

Included Nurtured Supportive
Positive Independent Rights



Respecting Encouraging Incl

Uplawmoor Primary School
School Handbook 2022-2023



Uplawmoor Primary School Handbook 2022-2023

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MESSAGE FROM THE HEAD TEACHER

Welcome to Uplawmoor Primary School. We hope you find this handbook both interesting and informative.

We are very proud of our school and work in partnership with our whole school community to promote a happy, caring environment where our children feel secure and supported. We foster a positive attitude to learning and achievement in all of our children and encourage them to be independent and motivated to learn. Working in partnership with parents / carers is key to this and we hope that you will become fully involved in your child's learning and development during their time with us.

We look forward to working with you and your child in the years ahead and we hope you enjoy being part of our school community.

If you would like to visit the school or have any queries or concerns that you would like to discuss further, we would be delighted to meet with you. Please contact the school office to make an appointment or to arrange to have a tour of the school.

Yours sincerely

Sharon McKenna

Acting Head Teacher – Uplawmoor Primary School

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Our Vision

At Uplawmoor Primary we strive to create a nurturing school community where everyone is included and respected. We will inspire a love of learning and empower everyone to make changes and improve their lives and the lives of others, ensuring we all make a difference.

Our Values

Inclusive

Nurturing

Supportive

Positive

Independent

Rights Respecting

Encouraging

We aim to:

- Create a school where the whole school community are learning
- Provide a safe, motivating environment where our children are independent in and take responsibility for their own learning
- Meet the needs of all our children promoting equality and equity of opportunities
- Equip or children with knowledge and skills preparing them for learning, life and work
- Support our children and their families educationally, emotionally and socially
- Empower the whole school community to be actively involved in the life of the school and the decision-making process to ensure continuous improvement

Section 1

School Information

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Contact Information

Address

Uplawmoor Primary School,
Tannoch Road, Uplawmoor,
East Renfrewshire
G78 4AD

Phone: 0141 570 7460

E-mail: schoolmail@uplawmoor.e-renfrew.sch.uk

Website: <https://blogs.glowscotland.org.uk/er/Uplawmoor/>

Denominational Status: Multi-denominational - children of any or no religious / ethnic group may enrol

Co-educational Status: the school is co-educational

Associated Secondary School: Eastwood High School

Stages Covered: P1 – P7 (ages 5 – 11 approximately)

Present Role: 66

Head Teacher: Sharon McKenna

The operational capacity of the school may vary according to the number of children at each stage and the way in which the classes are organised.

Organisation of School Day

School day begins	9.00 am (doors open at 8.55 am)
Interval	10.40 am – 10.55 pm
Lunch Break	12.35 pm – 1.35 pm
School day ends	3.15 pm

School Description

Uplawmoor Primary is situated in the village of Uplawmoor in East Renfrewshire. We form part of the Eastwood Cluster which consists; Neilston Learning Campus, Crookfur Primary, Mearns Primary, Isobel Mair School and Eastwood High School.

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Uplawmoor Primary is a non-denominational school, spanning Primary 1 to Primary 7. The school roll is currently 66. The teaching complement of the school is 6.6 including the Head Teacher and a Support for Learning Teacher.

All teaching staff in Scotland work a maximum of 22.5 hours class contact time per week. The remainder of the time your child will be taught by another member of our teaching staff.

We operate a policy of inclusion and equality. To support this, the school has a Pupil Support Assistant.

The school has excellent links with the local community and has a very supportive Parent Council. The school has a devolved budget from the local authority of which a major part is utilised to support school improvements.

Registration

Enrolment for P1 takes place before the middle of January each year; instructions for enrolment are given in the press and advertised locally in nurseries, and playgroups. Information can also be found on the council website. All children resident within the catchment area whose fifth birthday falls between 1st March of that year and the last day of February of the following year will be registered. Find out more information at:

<https://www.eastrenfrewshire.gov.uk/apply-for-p1>

Admission and Enrolment Arrangements

Before a child enrolls in Uplawmoor Primary School, the Education Department will seek documentary evidence to validate a child's entitlement to a catchment place at this school. If appropriate evidence is not submitted the Education Department will withdraw the offer of a place. Documentary evidence can be submitted to the Education Department via the link below. Further detail on required documentary evidence and change of circumstances is available in the Education Department's school admission policy which is accessible on the Council's website via the web address below:

<https://eastrenfrewshire.gov.uk/article/4436/School-Admissions>



When a child who was enrolled in the school as a catchment pupil ceases to reside within the Uplawmoor Primary delineated catchment area, and his/her parents wish the child to continue to attend the school, the parent must submit a placing request to remain. Where it is found that a child is no longer entitled to a catchment place in Uplawmoor Primary since they no longer reside in a property in the delineated catchment area associated with the school, and a placing request to remain has not been submitted and approved, the Council may seek to exclude that child from the school.

A child's parents(s) / carer(s) is / are responsible for providing the Education Department with full and correct information about their child(ren) and any changes to that information which may affect their status as a catchment child.

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In the event that parent(s) / carer(s) fail to do this, the Education Department will view this as a refusal to comply with the rules and regulations of the school; this lack of cooperation will result in the Council seeking to exclude the child(ren) from Uplawmoor Primary School.

If information that is submitted is found to be fraudulent the Council may pass the matter to the Procurator Fiscal's Office. The Council will use all means available to it in order to investigate suspicions or allegations of fraud, including but not limited to, surveillance in cases where it is necessary and proportionate to do so.

Most children attend their local primary or secondary school, but parents can choose to apply for a place for their child in another school. If you are interested in making a placing request for a school in East Renfrewshire and want to find out more, visit the council website where you can download a placing request form and information on how placing requests are decided.

<https://www.eastrenfrewshire.gov.uk/placing-requests>

East Renfrewshire Education Department does not provide transport for those children in receipt of a placing request other than in exceptional circumstances. Further information can be found on the council website.

If you are interested in finding out specific information about a particular school, you should contact the school directly or visit the East Renfrewshire Council website.

Once your child's place is confirmed, a letter will be sent out inviting your child to visit the school on 4 occasions during May and / June when they will undertake activities to familiarise them with the school setting and meet their teacher(s). A Parent Information session is offered during the final visit to allow you to become familiar with the curriculum and other aspects of school life.

Attendance and Absence

Section 30 of the 1980 Education Act lays a duty on every parent of a child of 'school age' to ensure that their child attends school regularly. Attendance must be recorded in school twice a day, morning and afternoon.

Regulation 7 of the Education (School and Placing Information) (Scotland) Amendment, Etc. Regulations 1993 Act requires each child's absence from school to be recorded in the school register in one of four different ways:

- as authorised, i.e. approved by the Authority and this includes sickness, religious observance and bereavement
- as extended leave with parental consent, i.e. when the family moves abroad for a short period of time
- as unauthorised, i.e. unexplained by the parent (truancy) or most family holidays during term time
- as temporarily excluded from school.

