



Education Resources



**St Mary's Primary School
Larkhall**

**School Handbook
2018/19**

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If you need this information in another language or format, please contact us to discuss how we can best meet your needs.

Phone: 0303 123 1023 Email: education@southlanarkshire.gov.uk.

1)	Introduction by the Head Teacher
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St Mary's Primary School

St Mary's R.C. Primary School, Larkhall, is a small, semi-rural school situated on the outskirts of the town. The relatively small number on the roll enables the children to enjoy a happy family atmosphere in which each child is known individually by all members of staff. The building is well maintained, scrupulously clean and well heated by caring janitors. Children are encouraged to take pride in their school.

Educational Aims

The school aims to develop children to their full potential, aesthetically, morally, physically and Spiritually by:

- Fostering in them a respect for other members of society.
- Providing a wide and varied curriculum, meeting the needs of all children, based on national guidelines.
- Enabling children to participate in a worthwhile manner in the community in which they live.
- Providing within this environment a sound Catholic Education.
- Progressing and developing as needs dictate.

South Lanarkshire Council is the fifth largest authority in Scotland. It covers the following main areas; Clydesdale in the south which features extensive rural areas, Cambuslang, Rutherglen, Blantyre and Uddingston to the north as well as the towns of East Kilbride and Hamilton.

The Council's Plan Connect sets out the Council's vision which is, "to improve the quality of life for all within South Lanarkshire".

For Education Resources this means delivering services of the highest quality as well as striving to narrow the gap. It is about continually improving the services for everyone at the same time as giving priority to children, young people, families and communities in most need. The priorities for schools and services are set out in the Education Resources Plan which confirms the commitment to provide better learning opportunities and outcomes for children and young people.

2)	About our school
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School Name:	St Mary's R.C. Primary School
Address:	Raploch Road Larkhall ML9 1AN
Phone:	(01698) 881121
Fax:	(01698) 889327
Email:	office@st-marys-larkhall-pri.s-lanark.sch.uk
Website	http://www.stmarysprimarylarkhall.co.uk
Present Roll:	74 pupils
Denominational status:	Roman Catholic

Head Teacher: Mrs Lorraine Sweeney

Class Teachers:
Primary 1/2 Mrs McGuire

Primary 3/4	Mrs Smith/Miss Lynch
Primary 4/5	Mrs Garland
Primary 6/7	Mr Shiels

Support Staff:

Team Leader	Mrs Pearson
Support Assistants:	Mrs Kennedy
	Mrs Ferguson
	Mrs Jamieson
	Ms Marshall
	Mrs McDonald

Janitor:	Mr McLear
	Mrs Ramage
Cleaners:	Mrs Dunn
	Mrs Hunter

Maximum Roll:	200
Current Occupational Capacity:	174
Working Capacity:	131

Parents should note that the working capacity of the school (131) may vary, dependent upon the number of pupils at each stage and the way in which the classes are organised. Education is provided for male and female pupils covering stages Primary 1 to Primary 7.

Parental Concerns

St Mary's staff members are caring and approachable. Parents with a concern should, in the first instance, contact the class teacher by writing a note in their child's Homework Diary. If concerns remain unaddressed, parents/carers should use the Homework Diary to arrange a suitable time to speak to the class teacher. For urgent and/or more serious concerns, parents/carers should contact the Head Teacher by telephoning the school office. Formal parent interviews are held twice a year when parents/carers are allocated a 10 minute appointment with the class teacher(s)

Absence and Sickness

It is important for the school to work with parents in encouraging all children to attend school. All absences from school are required by law to be recorded. Absences will normally fall under two categories – authorised or unauthorised absence. In cases where your child is unable to attend school parents are asked-

- To notify the school first thing in the morning if your child is going to be absent. Let the school know the likely date of return and keep them informed if the date changes
- To inform the school of any change to the following :-
 - home phone number
 - mobile number
 - emergency contact details
- To make requests for your child to be absent from school to make an extended visit to relatives, in writing, to the head teacher, detailing the reason, destination

and duration of absence and arrangements for their continuing education. On these occasions the pupil will be marked as an authorised absentee in the register.

In our approach to raising achievement it is recognised that attendance at school is something that should be continuously encouraged. Parents/carers, children and the school all have a part to play in encouraging and stressing the importance of attendance at school.

Enrolment – How to Register Your Child for School

If your child is starting school for the first time you must enrol your child at their catchment school in January. If parents want their child to go to another school, they must enrol in the first instance with their catchment school and ask for an information leaflet that provides details on how to make a placing request. Forms are available from schools, Q and A offices or by contacting Education Resources, Almada Street, Hamilton, phone 01698 454102. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

If you wish to enrol your child in the course of the session, please phone the school office staff who will arrange an appointment with the Head Teacher. To enable enrolment to proceed you are required to bring two proofs of residence and your child's full birth certificate.

