **Schools & Learning** then **P1 or S1 Placing Requests**. Placing Requests are dealt with in date order and the process should be concluded by the end of April.

School Absence procedures

Please contact the school as soon as possible if your child is absent. Please send a note to school with your child on their return explaining the reason for the absence.

If your child is absent and no contact is made by you, a text message will be sent from the school. If three days pass without explanation for an absence a School and Family Development Worker will arrange to visit you and your child at home.

Section 4: School Policies & Practical Information

Any attendance under 90% will be monitored and meetings with the school's senior leadership team will be arranged with you to discuss how best to support your child to attend school.

The following points are included in the Education Authority's Attendance Initiative:

- If your child is ill and cannot attend school, please contact the school before, or as soon as possible after 9.00am on the first day of absence.
- If the absence is planned, e.g. a hospital appointment, we ask you to let us know prior to the absence.
- If your child is absent for more than three days, please call again or write to tell us.
- If you have not contacted the school to say your child is absent and have received a text message, please contact us as soon as possible.

Regular attendance at school ensures your child is receiving the continuous education they are entitled to. Dundee City Council asks that, where possible, parents do not take children out of school for family holidays during term time. In accordance with Scottish Executive guidelines for pupil attendance, most holidays are recorded as unauthorised unless there is proof from an employer that this is the only time when holidays could be taken.

A [guide for parents](#) about school attendance explains parental responsibilities with regard to children's attendance at school.

Appointments

If your child has an appointment during the school day or needs to leave school for any other reason, please put this in writing. We would appreciate it if routine appointments could be made out with school hours but understand that this isn't always possible.

If your child does need to leave school during the school day they must be collected by a parent/carer at the main reception. In the interest of safety, we cannot allow children to leave the school unaccompanied.

Section 4: School Policies & Practical Information

Please also remember that if you need to collect your child early for an emergency appointment, please let the school office know before 12.15pm, so we can arrange this for you.

Accidents/Illness at School

In the event of a child having an accident or becoming ill at school we will attempt to contact the parents so that they can collect the child from school. However, if we cannot contact the parents, we will contact the Emergency Contact whose name and telephone number should be given to us by the parents.

Therefore, it is very important that parents inform the school of the name, address and telephone number of the Emergency Contact and advise the school immediately of any changes that occur.

General Safety

1. Pupils are not allowed to leave the school grounds during interval
2. Pupils staying for school lunches or packed lunches must not leave the grounds during lunch time. *This is reviewed annually for our P7s. Currently they are allowed to do this on a Friday with written permission from a parent or guardian.*
3. To ensure the safety of all children, children should behave responsibly both in the playground and within the school

Promoting Positive Behaviour

At Clepington we aim to provide a positive, welcoming ethos that is safe and respectful, ensuring everyone is ready to learn. We promote positive behaviour and strive to build strong, nurturing relationships. Our Relationship and Behaviour Policy is centred around our core values, school rules and school routines, which are regularly shared, discussed and promoted across the school, including at assembly.

Section 4: School Policies & Practical Information

Our School Rules:

- Be ready
- Be respectful
- Be safe

At Clepington, we have high expectations of behaviour from all pupils. We aim to ensure that every child feels safe, respected and ready to learn so that effective learning and teaching can take place within a calm and purposeful atmosphere.

Parents and carers play an important role in supporting positive behaviour in school. When home and school work together, this benefits the child greatly. Parents and carers will be involved at an early stage if any concerns arise.

School Concerns and Complaints Procedures

If you want to talk to your child's teacher or a member of the Senior Leadership Team (SLT) it is generally better to make an appointment. This ensures that the member of staff is available, that classes are not disturbed and that pupils' lessons are not affected.

If you have made a complaint to the school and you are not satisfied with the outcome, you can have your complaint reviewed by a senior officer in the Children and Families Service.

Children and Families Service publications can be found at:

www.dundee.gov.uk/departments/publications/Education

Section 5: Parental Involvement

We are committed to maintaining positive links between home and school. This positive partnership is very important to the overall wellbeing, happiness and progress of our children. Parents/Carers are encouraged to participate in all aspects of school life such as open afternoons, parent meetings, shows, fund raising events and transitions.

We feel that maintaining good relationships between families and school is very important to ensure the best possible outcomes for our young people.