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If you have any questions about the categorisation of attendance or absence please contact the school office.

If your child is absent, you should inform the school by telephone between 8.30 and 9.00 am on the first day of absence. It would be useful if you could indicate when you expect your child to return to school. If we have no information about your child by 9.15 am, the school office will contact you to ascertain the reason for their absence. When your child returns to school, they should be given a note explaining the reason for their absence.

Attendance is monitored regularly and if there are concerns in relation to this, parents / carers will be contacted to discuss this further.

A family holiday during term time disrupts a child's learning and reduces teaching time and should be avoided where possible. Where this cannot be avoided, parents should inform the school, in writing, of the dates that their child will be absent. Holiday absence during term time will usually be categorised as unauthorised and a letter will be sent home informing you of this.

School Uniform

In East Renfrewshire, we believe, school dress codes can play an important role in promoting equality, creating a positive ethos and nurturing a sense of belonging. In this respect, the wearing of school uniform is another way in which schools work to achieve excellence and equity for all learners. Uniform is a valuable tool in creating a school climate which advances our vision of Everyone Attaining, Everyone Achieving, through Excellent Experiences.



Research undertaken by the Cost of the School Day Project, as well as consultation with children, young people and parents in East Renfrewshire, has found that families value school uniform as the most affordable option for school clothing, and that uniform is recognised as an effective way of minimising visible differences in pupils' financial circumstances. Where uniform policies are planned and implemented carefully and sensitively, such policies can reduce the risk of stigma arising from clothing and help create an environment which promotes equality.

East Renfrewshire's Education Department expects and strongly encourages its schools to have high standards of uniform as it can: instil pride in the school and contribute to its values; promote a positive and professional work ethic, which can lead to raised attainment; help children to see schools as places of learning; support positive behaviour; encourage learners to identify with, and support, the school ethos; promote equality; protect children and young people from social pressures to dress in a fashionable or expensive way; help to reduce the overall cost of living for families; minimise visible differences in social-economic status; nurture cohesion and promote good relations between

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different groups of children; foster a spirit of partnership among pupils and staff, between home and school, and between community and school; contribute to security and personal safety.

Dressing for Excellence is a policy approved by East Renfrewshire's Education Committee and was formulated following discussions with, children, staff and Parent Council Chairpersons. In promoting the wearing of school uniform, account must be taken in any proposals to prevent any direct or indirect discrimination on the grounds of sex, race, age, disability, sexual orientation and religion or belief, in line with the Equality Act 2010, and respecting all children's rights as defined in the United Nations Convention on the Rights of the Child. Any proposals for change, should be subject of widespread consultation with parents and pupils.

There are forms of dress which are unacceptable in school, such as items of clothing which could:

- fail to identify pupils as children of their school
- potentially encourage faction (such as football colours)
- cause offence (such as anti-religious symbolism or political slogans)
- cause health and safety difficulties, such as loose fitting clothing, dangling earrings
- cause damage to flooring
- carry advertising, particularly for alcohol or tobacco
- present a security issue for the school through being valuable items

Under no circumstances will any pupil be deprived of any educational benefit as a result of not wearing school uniform. Parents of children receiving family income support, family credit, housing benefit or council tax rebate will normally be entitled to monetary grants for clothing for their children. Follow the link below for further information:

<https://www.eastrenfrewshire.gov.uk/article/1221/Clothing-grants-and-free-school-meals>

We ask pupils and parents to keep to the basic, agreed elements of our uniform:

Black blazer

Grey trousers / skirt (not black)

White shirt

Red and silver striped school tie

Red cardigan / jumper/ fleece

White or Red polo shirt (with or without the school badge)

Red sweatshirt (with or without the school badge)

Black shoes

PE Kit

To allow children to enjoy PE activities, plain black shorts / blacked cuffed jogging bottoms or black leggings, a white polo shirt / t-shirt and appropriate shoes should be provided. We would ask that you consider not buying branded

items as this can cause unintended peer pressure. These items can be bought widely at local supermarkets. During PE, long hair requires to be tied back and jewellery should not be worn.

Outdoor PE is highly encouraged and so we ask that the children wear plain black joggers or leggings along with their school sweatshirt and a pair of inexpensive trainers for this purpose.

It would be helpful if you could supply a drawstring bag with your child's name on it to allow shoes to be stored in school and to ensure they are easily identified by the children.

Pupil Belongings and Valuables

Parents / carers are asked to assist in this area by ensuring that valuable items and unnecessarily expensive items are not brought into school. It should be noted that the Authority does not carry insurance to cover the loss of such items and any claims submitted are only likely to be met where the Authority can be shown to have been negligent. More information can be found on the East Renfrewshire Council's website. All items of clothing **must be labelled or marked with your child's name and class**

School Transport

Free school transport is provided where the distance a pupil lives from the catchment primary school is:

- 2 miles away or more
- 1 mile away or more and gets both a clothing grant and free school meals (in agreement with qualifying benefits)
- 1 mile away or more and has 3 or more older siblings

Where free transport is provided, it may be necessary to walk a certain distance from home to the pick-up point and from the drop-off point to the school in any one direction. It is a parent's responsibility to ensure their child behaves in a safe and acceptable manner whilst boarding, travelling and alighting the vehicle. Free school transport:

<https://www.eastrenfrewshire.gov.uk/free-school-transport>

Walking to school

If you live within walking distance to the school, please avoid taking your car. Most East Renfrewshire schools were not built to accommodate the number of cars on the roads nowadays. This can mean traffic congestion, blocked streets and stress for parents, children and neighbours. Walking to school can be healthier for you and your child and could mean a more relaxed start to the day for you and your child and for other parents.

Parking

There is limited parking around the school and we therefore encourage parents to walk with their children. Parents are asked not to park on or use the '**BUS STOP**' markings as a drop off point. This is to allow the school buses to park as close to the school gates as possible to ensure the safety of children who use them. In addition, to ensure pupil safety at all times, we ask that cars do not stop at or across the top of the school drive at any time.

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Community Safety Officers and police patrol the area at regular intervals to ensure there is no illegal parking or acts which can lead to safety risks for children.

Parents are welcome to walk with their child into the playground in the morning and at pick up time at 3.15pm. Our staff will be in the playground to supervise children from 8.45 am until they enter the school building.

Security

The school building is fitted with a secured entry system. The main door can only be opened from the inside in response to a buzzer. All parents / visitors should enter the building through the main entrance, where they will be directed appropriately. Please note there is strictly **no admittance** to anyone at any time through the pupil entrance doors at the rear of the school.