The enrolment days are Monday 15th and Tuesday 16th January 2018 from 1.30-3.30pm.

3)	Parental involvement
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South Lanarkshire Council recognises the importance of parents as partners in the education of their child and has published a strategy entitled, 'Making a difference – working together to support children's learning'. This is available from the Council's website: www.southlanarkshire.gov.uk

Parents, carers and family members are by far the most important influences on children's lives. Children between the ages of 5 and 16 children spend only 15% of their time in school! Research shows that when parents are involved in their child's learning, children do better at school and throughout life. Parental involvement can take different forms but we hope you share the same aims and agree that by working together we can be partners in supporting children's learning.

As parents/carers we want you to be:

- Welcomed and given an opportunity to be involved in the life of the school;
- Fully informed about your child's learning;
- Encouraged to make an active contribution to your child's learning;
- Able to support learning at home;
- Encouraged to express your views and involved in forums and discussions on education related issues.



School App

Our main means of communication is through our school app which can be downloaded onto Apple and Android devices. This tool allows us to send you messages with updates and/or important information and also to share news and dates of significant events. Please download the app as soon as possible then contact us for details of the user name and pin number which you will be required to entry before being able to access all our information.

School Website

Our school websites holds important information about our school and be accessed at: www.stamryslarkhall.co.uk .

Some useful information contacts for parents to find out more on education are as follows:-

- Parentzone – www.parentzonescotland.gov.uk
- Engage Parent Forum – www.engageforeducation.org
- National Parent Forum for Scotland – www.educationscotland.gov.uk/parentzone
- South Lanarkshire Council – www.southlanarkshire.gov.uk

4)	School Ethos
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The mission of St Mary’s Catholic school is to develop as a community of faith and learning, providing the highest quality of education, and offering formation through the promotion of Gospel values, through celebration and worship, and through service to the common good. As a Catholic school in Scotland, honouring Jesus Christ as the Way, the Truth and the Life, St Mary’s features the following characteristics:

- a commitment to the integrated education and formation of the whole person, in close partnership with parents as the first educators of their children;

- an inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God;
- a commitment to the search for wisdom in life and to the pursuit of excellence, through the development of each person's unique God-given talents;
- a commitment to the spiritual formation of the school community, through the shared experience of prayer and liturgy, and in partnership with local parishes;
- the provision of religious education programmes which will enable young people to develop their understanding of Gospel values and of how to apply them to life;
- a commitment to uphold the moral teaching, faith tradition and sacramental life of the Catholic Church;
- a commitment to communicate Catholic social teaching and thereby to promote social justice and opportunity for all;
- a commitment to ecumenical action and the unity of Christians;
- the promotion of respect for different beliefs and cultures and for inter-faith dialogue;
- a commitment to support the continuing professional and spiritual development of staff.

(All staff appointed to a Catholic school are expected to support and promote the aims, mission, values and ethos of the school)

Charity Support

St Mary's pupils had lots of fun raising money for the following charities in session 2017/2018
Wear It Pink - Breast Cancer Awareness, Beckford Street Homeless Unit and Mary's Meals.



Celebration of Achievements

All achievements within or out with school are celebrated in St Mary's Primary. Certificates are distributed at weekly assembly for academic, social and physical achievements and pupils are invited to 'show and tell' everyone about their external achievements in a variety of pursuits – e.g. swimming, judo, piano etc. Frequently achievements are highlighted in the local press, the school newsletter and on the school website.



Partnerships

Our partnerships are based on a shared vision, values and aims which put the needs of all learners at the core of partnership working. Our partners invest significant time and energy to establish and build positive, sustainable relationships. We engage and communicate regularly with our partners to provide the best possible outcomes for our learners.

Our partners include:

- Parent/Carer Forum
- Parent/Carer Council
- Father Stephen Rooney Parish Priest and the Parishioners of St Mary's RC Church Larkhall
- Active Schools (South Lanarkshire Leisure) providers of morning and after school fitness clubs
- Terri Pein local community volunteer, Mindfulness
- Machan Trust, Larkhall based charity and provider of our Breakfast Club, lunch and after school clubs
- Wholistic Life, Larkhall based charity providing Mental, Social and Emotional Wellbeing for children, young people and adults in the local community
- Local private and local authority partnership nurseries
- Holy Cross High School and its feeder primary schools
- Larkhall Academy and its feeder primary schools
- Speech and Language Therapy Hamilton
- CAMHS supporting Children and Adolescent Mental Health
- Scott Jones Imaging – outdoor learning

Transition

St Mary's is well supported by Holy Cross High, our associated secondary school. The HT and members of staff from Holy Cross visit the school regularly each year as part of the transition programme to address parents, work with pupils and prepare our children for secondary education. P6 and 7 pupils visit the Holy Cross campus in the course of the year to take part in team building events and to sample the secondary timetable. A music specialist from Holy Cross visits the school weekly to teach those children in P5-P7 learning to play a brass instrument.