We aim to develop and maintain contact with parents/carers through the following:

- **Seesaw** – Parents can sign up to see a snapshot of the learning of their child and keep up to date with school information and events through our Seesaw Community Channels
- **Newsletters** – Our highlights from the Term and school updates are emailed to all parents
- **Pupil Progress Reports** - Issued yearly to parents
- **Open Afternoons and Information evenings** – opportunity to see first hand learning or to hear about specific aspects of school eg Meet the Teacher, Class/Whole School Open Afternoons, P1 Parent Information Evening, P7 Residential
- **Parent Evenings** - Held twice yearly for parents to discuss pupils progress with their child's teacher
- **Fund raising and social events** - Discos, Fayres, School Sports, School Shows
- **School website** – currently under development

Section 5: Parental Involvement

Parent Partnership

Cleington Primary School has a very strong link with the Cleington Parent Partnership (CPP). The CPP is a group of parents who have been selected in accordance with the Parent Council constitution to represent all the parents of children at our school. Parents of any child at Cleington Primary School can seek to be part of the Cleington Parent Partnership in line with arrangements set out in the constitution.

The main function of the group fall into the following areas:

- supporting the school in its work with pupils.
- representing the views of parents
- promoting contact between the school, parents, pupils and the wider community.
- raising funds for various projects.

The CPP will meet at least once each term and meetings are open to all parents. Meetings are advertised via leaflets and the school newsletter which are posted on Seesaw and through email.

You can also contact the current chair, Rebekah Milne on pccleington@dundee.npfs.org.uk should you wish any further information.

[Parentzone](#) provide information and resource for parents and Parent Councils.

Section 6: The Curriculum

Curriculum for Excellence 3-18

Curriculum for Excellence has been introduced to raise standards of learning and teaching for all pre-school to 18 year olds. It aims to help prepare children and young people with the knowledge and skills they need in a fast changing world. As part of Curriculum for Excellence all children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education. Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.

Through the experiences we provide we want our children to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. We are committed to providing children with a broad general education and focus on eight curriculum areas.

Expressive Arts	Health & Wellbeing	Languages	Mathematics
Religious & Moral	Sciences	Social Studies	Technologies

Progress in learning is indicated through curriculum levels as detailed below.

Level	Stage
Early	The pre-school years and P1 or later
First	To the end of P4, but earlier or later for some
Second	To the end of P7, but earlier or later for some
Third & Fourth	S1-S3, but earlier for some

Expressive arts: The inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talent and develop their artistic skills.

Health and wellbeing: Learning in health and wellbeing ensures that children and young people develop the knowledge, understanding and skills which they need now and in the future to help them with their physical, emotional and social wellbeing.

Section 6: The Curriculum

Science: Science and its practical application in healthcare and industry is central to our economic future, for our health and wellbeing as individuals and as a society.

Social Studies: Through social studies, children and young people develop their understanding of the world by learning about other people and places both past and present, societies, their beliefs and values.

Religious and moral education: Religious and moral education includes learning about Christianity, Islam and other world religions, and supports the development of beliefs and values.

Languages: Knowing other languages and understanding other cultures is a 21st century skill set for students as they prepare to live and work in a global society.

Mathematics: Mathematics equips us with the skills we need to interpret and analyse information, simplify and solve problems, assess risk and make informed decisions.

Technologies: The range of subjects in technical education has changed significantly over the last two decades and now includes craft, design, engineering and graphics.

Further curricular information can be found at:

www.curriculumforexcellencescotland.gov.uk

www.educationscotland.gov.uk/parentzone/index.asp

Section 6: The Curriculum

Getting it Right for Every Child (GIRFEC)

The GIRFEC approach is about how staff in all children's services meet their needs by working together to ensure that children reach their full potential.

www.scotland.gov.uk/gettingitright

Religious Observance

Through the ethos and curriculum, we provide opportunities for pupils to explore morals and values. We help learners develop their own beliefs, values and a responsible attitude to others. Pupils are encouraged to develop an understanding of Christianity and other religions. Pupils develop skills of reflection, critical thinking and how to act when making moral decisions. The school welcomes diversity and individuality while emphasising our common commitment to moral values such as honesty, respect for others, compassion and justice. It is a fundamental principle of the school that all who are involved in the life of the school have the right to be respected as individuals and carry the responsibility to act in a considerate and respectful manner towards others.