If you wish to speak to a member of staff you must:

- report to the school office
- sign in the visitors book
- wear a visitors pass at all times
- sign out before you leave



Playground Information

An adult presence is provided in the playground at break times in terms of the Schools' Safety and Supervision of Children (Scotland) Regulations 1990. At Uplawmoor Primary School, our janitor and pupil support staff supervise our playground, both at interval and lunchtime. This ensures good behaviour and safety as far as possible. From time to time a decision is made for your child to have their break indoors. Primary 7 monitors, support staff and janitorial staff supervise the children in their classrooms during this time.

There is adult supervision in the playground from 8.45 am. In the event of extreme / adverse weather, if this is possible, then this supervision is moved inside. Please note that it is not guaranteed that the children will be able to enter the building **before** 8.45 am for health and safety reasons. We therefore ask, that in adverse weather, children are not brought to school before this time.

School Meals

At Uplawmoor Primary we operate a cashless catering service. Payments for meals are made online through ParentPay. You will find further details below.

Children are offered a choice of cold snack or hot meal with and either a starter or dessert. A copy of the menu is posted on the council website, with a link from the school website. All food is freshly prepared each day with the menu varying from day to day and week to week. Menus can be viewed at: <https://www.eastrenfrewshire.gov.uk/school-menus>

Children may also bring a packed lunch to school which is accommodated for in the lunch hall. Eating lunch in Uplawmoor is a social occasion where staff and children can meet in a less formal setting. We ask parents to support this policy by encouraging good table manners and eating habits at home.

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Children from Primary 1 – 5 are entitled to a free school meal. However, any parent / carer in receipt of Income Support or Job Seeker's Allowance are entitled to free school meals and other supports and should continue to claim their entitlement. Further information can be found at:

<https://www.eastrenfrewshire.gov.uk/article/1221/Clothing-grants-and-free-school-meals>

A special diet is available for children who require it. Please contact the Head Teacher should this need arise.

Children are encouraged to drink water throughout the day and should come to school each day with a filled water bottle. Fresh water is also available from filtered drinking fountains if this is required. Please note that no child will be allowed any form of juice within the classroom. Fizzy juice, cans and glass bottles are not permitted in the school.

Please note we are a nut free school and we therefore ask that no form of snack containing nuts be brought to school.

ParentPay – online school payment service

All schools in East Renfrewshire operate an online payment scheme using the secure service ParentPay which is a more convenient way to pay for school meals, trips, after school clubs etc. The scheme allows you to make payments 24 hours a day, 7 days a week safe in the knowledge that the technology used of the highest internet security available. Once you have created your child's login, (please note you can create one account for all of your children) you can make online payments immediately.

ParentPay can be accessed at:

<https://www.parentpay.com/public/client/security/#/login>

Communication

The school uses a wide range of communication methods to share information. As well as the school website and Twitter, newsletters are issued regularly. As an Eco-friendly school, we encourage parents to sign up to our e-mail service to receive newsletters electronically.

Text messaging is used for reminders and in emergencies such as school closure. It is very rare for the school to close, however, if a decision is made for this to happen, the school will use text messaging, e-mail, school website, Twitter and East Renfrewshire Council's website updates to inform parents of arrangements.

The Head Teacher endeavours to be on the driveway on a few mornings each week to welcome the children into school as part of the informal entry system. Parents are welcome to speak to her informally at this time. In addition, we operate a Friday Drop In from 9.30 am – 10.30 am where parents can raise any minor issues relating to their child's learning or the school in general. For more serious matters, parents can make a more formal appointment by contacting the school office.

Medical and Health Care

Parents / carers should always inform the school of any medical problems that may affect their child's schooling, or if their child requires regular medical treatment. Where a child requires medication during the school day, this has to be agreed by the head teacher and an administration form must be completed. Please note that medication cannot be administered unless this form is completed.

If your child becomes ill at school we will contact you by telephone on the number you provide. You should also provide the school with an additional emergency contact number should you be unavailable. Minor accidents are dealt with by our trained First Aiders but in the event of a more serious accident we will try to contact you immediately. In an emergency we will contact the local doctor or take your child directly to the Royal Alexandra Hospital in Paisley. It is **imperative** to ensure the school has up-to-date contact information and information on any particular medical requirements your child may have. Under no circumstances will a child be sent home / allowed to leave the school unaccompanied.

Reducing the risk of transmission of infection

Children who have an infectious disease should not be at school. They should only return after the risk of spreading infection to others has passed. It should be noted that certain infections, if caught by pregnant members of staff or a parent, can pose a danger to her unborn baby. You are therefore asked to notify the school office if your child has one of the following infections:

- German Measles (Rubella)
- Chickenpox
- Slapped Cheek (Parvovirus)
- Measles
- Shingles

In addition, we ask that you follow Public Health Guidelines in relation to minimising risk with regards to the spread of any sickness and diarrhoea virus. Children who have symptoms should **not be** sent into school until **48 hours** after the last bout of either symptom.

COVID19 guidance is currently communicated as we receive it. For the most up to date guidance please follow the link below:

<https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>

Health Checks / Inspections

All Primary 1 children will have a height and weight check. In Primary 7 the school nurse will carry out a vision check and they will notify you of any concerns regarding your child. Each year children in Primary 1 and Primary 7 have a dental inspection, a letter is issued to you prior to the examination for your consent and you are informed whether or not any further treatment is required. Any health checks will only be made with your permission.

Emergency Closures and Adverse Weather

We make every effort to maintain a full educational service, but, on some occasions, circumstances arise which lead to disruption. For example schools may be affected by severe weather, temporary interruption of transport, power failures or difficulties of fuel supply. In such cases, we will do all we can to let you know about the details of closure or re-opening. We shall keep in touch by text or email and you will find regular updates on the school website, ERC Website or on the school or council Twitter feeds.

Transitions

Nursery

We have a very structured transition programme in place. This includes a programme for nursery children moving into Primary 1, incorporating a series of visits to the school and an information session for parents. These visits help to prepare both children and parents for the first few months at school.

Stage to Stage

When pupils move from stage to stage in the school, where possible, the current teacher meets with the new teacher. This provides an opportunity for them to pass on all relevant information relating to the children social, emotional and academic development. We also arrange, where possible, to have children meet their new teacher before beginning the new session.

Secondary

Children normally transfer to secondary school between the ages of 11.5 and 12.5, so that they have the opportunity to complete at least four years of secondary education. Parents will be informed of the transfer arrangements in the December of the children's Primary 7 year.

We have strong links with our associated secondary school Eastwood High and we have worked as a cluster to arrange the following transition activities:

- Children are visited by a member the Senior Management Team who will have the pastoral care of the children in Eastwood
- Children visit Eastwood over a two day period in June. During this time they follow a secondary timetable.
- Parents of Primary 7 pupils are invited to the secondary school in November.
- Staff from Eastwood meet with the Primary 7 teacher to discuss progress
- Staff from the Eastwood Cluster schools meet regularly to discuss curriculum developments of 3-18 programme
- Head Teachers in Eastwood Cluster meet regularly to discuss matters affecting Nursery, Primary and Secondary Schools

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Children living within the catchment of Eastwood High School will transfer there. Children living out with the catchment area of Eastwood High School will be expected to attend their local secondary school. A placing request must be made if you wish your child to attend any other school other than your local catchment secondary school. For more information about placing requests for East Renfrewshire schools you should contact the Education Department on 0141 577 3287.