Spiritual, social, moral and cultural values (religious observance)

5) The Curriculum

Curriculum for Excellence is the name given to the new curriculum in Scotland for all children and young people aged 3-18. It is a forward looking, coherent, more flexible and enriched curriculum that provides young people with the knowledge, skills and attributes they will need if they are to flourish in life, learning and work, now and in the future.

The curriculum includes all of the experiences that are planned for children and young people to support the development of their skills, wherever they are being educated, for example in the family and community, pre-school centre, nursery and school. This broad, general education will allow them to become successful learners, confident individuals, responsible citizens and effective contributors to life in the 21st century.

In taking this forward our school will work closely with South Lanarkshire Education Resources and other services to enable Curriculum for Excellence to be fully embedded, ensuring the best possible education for all children and young people. We wish you to feel confident that your child is encouraged and supported to develop their literacy, numeracy and other skills whilst they attend our school. The curriculum areas are as follows:

- Religious, Moral, Catholic Education
- Health and Wellbeing
- Literacy
- Numeracy
- STEM subjects (Science, Technology, Engineering and Maths)
- Social Subjects
- Expressive Arts

If you want to know more about Curriculum for Excellence, please visit website www.educationscotland.gov.uk/thecurriculum/ or www.parentzonescotland.gsi.gov.uk

Our learning and teaching activities are based on the outcomes and experiences in the guidelines that all schools have for Curriculum for Excellence.

Level	Stage
Early	The pre-school years and Primary 1 or later for some.
First	To the end of Primary 4, but earlier or later for some.
Second	To the end of Primary 7, but earlier or later for some.

In a letter of guidance issued by the Scottish Government in February 2011, it is acknowledged that Catholic schools take a distinctive approach to the provision of Religious Observance:

Scottish Government Ministers welcome the tradition that, in Roman Catholic denominational schools, Catholic Liturgy will largely shape the nature and frequency of religious observance activities in the classroom and in the wider school community. So, at times, children and young people will be invited to participate in, and sometimes to

lead, prayer and reflection in classrooms and at assemblies. At other times, to honour particular occasions or feasts, chaplains will lead school communities in the celebration of Mass and other forms of liturgical celebration.

Catholic schools follow the customs and practices of the Church in order to nourish the spirituality and faith of pupils and staff. Our Catholic tradition is enriched by ancient rites, prayers and devotions which help young people to become aware of, and show reverence to, the sacred presence of the living God, Father, Son and Holy Spirit. Guided by this tradition, we celebrate various seasons and special feast days to honour God, Mary his Mother and the Saints.

Pupils are invited to pray with their teachers at times in classrooms and assemblies, as well as in liturgical services. Usually a classroom will display a Crucifix on the wall; in some classrooms and other areas of the school, a sacred space will feature a copy of the Bible and will be decorated with signs and symbols that reflect the changing seasons of the Church Calendar Year i.e., Advent, Christmas, Lent, Easter and Pentecost.

This regular practice of Prayer is complemented by religious services conducted, sometimes as part of an Assembly, to mark special occasions – e.g. the distribution of Ashes on Ash Wednesday, the seasons of Advent or Lent. To mark special Feast Days and Holy Days of Obligation, Holy Mass will be celebrated by the school chaplain, with the school community, in school buildings or in local parishes. Some pupils, at certain stages, may be able to participate in retreats and pilgrimages to places of special significance within the Catholic tradition.

While Religious Education is governed by separate Church guidance, it is complemented by Religious Observance practices and, together, these experiences help pupils to develop their understanding of the Catholic faith, to experience opportunities for spiritual growth and to commit to beliefs, values and actions in a positive response to God's invitation to faith.

In terms of pupil participation in R.O. Scottish Government guidance makes it clear that it makes an important contribution to pupils' development and that it promotes the ethos of a school by bringing pupils together and creating a sense of community. However, it also makes clear that parents have the right to withdraw children from participation in religious observance and that this right should always be made known to parents and their wishes respected. The Scottish Government also recognises that:

Where a parent chooses a denominational school for their child's education, they choose to opt in to the school's ethos and practice which is imbued with religious faith and religious observance. In denominational schools, it is therefore more difficult to extricate a pupil from all experiences which are influenced by the school's faith character.

Parents may request that their children be permitted to be absent in order to celebrate recognised religious events. Advanced notice should be provided to the school when children will be absent. Appropriate requests will be granted and the pupil noted as an authorised absentee in the register.

6)	Assessment and tracking progress
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Assessment forms an integral part of learning and teaching. In providing a picture of the learner's progress and achievements, it informs the next steps in his/her learning. The rate at which pupils achieve and progress can vary and progression must also take account of how well and how much each child is learning. In St Mary's our policy relies on continuous assessment, enabling staff to build a clear picture of each child's ongoing achievement. The teachers use the results of assessment as a tool on which the planning and preparation of future programmes of work are based to ensure challenge and the development of skills and knowledge. Assessment procedures also enable the teachers to determine the effectiveness of teaching methods and resources used in the school.