Under the terms of the Education (Scotland) Act 1980 "any pupils may be withdrawn by his/her parents from instruction in religious subjects and from religious observance" Parents wishing to exercise this right should discuss with the Head Teacher.

Sensitive Issues

Part of our curriculum involves teaching the children about issues which could be considered sensitive i.e. sexual health and relationships education or drugs and alcohol awareness. Parents should be assured that whenever these topics arise, we will communicate as appropriate with home. On some occasions we may send a letter just to raise awareness that specific issues are to be covered, on other occasions we will actively seek permission to include your child/ children in a series of lessons. If any parent is concerned about what is being covered within the curriculum however, they should feel free to speak to a member of staff about this.

Section 6: The Curriculum

Assessment

Assessment takes place continuously in every classroom within a process known as formative assessment. Teachers observe and talk to children and look at their written work to build up a picture of where each child is in their learning. Assessment tasks are planned and built into day to day learning activities.

From this, teachers help children to see how they can improve and what they need to practise. Self and peer assessment are important parts of this - pupils assess their own learning and help each other to improve.

Within the area of assessment, pupils' learning progress is also measured using standardised assessments which allow the school to develop diagnostic profiles of pupils' strengths and development needs. These assessments also allow comparisons with national levels of attainment. Currently, Scottish National Standardised Assessments (a series of computer-based adaptive tasks) are used to support teachers' judgements of progress in P1, P4 and P7.

The progress of every pupil is tracked throughout their school career. Learning journals and other profiles are started in Primary 1 and built upon throughout each child's school experience. These provide evidence of learning progress and aid reporting to parents/ carers.

Reporting to parents

Throughout the year, teachers report to parents in a number of ways relating to the progress of the children. This takes the form of Parents' Evenings, Primary 7 Profiles, formal reports at the end of the school year and also opportunities for further meetings with staff throughout the year if required.

Building the Curriculum 5: a framework for assessment provides guidance around the assessment framework –

http://www.educationscotland.gov.uk/Images/BtC5Framework_tcm4-653230.pdf

Information about Curriculum for Excellence levels and how progress is assessed <http://www.educationscotland.gov.uk/thecurriculum/howisprogressassessed/stages/index.asp>

Section 6: The Curriculum

Information on recognising achievement, reporting and profiling – <http://www.educationscotland.gov.uk/learningteachingandassessment/assessment/achievement/index.asp>

Transition to Primary 1

Whether your child is transferring from Nursery to Primary 1 or from Primary 7 to secondary school or indeed transferring stage through school they will be entitled to support during this process. School staff make every effort to ensure that important information about your child, their learning and progress and any additional support they require is communicated to the teacher at the next stage of learning.

The school encourages parents to discuss these changes, and the senior leadership team will be happy to meet with you to allay any concerns you may have over the new arrangements for your child.

Transfer to secondary school

When your child is due to leave the school at the end of Primary 7, he/she will be allocated a place at their catchment school. The move from primary to secondary school can be a daunting step for pupils and parents. To make this time in the pupils' school career more comfortable, we work closely with secondary schools to provide a range of transitional activities throughout Primary 7. These include Primary School visits from secondary school staff and also a 2 day visit to the secondary school where pupils follow a secondary school timetable. Around this time, secondary staff meet with the Primary 7 teachers to discuss the needs of the children.

Section 7: Support for Pupils

Most children make satisfactory progress in school, and their education can be fully supported by their class teacher. Some children may, however, need additional support to help them access learning in the classroom.

Assessment and Planning

When a child requires extra help, their needs are assessed and planned for through one or more of the following:

- **Individual Education Plan (IEP)**
- **Additional Support Plan (ASP)**
- **Co-ordinated Support Plan (CSP)** – for a very small number of children with significant, long-term needs.

These plans identify the child's strengths, barriers to learning, and the actions or support required to meet their needs.

Inclusive Practice

Support for learning takes place in every class and is the responsibility of all staff, following Dundee City Council's Standard for Inclusive Practice. All pupils are encouraged to work to the highest level of their ability, and extra support is available for those who need it. Our Principal Teacher (Supporting Learners) will work closely with the senior leadership team, teachers, support staff, families and partner agencies to ensure individual learning needs are met.