Contact details:

Eastwood High School
Capelrig Road
Newton Mearns
East Renfrewshire G77 6NQ
0141 577 2200

Section 2

Curriculum and Assessment

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Curriculum for Excellence

Curriculum for Excellence is the education system in Scotland. It places our learners at the heart of education with an entitlement to experience a coherent curriculum where they can develop the knowledge, skills and attributes they need to adapt, to think critically and to flourish in today's world.

The curriculum is defined as the totality of all that is planned for the children from early learning and childcare, through school and beyond.

In Uplawmoor Primary, we follow the values and principles for the curriculum as set out in 'A Curriculum for Excellence'. We encourage our children to develop skills for learning, life and work, including Literacy, Numeracy and Health and Wellbeing in and out of the classroom.

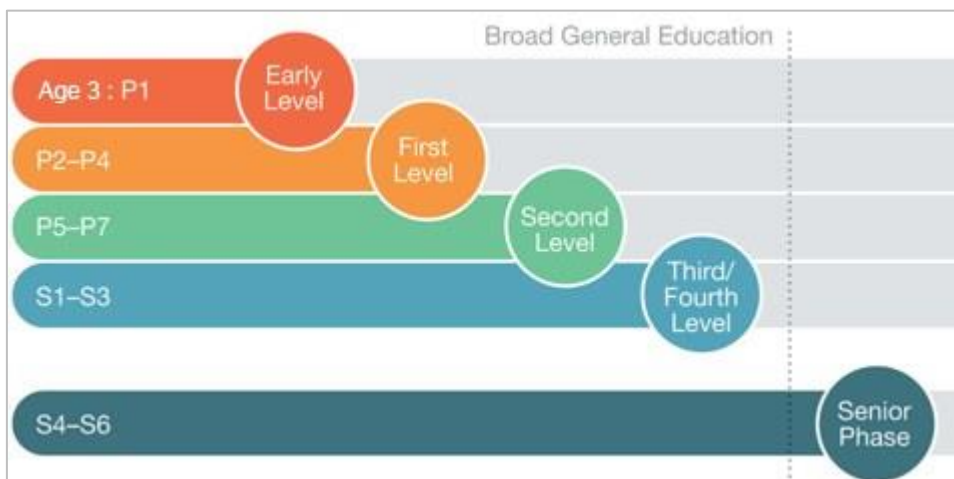
The curriculum promotes learning through:

- The ethos and life of the school
- Curriculum areas and subjects
- Interdisciplinary projects and studies
- Opportunities for wider achievement



Children enjoy making progress and find satisfaction in meeting the challenges posed by a curriculum that engages, stimulates and motivates them.

The diagram below shows the five curriculum levels with progression to the senior phase (S4-S6). For young people with additional support needs or for those who are particularly able, there is flexibility within each level.



The Curriculum is organised under the following headings:

- Literacy and English
- Numeracy and Mathematics
- Health and Wellbeing
- Expressive Arts
- Religious Arts

- Religious and Moral Education
- Science
- Social Studies
- Technologies

Teachers plan exciting and challenging interdisciplinary studies where each of the curriculum areas makes its own unique contribution in developing the four capacities of children. Teachers have freedom to teach in innovative and creative ways. Throughout the curriculum, children are given responsibility for their own learning and are encouraged to develop skills for life.

Literacy, Numeracy and Health and Wellbeing are taught at every opportunity not just within discrete lessons. Parents / carers will be contacted by letter regarding sensitive aspects of the curriculum e.g. sexual health and relationships. The aims of Curriculum for Excellence are that every child and young person should know they are valued and will be supported to become:

Successful Learners: through using their imagination and creativity, tackling new experiences and learning from them, and developing important skills including literacy and numeracy through exploring and investigating while following their own interests.

Confident Individuals: through succeeding in their activities, having satisfaction of a task accomplished, learning about bouncing back from setbacks, and dealing safely with risks.

Responsible Citizens: through encountering different ways of seeing the world, learning to share and give and take, learning to respect themselves and others, and taking part in making decisions.

Effective Contributors: through playing together in leading or supporting roles, tackling problems, extending communications skills, taking part in sustained talking and thinking and respecting the opinion of others.

If you would like to find out more about your child's curriculum, then please follow the link below:

<https://www.npfs.org.uk/downloads/cfe-in-a-nutshell/>

Play and Outdoor Learning

"Children's play is crucial to Scotland's wellbeing; socially, economically and environmentally."

Play Strategy for Scotland (Scottish Government), 2013

Curriculum for excellence promotes play through child-led learning approaches both in the classroom and in the outdoors. Playful approaches and child-led activities motivate and engage children, helping them to gain a better

understanding of key concepts across the curriculum. Children are encouraged to take ownership of their learning and learning environment and are actively involved in making decisions about its development.

At Uplawmoor Primary, our children have access to a safe outdoor space in our extensive and well developed school grounds which we fully utilise to provide a variety of rich outdoor learning experiences. Children also have regular opportunities to learn outdoors in the nearby forests and we use the surrounding village as an extension of their learning environment. Outdoor learning in Uplawmoor Primary nurtures creativity and problem solving skills in a challenging and stimulating context, enhancing learning across the curriculum. We have recently purchased a number of outdoor learning resources which we will be introducing the children to in the coming weeks which will further enhance their learning experiences.

Educational Field Trips and Visits

Field Trips and Educational Visits provide pupils with an opportunity to develop their learning outside the classroom. Each year we organise school outings to enhance learning in a variety of curricular areas. All parents / carers are asked to complete a local area consent form at the start of each year to cover trips / outings around the local area. For trips further afield or trips involving sporting activities, consent forms will be issued prior to the trip. Primary 7 pupils along with their peers from our cluster primaries, participate in a week long residential trip to an East Renfrewshire approved outdoor centre.

Extra-Curricular Activities

There are a variety of extra-curricular activities which take place during lunch times and after school. These are organised by members of staff, parents and our Active Schools' Coordinator. Some examples include; football, netball, street dance, running, multi-sports and book club.

Should any parent wish to devote their time to help run an activity or indeed start up a new activity, please contact the Head Teacher.

Assessment and Reporting

Assessment is a central part of everyday learning and teaching for children and young people. Teachers gather evidence on an ongoing and informal basis through asking questions, observing children working together and making comments on their work. Research in assessment suggests that learners learn best, and attainment improves, when learners:

- understand clearly what they are trying to learn, and what is expected of them;
- are given feedback about the quality of their work, and what they can do to make it better;
- are given advice about how to go about making improvements;
- are fully involved in deciding what needs to be done next, and who can give them help if they need it.