Assessment for Learning promotes and supports learning, allowing teachers and students to modify and improve teaching by ensuring

- pupils have a clear understanding about what they are about to learn and of what is expected of them
- pupils are given regular feedback about the quality of their work and what they can do to make it better
- pupils play an active role in identifying the next steps in their learning
- pupils have a clear understanding of who can help them

Tracking learners' progress

Information on learners' progress is recorded. This allows teachers to have a clear picture of how learners are progressing. It also allows teachers to identify next steps in learning and inform reporting on progress and achievement.

Profiles

Profiles are used to recognise pupils' progress in learning and achievement, while supporting and informing transitions. At the end of each academic year, every child in our school has a profile where he/she records their most recent and relevant learning and achievements. A reflective statement by the learner is incorporated into this.

All children have a portfolio where they can store examples of good work. Regular opportunities are provided for children to discuss their learning with their teacher and plan their next steps in their learning journey.

7)	Reporting
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St Mary's Primary recognises that good teamwork among parents, children and schools is the key to a successful education for your child.

Reporting will be ongoing and comprise of a range of activities which can include children presenting their learning, newsletters, and ongoing oral discussions.

We will provide parents with reports so that you can see what your child is doing and how they are progressing. In addition, there will be two parents' meetings which offer you the opportunity to discuss how your child is doing in school and you can contact the school at anytime with any matter that you wish to raise.

Our 'pupil reports' will help you to get to know more about the curriculum which each child follows and will describe strengths, achievements and areas for development and let you know how you can help.

We welcome any comments or additional information from parents to help us provide the best possible education for your child.

8)	Transitions
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Pupils normally transfer from primary to secondary school between the ages of 11½ or 12½, so that they will have the opportunity to complete at least 4 years of secondary education. Arrangements are made by the school to transfer children to the associated secondary school

as determined by their home address. Parents of P7 children will be informed of the transfer arrangements made for their child to attend secondary school.

Further information on primary/secondary liaison transition arrangements made prior to your child attending secondary school will also be provided.

Normally children attend the school in their catchment area. However, there are times when parents may wish their children to go to other schools. If you want your child to go to another school then you may make what is known as a 'placing request'. If you live in South Lanarkshire and decide to submit a 'placing request', we are unable to reserve a place in your catchment school until we have made a decision on the 'placing request'. Please note if your 'placing request' application is unsuccessful and all places at your local school are filled you will be offered a place at the next nearest appropriate South Lanarkshire School.

Please note that if an application for a 'placing request' is successful then school transport is not provided.

If you move out with your catchment primary school a 'request to remain form' must be completed. If you move out with your catchment primary, this may affect your right to transfer to the associated Secondary School. Please note the secondary school is determined by the pupil's permanent home address and chosen denomination. If you require further information, please contact Education Support Services on 0303 123 1023.

9)	Support for Pupils (Additional Support Needs)
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Getting it right for every child, (GIRFEC)

Getting it Right for Every Child (GIRFEC) is a commitment to ensure that your child has the best possible start in life and to improve outcomes for children and families based on a shared understanding of their wellbeing. Most children make their journey from birth to the world of work supported by family and the universal services of Health and Education. The Named Person in education helps to make sure that the child's wellbeing is developing. The school will let you know the named person for your child. This is likely to be the Head Teacher in a primary school and the pupil support teacher in a secondary.

If you have any concerns you should speak to the Named Person who will work with you to address any issues and to ensure that your child gets any help needed at the right time.

More information can be found on: www.girfecinlanarkshire.co.uk and www.scotland.gov.uk/gettingitright

Support for All (Additional Support Needs)

If a child is experiencing difficulties the class teacher will quickly inform the head teacher. The class teacher is required to devote time on a one-to one basis with pupils requiring additional support.

The head teacher offers advice and liaises with the specialist support teacher who spends one half day in school each week. The specialist support teacher provides advice to teachers, resources for pupils and works with individuals and groups when additional support for learning is needed.

The educational psychologist is Miss Carol McCulloch who reviews the school's Support for Learning Plan regularly with the head teacher and specialist support teacher. Parental permission is sought before the psychologist becomes involved with any child.

South Lanarkshire Education Resources have published a series of leaflets available which cover information for parents and carers about the Additional Support for Learning Acts.

Enquire is funded by the Scottish Government to provide information on the framework for supporting children who require additional support for learning and to encourage positive partnerships between families, schools and local authorities to ensure children get the right support.