Information on additional support needs is also available to you from outside Dundee City Council:

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 123 2303

an email enquiry service - info@enquire.org.uk

an online enquiry service

Section 7: Support for Pupils

two websites - www.enquire.org.uk (for parents/carers and practitioners) and www.enquire.org.uk/yp (for children and young people)

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

Let's Talk ASN

Let's Talk ASN is a free service for the parents of children with additional support needs who may require support in relation to a dispute or potential dispute with an education authority. It is a joint initiative of Govan Law Centre (Charity No. SC030193) and Kindred Advocacy (Charity No. SC000264). It provides support for parents and young people from the time they have grounds to make a reference to the Additional Support Needs Tribunal for Scotland (ASNTS).

Advice and information regarding this service can be obtained by email or phone-call:

letstalkasn@edlaw.org.uk 0141 445 1955

Scottish Child Law Centre

The Scottish Child Law Centre is a charitable body registered in Scotland under registration number SCO12741." It offers advice and support for families in regard of additional support needs.

The Scottish Government website's Additional Support for Learning page also provides links to relevant legislation and guidance, including the arrangements that should be in place to support pupils with additional support needs: <http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL>

The 'Supporting Children's Learning Code of Practice (Revised edition)' - provides Statutory guidance relating to the Education (Additional Support for Learning) (Scotland) Act 2004 as amended: <http://www.scotland.gov.uk/Publications/2011/04/04090720/21>

Section 7: Support for Pupils

'Getting It Right For Every Child and Young Person', is essential reading for anyone involved or working with children and young people, including practitioners working in adult services with parents and carers. Find it at <http://www.scotland.gov.uk/Topics/People/Young-People/gettingitright>

'Supporting Learners - guidance on the identification, planning and provision of support' is at <http://www.educationscotland.gov.uk/supportinglearners/>

Section 9: Extra Curricular Activities

At Clepington Primary School, we believe that extra-curricular activities and opportunities for learning beyond the school day play an important role in enriching our pupils' experiences and supporting their wider achievements. Thanks to the commitment of our staff, pupils and partners we are proud to offer a range of lunch and afterschool clubs across the school year. Examples include:

- Football
- Dance
- Hockey
- Scratch Club
- Lego Club
- Basketball
- Scottish Country Dance
- Carpet Bowls
- Makaton Choir

We also have competition teams and have competed in leagues, cups, tournaments, as well as quiz competitions and attendance at cluster, city and even national events.

Pupil voice and leadership are central to our ethos at Clepington. We believe that children should be active participants in shaping their school community, and we provide a range of opportunities for them to share their views, take on leadership roles and contribute to decision making. Through initiatives such as pupil groups, committees and class responsibilities, our learners develop confidence, responsibility and a strong sense of belonging, helping to ensure that every child feels valued and heard.



Section 9: Extra Curricular Activities

This commitment to extra-curricular activities, pupil voice and leadership is reflected in our success in achieving the Sports Scotland School Sport Gold Award, Digital Schools Award and Reading Schools Silver Award.

We do not do all this alone – and we give huge thanks to a range of staff volunteers, local partners and organisations who help offer these opportunities to our children and families. These include Active Schools, Morgan Academy, local sports groups and Scottish Book Trust.

Section 10: ScotXed Education Statistics Privacy Notice for Pupil and Teacher Data

These notices are intended to provide information to pupils, teachers and parents about data collected through Scottish Government Statistical Surveys including why it is needed, data policy and individuals' data protection rights. The changes in the latest version are intended to:

- Clarify that the information collected is about pupils/teachers in schools rather than solely related to the Pupil or Teacher Census.
- Continue to inform pupils, teachers and parents that the data may be shared with partners for statistics and research purposes and clarify that this could include linkage to other sources in line with the National Data Linkage Guiding Principles.
- Confirm that pupil/teacher names and address (other than postcode) are never collected.

Local authorities are responsible for ensuring pupils, teachers and parents are kept informed about how data will be used and that such information provided is reviewed regularly to ensure it is in line with best practice.

You can access the updated notices at the following links:

- Education Statistics Privacy Notice – Pupils – <http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/SchoolPupilCensus/SchoolHandbookInsertpupils>
- Education Statistics Privacy Notice – Teachers – <http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/StaffCensus/SchoolHandbookInsertstaff>



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