In order for children to be able to best demonstrate their abilities and progress, we look for ways in which they can Say, Make, Write or Do something which best suits the child and the learning. This may be giving a talk or making a model or creating a poster as well as the more traditional means of

demonstrating learning. Some of the ways teachers assess children's progress as they learn include:

- Marking / correcting and assessing the work in children's jotters
- Questioning
- Talking with children about their learning
- Supporting self and peer assessment
- Observing children
- End of topic and / or part way through topic check-ups
- Formative assessment strategies e.g. talking partners, no hands up, traffic lights, extended wait / thinking time

The purpose of assessment is to gather evidence of your child's progress in learning. This is to judge where they are in their learning and the steps that need to be taken in order to help them improve. Assessment informs teachers' planning and is used to shape the learning experiences of your child. It is also used to provide information to children and their parents / carers about learning, attainment and achievement.

In East Renfrewshire, all Primary 1 children complete a Baseline Assessment in Literacy and Numeracy. This assessment is carried out in the first few weeks of term. The results are analysed and next steps in learning identified. Children in Primary 3, 5 and 7 undertake Standardised Testing in the core skills of Reading and Numeracy & Mathematics. Scores range between 70 and 130, the authority average is 100. Scores will be shared with parents on report cards in these stages. Information from Standardised Testing results is used to help teachers plan future learning providing appropriate support and challenge. Standardised Testing is paper based and is carried out in the classrooms in February each year. Staff take appropriate measures to ensure that pupils view this process as routine and enjoyable.

Scottish National Standardised Assessments

Every academic session our Primary 1, Primary 4 and Primary 7 children participate in the Scottish National Standardised Assessment process. Each child in Primary 1 is assessed in Literacy and Numeracy, while our Primary 4 and Primary 7 children are assessed in Reading, Writing and Numeracy. The assessments help to identify children's progress and provide diagnostic information to support teachers' professional judgement. These assessments have been specifically designed to reflect the way we deliver education in Scotland and are aligned with Curriculum for Excellence

Tracking Progress

Teachers meet with the Head Teacher to track pupil attainment and progress and discuss strengths and next steps in learning. All of the information gathered from assessment activities helps the teacher to plan learning activities appropriate to the age, stage and development of each learner.

Reporting on progress is on-going using a variety of methods including; homework, jotters home, child's wellbeing plans (where they are in place), curriculum workshops, open mornings / afternoons, sharing learning events, newsletters, twitter and the school website.

There are two opportunities during the year, November and March, when formal Parents' Evenings are held, however, parents can request a meeting with their child's class teacher at any time if they would like to discuss any aspects of their child's progress. A written summative report is also sent home in June that summarises pupil progress across the year. This report reflects the on-going reporting process.

Recognising Achievement

In Uplawmoor Primary, we foster a positive attitude to work and achievement and use many opportunities to track and celebrate success, highlighting children's achievements in a variety of different ways. We encourage children to share their wider achievements, from both within and out with school and we track and celebrate this. Wall displays recognise many achievements of our pupils.

Pupil Voice

In school we have many ways for children to be involved in decision making. A representative from each class acts for the Pupil Council. The council meets frequently to discuss issues of importance to the pupils and they play an active role in improving the school and organising events. Two members meet with the Director of Education twice a year. All of the children from across the school are members of our Pupil Leadership Groups. These include: Eco Committee, Rights Respecting School Committee, Health Heroes, Digital Leaders, STEAM Ambassadors, Language Leaders and Junior Road Safety Officers.

Section 3

Parent Representation, Pupil Welfare and Support

Parental Representation

Parents and carers are the most important influence throughout a child's education and parental involvement in learning makes a real difference to children's achievements. Everyone benefits (children, parents and staff) when parents and schools work effectively together to support learning. Parent Councils help parents and carers to become more actively and effectively involved in the children's learning. They were established under the Scottish Schools (Parental Involvement) Act 2006 in recognition of the important role that parents can play, both in their own children's learning, and in the life of the school.

Parent Forum is the collective name for every parent, carer or guardian at school. The Act gives each school's Parent Forum the right to set up a Parent Council. Under the 2006 legislation the role of the Parent Council is to support the school and in its work with children, represent the views of parents and carers, encourage links between the school, parents and carers, children and the wider community.

The legislation also supports parental involvement in a much wider sense than before. It aims to help all parents to be:

- Involved with their child's education and learning
- Welcomed as active participants in the life of the school
- Encouraged to express their views on school education generally and work in partnership with the school

Members of Uplawmoor Primary Parent Council can be contacted through the school or directly. The Head Teacher and local councillors may attend all meetings as advisors to the Parent Council and have the right to speak, although, not being members of the Parent Council, have no right to vote.

Our Parent Council play an active part in school life, supporting children and representing the views of parents. They meet four times during the session to discuss school policy, performance and improvements. In addition, their AGM is held in May when new members are usually elected.

The Parent Council consists of seven parent members, two co-opted members a member of the teaching staff. The Parent Council members are:

Chair – Mary Ann Gorman
Treasurer – Rob Williams
Primary 1 – Michelle Melvin
Primary 2 – Neil Mowbray
Primary 3 – Toni Leggatt
Primary 4 – Jill Skelton
Primary 5 – Jacqueline Chinchin
Primary 6 – Claire McKellar
Primary 7 – Isla Goldie

As members of the Parent Forum, all parents are welcome to attend meetings as observers. Parent Council information including minutes of meetings is available on the school website.

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There are various fundraising events during the school year including school fayres and family events. Our pupils benefit greatly from fundraising by the Parent Council e.g. through funding educational visits and buying equipment to enhance learning.

Parental Involvement

A Meet the Teacher / Open Classroom event takes place in September, allowing parents to visit their child's classroom and work with them in that environment.

We host Coffee and Chat mornings for each stage throughout the session. These are informal opportunities to meet the teachers and the head teacher.

In Uplawmoor Primary we encourage parents to become involved in the education of their child. We are proud of the level of parental involvement throughout the school and are constantly looking for ways in which many parents can become involved in school life. We use a range of methods throughout the year to find out your views, including questionnaires, audits and parent workshops. Your views are most welcome and help us prioritise improvements for our School Improvement Plan.

Supporting Learning at Home

Homework is an important way of helping children to continue their focus on learning outside school. It gives you an opportunity to help your child in their learning and to see their progress. Homework is set by class teachers and should allow children to practise their core numeracy and literacy skills. The tasks will be linked to work covered in class and should be able to be completed by the children independently. Receiving approval and encouragement at home, helps pupils become more confident in the skills they are learning. All homework is posted online on your child's Google Classroom. Links to these are shared with you at the beginning of each new session.