Enquire – the Scottish advice service for additional support for learning

Enquire offers independent, confidential advice and information on additional support for learning through:

Phone Helpline: 0345 123 2303

Address: Enquire
Children in Scotland
Rosebery House
9 Haymarket Terrace
Edinburgh
EH12 5EZ

Email Enquiry service: info@enquire.org.uk

Advice and information is also available at www.enquire.org.uk

Enquire provides a range of clear and easy-to-read guides and fact sheets including the parents' guide to additional support for learning

10)	School Improvement
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Each year the school compiles an improvement plan outlining the progress made over the last 12 months in performance, the main areas for focus in the oncoming year and plans for improvement over the next three years. In line with the national agenda and our own school context we have a relentless focus on supporting pupils Health and Wellbeing and raising attainment in Literacy and Numeracy. We have also been working tirelessly to increase parent/carer engagement and as a consequence we have an active Parent/Carer Council who support us in taking forward aspects of our school improvement plan. We also take regular opportunities to share pupils' learning with their parents/carers by sending home pupils' work and seeking their views. We consult regularly with all stakeholders to identify our strengths and areas for development and take comments and suggestions on board on our journey of continuous improvement.

11)	School policies and practical information
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Free School Meals

Children of parents who receive the following benefits are entitled to a free lunchtime meal for their child

- Income Support, Universal Credit, (where your take home pay is less than £610 per month) Job Seeker's Allowance (income based), Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £6,420 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £16,105 as assessed

by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

We would encourage parents of children who are in receipt of any of the above benefits to take up this opportunity of having a meal provided for their child when they are at school. Arrangements are in place so that children who receive free meals are not singled out and we encourage all children to remain in school at lunch time.

Healthy eating is something that the school supports and a range of meals are available at lunchtime that meet the Schools (Health Promotion and Nutrition) (Scotland) Act 2007 and the Nutrient Requirements for Food and Drink in Schools (Scotland) Regulations 2008.

All meals include fresh chilled drinking water and milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at morning break or lunchtime.

Milk is also available for purchase to those pupils wishing to buy at breakfast service, where applicable, morning break and lunchtime.

Pupils in:

- Primary 1 - 3 receive a free school lunch.
- Primary 4 - 7 meal cost is £1.60



School Uniform

St Mary's Primary School uniforms are supplied by Logo Express and can be ordered directly online by visiting www.logoxpres-schoolwear.co.uk or Tel: 01786 44 74 54

We ask all parents/carers to support the school by encouraging your child(ren) to adhere to the agreed dress code and the wearing of our school uniform. The wearing of a school uniform helps promote the identity of the school in the local community and helps create an ethos of sharing and pride in the school.

In addition, the wearing of a uniform helps towards increasing the protection of all pupils. The wearing of a uniform helps staff and the pupils to distinguish between who belongs to the school and those who may be visitors. This enables staff to approach and identify visitors more readily and helps in trying to offer a safer environment for pupils and teachers alike.

Equality of opportunity is an important aspect of the life of the school. Any proposals on the dress code and on what constitutes the school uniform will be the subject of discussion with the Parent Council and where appropriate consultation with parents, pupils and staff.

There are forms of dress which are unacceptable in all schools such as:

- the wearing of football colours
- clothing with slogans that may cause offence (anti-religious, symbolism or political slogans)
- clothing which advertises alcohol, tobacco or drugs
- clothing which can be deemed unsuitable in terms of health and safety grounds such as shell suits, combat style clothing, dangling earrings, loose fitting clothes particularly in practical classes
- articles of clothing that could be deemed to inflict damage on other pupils or be used by others to do so
- footwear that may damage flooring.

Allergies

A significant number of children and young people in our schools will have allergies and it is important that parents keep the school fully informed on these matters.

Allergies can present in a variety of ways and can occur at any point in a person's life. Symptoms range from mild to severe. Children and young people known to have an allergy with moderate to severe symptoms will likely have a Health Care Plan drawn up by the NHS. This will detail symptoms and appropriate interventions.

It is vital that parents share this information with the school and continue to provide any updated information.

Where symptoms are mild and a Health Care Plan is not in place, parents should still continue to liaise regularly with the school on any new triggers, medications and actions required.

In all cases, our employees need to know your child's symptoms, treatments and any actions required to help prevent exposure to the allergen and minimise the risk of allergic reactions.

Employees in schools will receive training on allergies and will liaise with parents and NHS on any additional specialist training required.

In supporting children and young people with allergies, school employees will operate in accordance with South Lanarkshire Council's Safe Systems of Work / risk assessment and national guidance on the administration of medicines.

Support for parent/carers

Clothing grant

In certain circumstances the Council provides support to parents/carers for the purchase of school wear.

Applications can be made online at www.southlanarkshire.gov.uk. If you are required to submit evidence of your Tax Credit income it is important that a copy of this evidence is attached to your online application. Should you require further information or you are unable to submit an application online then please contact the helpline number 0303 123 1011 (option 5).

Parents are informed by letter and/or text of early closures. In the event of an emergency, e.g. inclement weather, parents/carers will receive a text message on their main mobile number advising of imminent closure.