Parentzone Scotland

Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels. Parentzone Scotland can be accessed at:

<https://education.gov.scot/parentzone/>

East Renfrewshire Parents' Website

Useful information for parents of children at East Renfrewshire schools can be found here:

<https://www.eastrenfrewshire.gov.uk/article/2813/Get-involved-in-your-child-s-education>

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CHILD PROTECTION POLICY AND PROCEDURES **Uplawmoor Primary School** **We Work Hard to Keep Our Children Safe**



All children and young people have a right to be listened to and to have matters treated in confidence. Involving children and young people and upholding their rights is good practice and builds trust with children, young people and their families. Where there is no risk to a child's well-being, school staff should respect their right to confidentiality.

Where possible consent to share information should be sought from the child and their parent or carer, the exception to this is where there is potential of harm to the child or young person or where the child or young person has already been identified as being at risk through child protection procedures. In such circumstances then the need for consent is overridden and information should be shared with appropriate agencies.

Children and young people should be advised that there are no guarantees to confidentiality, where the school assesses them to be at risk.

At Uplawmoor Primary School, we take the care, welfare and protection of our children very seriously. We believe all children have a right to feel safe within the school, home and community.

Within our school we strive to provide a safe, secure and nurturing environment for our pupils, which promotes inclusion and achievement.

All staff in Education have a statutory and professional responsibility to take action if we have reason to believe a child is suffering, or is at risk of abuse.

Our child protection policy and procedure sets out what we will do if we have reason to believe a child is being abused or is at risk of abuse, either within the home or the community. These policies are designed to ensure that children get the help they need when they need it.

Every staff member undergoes a minimum of one child protection training activity every session. Many of our staff are more extensively trained in specific areas of child protection to support and identify potential child protection concerns.

All schools in East Renfrewshire have comprehensive Pupil Support systems in place and we work closely with our partners in Social Work, Health and the Police. The school operates a multi-agency Joint Support Team to ensure that the best possible supports are available to pupils when they need them.

The Child Protection Co-ordinator for the school is the Head Teacher. If you wish any further information or a copy of the school policy, please contact the school office. If you wish to discuss this important matter further, please make an appointment to see Mrs McKenna.

If you are worried or know of a child who could be at risk of abuse or neglect please speak to the Child protection Coordinator or to a member of staff at one of the following numbers:

Barrhead Child Protection Team: 0141 577 8300
Social Work Out of Hours: 0300 343 1505
Police Scotland: 101 or by visiting a police station in person

Support for learning

Support for learning is provided to many children at some time during their time at school. It particularly applies to those pupils who are having difficulties and to those who are more able. Members of the schools learning support team provide general advice and guidance for teachers to make sure learning is suited to every child's needs and that the most effective resources and methods are being used. Occasionally, after full consultation with parents, the school may call on the services of the council's professional psychological services or other specific services such as speech and language therapists or occupational therapists. The aim will be to identify any barriers and plan individualised support strategies. If at any time you have concerns about your child's progress, please contact the school immediately to arrange an appointment.

Support for Children

When children are experiencing specific challenges in their learning, parents will be invited to the school to discuss progress and explore ways in which further support may be given. A Wellbeing Plan may be established to capture planned support and intended outcomes. Where a number of agencies are working together a Coordinated Support Plan may be appropriate. A copy of our Support for Pupils Policy is available on our school website.

GIRFEC

Getting it Right for Every Child (GIRFEC) is the national approach aimed at improving outcomes for all children and young people in Scotland. GIRFEC is underpinned by the recognised need for shared principles and values and a common language among practitioners who provide services for children and families. It recognises the rights of the children and young people, focuses on developing and supporting wellbeing and builds on the good practice which is evident in services across Scotland.

Joint Support Team

All schools in East Renfrewshire have a Joint Support Team (JST) which is a multi-disciplinary group who meet to ensure that pupil support is planned and delivered effectively through a multi-agency approach. The team of professionals generally includes the Head Teacher, Educational Psychologist, Social Worker, Public Health Nurse and the Support for Learning Coordinator. The team meets at least once per term to discuss progress of children who are already known to the team or to introduce children who have been referred. Before a pupil is referred, parental permission is sought to allow the child's need to be discussed and if permission is granted, then the team gives consideration for the grounds for the referral. This allows the school to offer a variety of support to ensure the needs of the child and or their family are being met. The outcomes and recommendations are discussed with parents during every step of the process.

Useful Contacts

For more advice and information on Additional Support for Children from the Education Department follow the links below:

<http://blogs.glowscotland.org.uk/er/curriculumlinks/inclusion/>

East Renfrewshire Council Psychological Services:

<http://blogs.glowscotland.org.uk/er/PsychologicalService/>

Mediation

RESOLVE: ASL has been set up by Children in Scotland to assist Scottish education authorities to meet the mediation requirements in the Education (Additional Support for Learning)(Scotland) Acts 2004 & 2009. East Renfrewshire Council's Education Department works in partnership with RESOLVE: ASL for the provision of independent mediation services. In the first instance of any disagreement, all attempts should be made at the school and then local authority level to resolve any issues. However, if the situation is unresolved, then independent mediation should be considered. The service involves:

- A child centred approach to resolving disputes and disagreements over Additional Support for Learning (ASL).
- An emphasis on building trust and understanding to promote effective parent / professional partnership.

A RESOLVE: ASL mediator is a trained independent and neutral third person who will:

- Work with services and families to resolve disputes.
- Assist in communication and encourage mutual understanding.
- Assist the parties to arrive at the outcomes / agreements themselves.
- Establish a basis for effective parent / professional partnerships.

A RESOLVE: (ASL) mediator does not make decisions or recommend solutions. The service is free for parents / carers and child and young people.

Further information can be obtained from:

<http://blogs.glowscotland.org.uk/er/parentalinvolvement/additional-support-for-learning-information-and-support-for-parents/mediation/>

Concerns and Complaints

There are procedures in place for any complaint about the school or concerns about children. The quickest and easiest way to express your concern is to contact the school directly and speak to the Head Teacher. Your complaint / concern will be listened to, recorded and dealt with promptly. We are always keen to resolve any issues which give cause for concern.

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East Renfrewshire has a complaints procedure. Further information can be accessed at:

<http://www.eastrenfrewshire.gov.uk/index.aspx?articleid=1573>

Section 4

Additional Information

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Staff List

Head Teacher	Mrs Sharon McKenna
Teaching Staff	Miss Carrie O'Dowd Miss Karen Tassie Mrs Lynsey Tait Mrs Jenny Meighan Mr Scott Fulton
Support for Learning	Mrs Ainsley Martin Miss Heather McGregor Miss Alice Malcolm
Pupil Support Staff	Mrs Lesley Crawford Mr Blair Cunningham
Business Support Assistant	Mrs Linsey Miller
Specialists / Instructors	Mrs Yvonne Hutchison (Educational Psychologist) Mrs Rachel Considine (Woodwind) Mrs Jennifer Duggie (Primary Music Specialist) Mr Tony Bryson (Active Schools Coordinator)
<i>School Chaplain</i>	Ms Alison McBrier
<i>Dining Hall Staff</i>	Mrs Frances McGoldrick Ms Linda Sweeney
<i>Janitorial Staff</i>	Ms Karen Gorrie Ms Linda Sweeney

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EAST RENFREWSHIRE COUNCIL: EDUCATION DEPARTMENT

SCHOOL HOLIDAY ARRANGEMENTS 2021 – 2022

Term	Dates of Attendance	
First	Teachers return	Monday 16 August 2021
	<i>In-Service</i>	<i>Monday 16 August 2021</i>
	<i>In-Service</i>	<i>Tuesday 17 August 2021</i>
	Pupils return	Wednesday 18 August 2021
	Last day of school	Thursday 23 September 2021
	<i>September Weekend</i>	<i>Friday 24 September 2021</i>
	<i>September Weekend</i>	<i>Monday 27 September 2021</i>
	Re-open	Tuesday 28 September 2021
	Last day of school	Friday 8 October 2021
	<i>In-Service</i>	<i>Monday 18 October 2021</i>
	Re-open	Tuesday 19 October 2021
	Last day of school	Wednesday 22 December 2021
Second	Re-open	Thursday 6 January 2022
	Last day of school	Thursday 3 February 2022
	<i>In-Service</i>	<i>Friday 4 February 2022</i>
	<i>Mid Term</i>	<i>Monday 7 February 2022</i>
	<i>Mid Term</i>	<i>Tuesday 8 February 2022</i>
	Re-open	Wednesday 9 February 2022
	Last day of school	Friday 1 April 2022
Third	Re-open	Tuesday 19 April 2022
	Last day of school	Friday 29 April 2022
	<i>May Day Holiday</i>	<i>Monday 2 May 2022</i>
	Re-open	Tuesday 3 May 2022
	<i>In-Service</i>	<i>Thursday 5 May 2022</i>
	Last day of school	Thursday 26 May 2022
	<i>May Weekend</i>	<i>Friday 27 May 2022</i>
	<i>May Weekend</i>	<i>Monday 30 May 2022</i>
	Re-open	Tuesday 31 May 2022
	Last day of school	Tuesday 28 June 2022

Good Friday 15 April 2022
Easter Monday 18 April 2022

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EAST RENFREWSHIRE COUNCIL: EDUCATION DEPARTMENT

SCHOOL HOLIDAY ARRANGEMENTS 2022 – 2023

Term	Dates of Attendance	
First	Teachers return	Monday 15 August 2022
	<i>In-Service</i>	<i>Monday 15 August 2022</i>
	<i>In-Service</i>	<i>Tuesday 16 August 2022</i>
	Pupils return	Wednesday 17 August 2022
	Last day of school	Thursday 22 September 2022
	<i>September Weekend</i>	<i>Friday 23 September 2022</i>
	<i>September Weekend</i>	<i>Monday 26 September 2022</i>
	Re-open	Tuesday 27 September 2022
	Last day of school	Friday 14 October 2022
	<i>In-Service</i>	<i>Monday 24 October 2022</i>
	Re-open	Tuesday 25 October 2022
	Last day of school	Friday 23 December 2022
Second	Re-open	Thursday 5 January 2023
	Last day of school	Thursday 9 February 2023
	<i>In-Service</i>	<i>Friday 10 February 2023</i>
	<i>Mid Term</i>	<i>Monday 13 February 2023</i>
	<i>Mid Term</i>	<i>Tuesday 14 February 2023</i>
	Re-open	Wednesday 15 February 2023
	Last day of school	Friday 31 March 2023
Third	Re-open	Monday 17 April 2023
	Last day of school	Friday 28 April 2023
	<i>May Day Holiday</i>	<i>Monday 1 May 2023</i>
	<i>In-Service</i>	<i>Tuesday 2 May 2023</i>
	Re-open	Wednesday 3 May 2023
	Last day of school	Thursday 25 May 2023
	<i>May Weekend</i>	<i>Friday 26 May 2023</i>
	<i>May Weekend</i>	<i>Monday 29 May 2023</i>
	Re-open	Tuesday 30 May 2023
	Last day of school	Friday 23 June 2023

Good Friday 7 April 2023
Easter Monday 10 April 2023

Improvement Planning

All schools in Scotland are required to devise an improvement plan as a means of managing change and planning for major development initiatives. Following audit, including consultation with parents, children, staff and other agencies, and taking into consideration national and local targets, priorities are set and a plan is devised. This year's plan focuses on:

- To create a learning and leadership culture across the school
- To improve our curriculum with a focus on teaching and learning approaches in Science, Technologies, Engineering and Mathematics and Modern Languages
- To improve outcomes for our children through wellbeing, equity and inclusion through embedding nurturing approaches and improving our outdoor learning provision

A full copy of the School Improvement Plan can be accessed via the school website.

The Local Improvement Plan can be accessed at:

<http://www.eastrenfrewshire.gov.uk/CHttpHandler.ashx?id=1640&p=0>

Standards and Quality Report

Every June the school produces a Standards and Quality Report that evaluates the School Improvement Plan and reports on progress made against the targets. A summary leaflet is produced and issued to all parents and a full copy of the Standards and Quality Report can be accessed via the school website.

Data Protection

Information on parents or carers is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the Data Protection Act (2018) and EU General Data Protection Regulation (GDPR) and may only be disclosed in accordance with Codes of Practice.

Privacy notice – Education

Who will process your information?

The personal information you give to us through any of our forms relating to Education and any other pupil administrative information we hold about you in this context will be processed by East Renfrewshire Council, Eastwood Park Giffnock, G46 6UG for the administration of Education and any additional support you or your child may require.

Why do we process your information?

Your information is processed to help us administer education provision and related functions within East Renfrewshire. Your information may be shared with other departments within the council and other organisations for the same purposes and also to check the information we have is accurate; prevent and/or detect crime; and protect public funds. Other organisations may include bodies

responsible for auditing or administering public funds, other councils, public sector agencies, government departments, exam bodies and other private companies or partners we use to process information and distribution services for the issue of correspondence.

What is the legal basis for us to process your information?

The council processes your information in order to perform a task carried out in the public interest and also to fulfil its legal obligations to ensure proper administration of the council's financial affairs in terms of the Local Government (Scotland) Act 1973.

The law gives certain types of information special significance because of its sensitivity eg health information. If we process this type of information about you in relation to Education we do so on the basis that it is necessary for reasons of substantial public interest.

Do you have to provide your information?

Education needs your information to allow us to carry out public tasks in the public interest that is set out in law such as teaching in primary and secondary schools. It allows us to organise and administer classes, lunches, exams etc.

How do we collect information about you?