School staff will supervise pupils until they are collected by parents/carers or school transport.

School hours/holiday dates

Monday to Friday:

Mornings	9.00am-12.15pm
Morning Interval	10.30am-10.45am
Afternoons	1.pm- 3.00pm (There is no interval in the afternoon)

See attached list showing school holiday dates.

Enrolment – how to register your child for school

If your child is starting school for the first time you must enrol your child at their catchment school in January. If parents want their child to go to another school, they must enrol in the first instance with their catchment school and ask for an information leaflet that provides details on how to make a placing request. Forms are available from the SLC website – www.southlanarkshire.gov.uk, schools, Q and A offices or by contacting Education Resources, Almada Street, Hamilton, phone **0303 123 1023**. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

Enrolment date for 2018 is Monday 15th and Tuesday 16th of January.

School transport

South Lanarkshire Council has a policy of providing school transport to primary pupils who live more than one mile by the recognised shortest walking route from their catchment school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or Education Resources, Hamilton, phone 0303 123 1023 or web www.southlanarkshire.gov.uk. These forms should be completed and returned before the end of March for those pupils starting the school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year and will be considered by Education Resources.

A paid privilege transport scheme is operated for mainstream school contracts where a pupil is not entitled to free school transport. Privilege transport will only be granted providing there is spare capacity on an existing school contract and will be from and to designated pick up and drop off points. Privilege transport will not be provided where a service bus is used on the school run. Any spare capacity will be allocated using agreed priorities. For more information on school transport contact Education Resources phone 0303 123 1023.

(ii) Pick-up points

Where school transport is provided it may be necessary for pupils to walk a certain distance to the vehicle pick-up point. Walking distance in total, including the distance from home to the pick-up point and from the drop-off point to the school in any one direction, will not exceed the authority's distance limit for school transport.

It should be noted that it is the parent's responsibility to ensure their child behaves in a safe and acceptable manner while travelling in and alighting from the vehicle. Misbehaviour can result in your child losing the right to school transport.

Parents are asked to note that South Lanarkshire Council does not provide transport for those pupils who attend school via a placing request.

Bus Arrangements

A bus is provided for Netherburn, Ashgill, Hareleeshill and Strutherhill districts and also picks up pupils at the roundabout at Glenview Estate.

Insurance for schools – pupils' personal effects

South Lanarkshire Council is concerned at the level of claims being received for loss or damage to pupils' clothing or personal effects. Parents are asked to note the Council's position in terms of insurance for pupils' personal effects:

(i) Theft/loss of personal effects

The Council is not liable for the loss or theft of pupils' clothing or personal effects for example mobile phones, tablets etc. and any items are therefore brought into the school at the pupil/parents' own risk.

Parents can assist by ensuring that valuable items and unnecessarily expensive items of clothing are not brought to school.

Teachers and other staff have been advised not to accept custody of any such items.

The same principle applies to musical instruments and other equipment used for activities within the school, which belong to the pupil, but are brought into the school. Parents should be aware that if such equipment is left in school, it is done at the pupil/parents' own risk.

In the case of valuable items such as musical instruments, parents should ensure that these items are covered by their own household insurance.

(ii) Damage to clothing

The Council is only liable for damage caused to pupils' clothing where the damage has resulted from the negligence of the Council or one of its employees. Claims arising otherwise will not be accepted by the Council's insurers.

Family holidays during term time

Every effort should be made to ensure that your child attends school during term time. Please contact the school as soon as possible if your child is unable to attend school.

Family holidays should be avoided during term time as this both disrupts the child's education and reduces learning time. If holidays are taken during times when the school is open parents should inform the school in advance by letter.

If your child is taken on a family holiday during term time then in line with Scottish Government advice this will be classified as an unauthorised absence. However, in exceptional circumstances schools may register a family holiday during term time as an authorised absence when for example, parents are unable to obtain leave during the school holiday period.

Clearly, absence with no explanation from parents will mean that the absence will be recorded as unauthorised.

In our approach to raising attainment and achievement it is recognised that attendance at school is something that should be continuously encouraged. Parents/carers, children and the school all have a part to play in encouraging and stressing the importance of attendance at school.

The school holiday dates and in-service dates are available from the website www.southlanarkshire.gov.uk

Promoting positive behaviour

We have recently implemented a new behaviour policy which outlines the expectations of pupils. It is the responsibility of staff within the school to ensure that parent council members, parents and pupils are involved in the creation of a positive school ethos that encourages good behaviour. Equally, the school whilst trying to promote positive behaviour must support young people should incidents or bullying occur. Parents have a significant role to play in working with the school so that teachers, parents and pupils know what is expected of them in trying to change the behaviour and attitudes that contribute to bullying behaviour.