Most of the information the council holds about you will come from you as an individual and it provided at your first encounter with education whether it is applying for a place in an early learning and childcare establishment, support in the early years or applying for a place in one of our schools.

Such information includes:-

- Child's Forename
- Child's Surname
- Child's gender
- School Stage
- Details of child's medical condition
- Any other name child is known by
- Child's date of birth
- Address including postcode
- Mother's/Carer's Name
- Father's/Carer's Name
- Mother's/Carer's address including postcode
- Father's/Carer's address including postcode
- Mother's/Carer's telephone number
- Father's/Carer's telephone number
- Mother's/Carer's email address
- Father's/Carer's email address
- Single Parent/Carer family
- Name of Brother/Sister
- Date of Birth of Brother/Sister
- School stage of Brother/Sister
- Additional Information Support Application
- School applying for
- Preferred Alternative School
- Early Learning and Childcare place applied for
- Council Tax Evidence
- Mortgage Statement

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Rental Agreement
Rental Agreement End Date
Landlord Registration Number
Birth Certificate
Baptism Certificate
Date of Baptism
Name of Church venue
Child Benefit Statement
Utility Statements
Other Catchment Evidence

How long will we keep your information?

The council will hold your information from when your child first has contact with one of our services through to five years beyond them leaving school.

Who is your information shared with?

Your information will be accessed by council staff who need to do so to administer education and the many services that run alongside it. If such administration is provided on the council's behalf by an external agency, that agency will also have access to your information. The information will be shared with SEEMiS, CRB, ParentPay, the Diocese of Paisley (in Roman Catholic schools), Scottish Government including their Analytical Services, Education Scotland, Glow (Scotland's national education network), SQA, 2Cqr, BAM FM (Carlibar Primary, Barrhead Mearns Castle, Williamwood, Woodfarm High Schools), Bellrock FM (Mearns Primary and St Ninian's High), Skills Development Scotland, Scholar (Heriot Watt University) and East Renfrewshire Culture and Leisure Trust.

The council also needs to ensure proper administration of its funds so details will be checked internally for fraud prevention and verification purposes. Information is also analysed internally in order to provide management information and inform future service delivery. Your information may also be shared with other departments within the Council. The council also generally complies with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

Do we transfer your information outside the UK?

In general we do not transfer personal information outside the UK but on the rare occasions we do we will inform you. We will only transfer information outside the UK when we are satisfied that the party that will handle the data and the country it is being processed in have adequate safeguards for personal privacy comparable to those which are in place in the UK.

Profiling and automated decision-making

The Education Department does not use profiling or automated decision-making for administration.

Your rights

You have the right to be informed of the council's use of your information. This notice is intended to give you relevant information to meet this right.

Access personal data held about you

You have the right to access personal information the council holds about you by making what is known as a subject access request. You can receive a copy of your personal data held by the council, details on why it is being held, who it has been or will be shared with, how long it will be held for, the source of the

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information and if the council uses computer systems to profile or take decisions about you.

1. Request rectification of your personal data

You have the right to request that the council corrects any personal data held about you that is inaccurate.

2. Request that the council restricts processing of your personal data

You have the right to request that the council restricts processing your personal data if you think the personal data is inaccurate, the processing is unlawful, the council no longer need the personal data but you may need it for a legal purpose or you object to the council processing for the performance of a public interest task.

3. To object to the processing of your data

You have the right to object to the council's use of your personal data. The council will have to demonstrate why it is appropriate to continue to use your data.

Complaints

If you have an issue with the way the council handles your information or wish to exercise any of the above rights in respect of your information you can contact the council's data protection officer by post at:

The Data Protection Officer
East Renfrewshire Council
Council headquarters
Eastwood Park
Giffnock
G46 6UG

or by email at DPO@eastrenfrewshire.gov.uk

You have the right to complain directly to the Information Commissioner's office (ICO). The address of their head office is:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5EF
Telephone: 0303 123 1113

Alternatively, you can report a concern via their website at www.ico.org.uk
The ICO also have a regional office at:

45 Melville Street, Edinburgh EH3 7HI
Telephone: 0303 123 1115 e-mail: scotland@ico.org.uk

While you can go directly to the ICO, the council would welcome an opportunity to address any issues you have in the first instance.

Positive Behaviour Management

In Uplawmoor Primary we promote a supportive, caring ethos in which behaviour is managed both positively and consistently. This provides a secure framework for children where they will develop skills and strategies to help them take responsibility for their own behaviour. The relationship between teacher and child requires mutual trust, respect and consideration.

We have a consistent approach to discipline by encouraging and celebrating positive behaviour. As part of our nurturing school ethos; we promote a restorative and solution orientated approach. This involves the children

identifying what went wrong and how to move forward from the incident. In particular, they take into consideration how the other person is feeling.

We operate a House System where children are placed in houses when they come into school in Primary 1 and remain within this house. They receive House Points over the course of the year which contribute to winning the House Cup at the end of session.

If there are any concerns about a child's behaviour we will discuss the matter with you so that together we can decide what steps to take to work out a solution. Children who persistently demonstrate unacceptable behaviour may lose some privileges until their behaviour improves.

Anti-Bullying and Anti-Racism

In Uplawmoor we operate a no tolerance approach to bullying behaviour. All incidents are investigated, recorded, discussed and hopefully resolved, with the children involved supported. We try wherever possible to work in partnership with parents / carers to resolve incidents. We take a proactive approach to anti-bullying and anti-racism through having whole school assemblies, workshops and using a wide range of resources, allowing our children to develop strategies to deal with challenging situations. The school follows an agreed Anti-Bullying and Anti-Racism policy.

<https://blogs.glowscotland.org.uk/er/Uplawmoor/school-information/policies/>

Equal Opportunities and Social Justice

In Uplawmoor Primary we recognise the importance of equal opportunities and are committed to inclusive education. We recognise the importance of promoting equality and fairness to everyone. We believe that no one should be treated unfairly because of gender, race, colour, ethnic and national origin, religion, disability, marital status, age, illness or because of the poverty of their background.

The Education Department has a specific duty to gather information on the effect of policies and practices on the education opportunities available to disabled children and on their achievements. It is also has this duty in relation to race and gender. It is for this reason that children and their parents and carers may be asked to respond to questions, which require them to share information that may be personal and sensitive.

East Renfrewshire Council Education Department is committed to ensuring equality and fairness for all.

In accordance with the requirements set out by the Equalities and Human Rights Commission, the Education Department seeks to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act (2012)
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not.
- foster good relations between people who share a protected characteristic and those who

**Uplawmoor Primary School**

Tannoch Road
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East Renfrewshire
G78 4AD

Telephone: **0141 570 7460**

Head Teacher: **Sharon McKenna**

Email: **schoolmail@uplawmoor.e-renfrew.sch.uk**

Website : **<http://blogs.glowscotland.org.uk/er/Uplawmoor/>**