Our approach is to create an environment where better behaviour will encourage better learning. The school, along with the support of parents, can work together to create a learning environment which young people can enjoy and feel safe.

Incidents of bullying should be reported to the school immediately so that each alleged incident can be looked at. Together we can work towards creating a safer school for children and staff.

In addition, a guideline (Promoting Positive Relationships and Behaviour) has been produced to support all teaching and support staff and inform them of their roles and responsibilities in respect of dealing with the small number of children and young people who display challenging behaviour. Early identification is crucial so that intervention can be provided to support children and young people to help them address their issues and concerns. Staff training is provided to help develop the skills needed to respond to and manage challenging behaviour. A wide range of appropriate staff development opportunities has been developed for this purpose.

Child Protection

All staff in educational establishments in South Lanarkshire Council are required to receive an annual update and follow the advice and guidance contained within the Education Operating Procedures.

The shared vision for Lanarkshire's children is: "all children and young people in Lanarkshire have the right to be cared for and protected from abuse and harm in a safe environment in which their rights are respected." All agencies will work together in a collaborative way to promote the safety and wellbeing of children and young people in Lanarkshire.

The Chief Officers and Child Protection Committees of North and South Lanarkshire Councils are the driving force for ensuring that agencies individually and collectively work to protect children and young people as effectively as possible.

The Council has a duty in law to report suspicions that a child has been abused or is at risk of harm, in terms of the Children (Scotland) Act 1995. Therefore, Council staff have a professional and contractual obligation to report concerns to the head of establishment or the child protection coordinator immediately.

Education Resources staff and visitors from other agencies and services are required to follow these Child Protection Procedures to protect and support children and to fulfil their professional obligations to report all allegations or suspicions of child abuse.

For more information, or if you have a concern of a child protection nature, please contact the head of the educational establishment which your child attends.

The Council has produced an information leaflet – 'stay safe' for parents/carers on how to help ensure their child is safe when using the internet and mobile devices.

Copies are available from the school or the web: www.southlanarkshire.gov.uk

Information on emergencies

We make every effort to ensure the school remains open during term-time for pupils. However, on occasions circumstances may arise which can affect the school. Schools may be affected by, for example, severe weather, power failures or through any other circumstances that may impact on the school day. In such cases we shall do all we can to let you know if this happens. We shall keep you in touch by telephone, text, where appropriate, letters, web news and through local radio stations particularly if there are prolonged periods of severe weather. The Council's website www.southlanarkshire.gov.uk will be used to let you know if the school is closed and when it will re-open.

It is important for parents/carers to let the school know of any change to your mobile/home telephone number and change of address.

If for any reason, you are unsure if the school is open visit the website www.southlanarkshire.gov.uk or email education@southlanarkshire.gov.uk

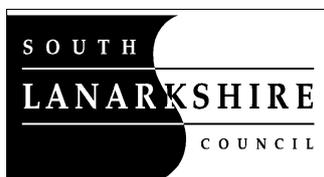
Your commitments

We ask that you:

- support and encourage your child's learning
- respect and adhere to the schools policies and guidance
- let the school know if you change your mobile/telephone number and/or address
- enjoy and take part in school activities
- accept your responsibility to respect staff who work in the school and for the school to be proactive in taking forward its commitment to care for and educate your child.

Data Protection Act 1998

Information on pupils, parents and guardians is held by the school to enable the teaching, registration and assessment of pupils as well as associated administrative duties. The information is stored and used as per the requirements of the Data Protection Act 1998 with South Lanarkshire Council defined as the data controller. The Council have established a data protection policy that applies to all of its schools. For more information please contact the school.



Education Resources

School holiday Dates Session 2017/2018

Break	Holiday dates		
First Term	Teachers return	Tuesday	15 August 2017
	Pupils return	Thursday	17 August 2017
September Weekend	Close	Thursday	21 September 2017

	Re-open	Tuesday	26 September 2017
October Break	Close on	Friday	13 October 2017
	Re-open	Monday	23 October 2017
Christmas	Close on	Friday	22 December 2017
Second Term	Re-open	Monday	8 January 2018
February break	Close on	Friday	9 February 2018
	Re-open	Wednesday	14 February 2018
Spring break/Easter	Close on	Thursday	29 March 2018
	Re-open	Monday	16 April 2018
Third Term			
Local Holiday	Closed	Monday	7 May 2018
Local Holiday	Close on	Thursday	24 May 2018
	Re-open	Tuesday	29 May 2018
Summer break	Close on	Thursday	28 June 2018

Notes

- ◆ Good Friday falls on Friday, 30 March 2018
- ◆ *Lanark schools will close 7 and 8 June 2018*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 22 December 2017 and Thursday 29 March 2018)
- ◆ Schools will close at 1pm on the last day of term 3 (Thursday, 28 June 2018)



Education Resources

School holiday Dates Session 2018/2019

Break	Holiday dates		
First Term	Teachers In-service	Tuesday	14 August 2018
	In-service day	Wednesday	15 August 2018
	Pupils return	Thursday	16 August 2018
September Weekend	Close on Re-open	Thursday Tuesday	20 September 2018 25 September 2018
October Break	Close on Re-open	Friday Monday	12 October 2018 22 October 2018
	In-service day	Monday	19 November 2018
Christmas	Close on Re-open	Friday Monday	21 December 2018 7 January 2019
Second Term			
February break	Closed Closed	Friday Tuesday	8 February 2019 12 February 2019
	In-service day	Wednesday	13 February 2019
Spring break/Easter	Close on Re-open	Friday Monday	29 March 2019 15 April 2019
	Close on Re-open	Thursday Tuesday	18 April 2019 23 April 2019
Third Term			
Local Holiday	Closed	Monday	6 May 2019
	In-service day	Tuesday	7 May 2019
Local Holiday	Close on Re-open	Thursday Tuesday	23 May 2019 28 May 2019
Summer break	Close on	Friday	28 June 2019

Notes

- ◆ Good Friday falls on Friday, 19 April 2019
- ◆ *Lanark schools will close 6 and 7 June 2019*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 21 December 2018 and Friday 29 March 2019)
- ◆ Schools will close at 1pm on the last day of term 3 (Friday 28 June 2019)
*Two in-service days proposed for August 2019 to be confirmed.

Appendix A

This annex gives a list of useful information and the links to the content is now available from the Council's website by accessing the following link

http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_for_excellence/3

The list is not intended to be exhaustive and authors may wish to consider additional sources of school, local and national information, material and resources.

Contact Details

Education Scotland's Communication Toolkit for engaging with parents

The Scottish Government guide Principles of Inclusive Communications provides information on communications and a self-assessment tool for public authorities

Choosing a School: A Guide for Parents - information on choosing a school and the placing request system

A guide for parents about school attendance explains parental responsibilities with regard to children's attendance at school

Parental Involvement

Guidance on the Scottish Schools (Parental Involvement) Act 2006 provides guidance on the act for education authorities, Parent Councils and others

Parentzone provide information and resource for parents and Parent Councils

School Ethos

Supporting Learners - guidance on the identification, planning and provision of support

Journey to Excellence - provides guidance and advice about culture and ethos

Health and wellbeing guidance on healthy living for local authorities and schools

Building Curriculum for Excellence through Positive Behaviour and Relationships outlines the Scottish Government's priority actions around positive behaviour in schools and is also a source of support

Scottish Catholic Education Service's resource 'This is Our Faith' which supports the teaching and learning of Catholic religious education

Curriculum

Information about how the curriculum is structured and curriculum planning

Information about the outcomes a learner can expect to experience and achieve across literacy, numeracy and health and wellbeing, as well as the 8 curricular areas

Advice, practice and resources to support the experiences and outcomes on literacy, numeracy and health and wellbeing

Broad General Education in the Secondary School – A Guide for Parents and Carers

Information on the Senior Phase

Information on Skills for learning, life and work

Information around the Scottish Government's 'Opportunities for All' programme

Information for organisations responsible for the planning, management and delivery of career information, advice and guidance services

The Skills Development Scotland website 'My World of Work' offers a number of tools to support career planning

Assessment and Reporting

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence fact file - Assessment and qualifications

Information on recognising achievement, reporting and profiling

Transitions

Curriculum for Excellence fact file - 3-18 Transitions - provides information on the transitions children and young people will face throughout their education and beyond

Career Information, Advice and Guidance in Scotland - A Framework for Service Redesign and Improvement provides guidance on career information, advice and guidance strategy

Choices and changes provides information about choices made at various stages of learning

The Additional support for learning page provides links to relevant legislation and guidance, including the arrangements that should be in place to support pupils with additional support needs

Supporting Children's Learning Code of Practice includes specific requirements on education authorities and others under the new legislation in relation to transition

Enquire is the Scottish advice service for additional support for learning

Parenting across Scotland offers support to children and families in Scotland

Support for Pupils

The Additional support for learning page provides links to relevant legislation and guidance, including the arrangements that should be in place to support pupils with additional support needs

Information about the universal entitlement to support that underpins Curriculum for Excellence

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

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

School Improvement

Scottish Schools Online - provides a range of school information, including contact details, school roll, facilities, website, inspection reports

Education Scotland's Inspection and review page provides information on the inspection process

The Scottish Survey of Literacy and Numeracy (SSLN) is an annual sample survey which will monitor national performance in literacy and numeracy

Scottish Credit and Qualifications Framework (SCQF)

Scottish Qualifications Authority provides information for teachers, parents, employers and young people on qualifications

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

School Policies and Practical Information

National policies, information and guidance can be accessed on the following:

Education

Health

Young People

Children (Scotland) Act 1995

Standards in Scotland's Schools (Scotland) Act 2000