



Education Resources

Maxwellton Primary School and Nursery Class Handbook 2020



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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.

I love my teacher and I love learning. I love learning numbers. Everyone is kind.
Charlotte P1

I like learning my sounds and learning to read. I love playing with friends.
Mya P1

I like the teachers. They are kind and helpful. I love writing. My favourite writing piece was writing about the Victorians. I enjoy doing clubs and all the leadership opportunities.
Robbie P6

The teachers help us a lot doing our work and I really like maths. I really enjoy multiplication and 3D Objects. I enjoyed doing the leadership opportunities of creating our quiz for the P6-P7 pupils.
Morgan P6

I love my school because I have made lots of new friends. I like playing outside with my friends.
Jonah P1

I love my school because there are great teachers that look out for me. I love going to the pantomime.
Islay P5

I love that we have kind pupils in our school. My class looks out for one another.
Craig P3

I love school because I get to see my friends and I have fun with the teachers.
Olivia P5

I like when we fundraise and do different fun days. I like them best. I like that our teachers help us.
Caitlyn P5

I like going on school trips. My favourite trip so far was going to the pantomime and the farm.
Neve P5

I like school because the maths is challenging and the teachers are really nice to me.
Riley P5

I like all the different teachers. My favourite thing to learn is maths.
Grace P3

I like school because I like doing hard maths. I like doing multiplication sums!
Luke P3

I love our topics and I like that the teachers try to make it fun and interesting. I love learning about The Rainforest!
Camilla- Belle P3

1) Introduction by the Head Teacher



of South

Maxwellton Primary School and nursery class is a non-denominational school situated in the Calderwood area of East Kilbride. The original school was opened in 1957 and, as part of Lanarkshire's Schools Modernisation Programme, our new building was opened in October 2013.

We share a fully integrated building with Greenburn School which caters for 60 pupils who have specific learning difficulties and inclusion is at the heart of how we live and work together.

Throughout the life and work of the school, we promote strong positive relationships and foster an ethos which encourages everyone to respect themselves and each other.

Maxwellton Primary aims to provide an education for all learners that helps them to become Successful Learners, Effective Contributors, Responsible Citizens and Confident Individuals.

We support learners to develop a strong sense of values and foster in them the skills they need for learning, for work and for life.

Encouraging every child to meet their full potential is at the heart of everything we do in Maxwellton and we aim to ensure that all our children are nurtured, safe, active, healthy, achieving, included, respected and responsible.

Maxwellton is a welcoming, caring and inclusive environment where the staff team strives to provide a challenging and motivating learning environment, promoting positive attitudes, self esteem and self confidence in all our children.

We work hard to ensure that our children continue to progress, achieve and attain to the best of their abilities.

Partnership with parents and the wider community is an important feature of the learning and teaching process in Maxwellton and we aim to conduct our business with impartiality, integrity, fairness, tolerance and mutual respect.

We provide a range of extracurricular activities which include Netball, Football, Athletics, Handball, Coding, K'nex and games club as a variety of short-term activities throughout the year for a variety of age groups. We participate in a variety of local sporting and creative events. We will support and encourage healthy lifestyle choices and look for opportunities to raise awareness of this and endeavour to promote and support wider achievements both in and beyond school.

We have a Pupil Council, an Eco Committee, a Rights Respecting Schools Group. We give our pupils opportunities to take on roles and responsibilities and listen to their voices.

We strongly believe that every child matters.

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

- Maxwellton Primary School
- Calderwood Road, Calderwood, East Kilbride G74 3DP
- 01355 222521
- Twitter @MaxwelltonPS
- office@maxwellton-pri.s-lanark.sch.uk
- Nursery classes 1140 Hours ; P1-P7)
- 177 Children (P1-7) 53 Children Nursery
- Non-denominational school

Head Teacher Mrs J Laing
Principal Teacher Mrs C Brown

Class Teachers

Nursery Mrs C Carlton
P1 Mrs B McKenna
P2 Miss MacDonald
P3 Ms L Short
P4 Mrs L Goodwin
P5 Miss Hogg, Ms A Greer (Fridays)
P6 Mrs Lipp
P7 Mrs C Marno/ Mrs Brown (Friday)

Class Contact Teacher Ms L Begg

Pupil Support Mrs A Young
PEF Mrs H Findlay

Early years worker Mrs J Burns (Mon-Wed)
Mrs J Miller (Mon-Wed)
Mrs Clark (Mon-Wed)
Mrs Oshin
Mr Penman
Mrs Lindsay (Wed –Fri)
Mrs K Reid (Thurs-Fri)
Mrs Hong (Thurs – Fri)
Mrs Smilie

Early years team leader Mrs N Hepburn

Janitorial Mr F Davidson Catering Manager Mrs I. Russell Cleaning Supervisor Mrs McJimpsey

Support Staff Mrs W Cunningham
Mrs M Magill
Mrs P Bullough
Mrs A Thomson
Mrs C Graham
Mrs L Methven
Mrs J Howie
Ms Bridges
Mrs McKendrick
Mrs McKirdy

Extended Team

Breakfast Club Co-ordinator

Elaine Tannock



Early Years

The school has a nursery, which provides a learning environment for young children. Parents from any area may apply to attend the nursery class. To find out more about the nursery please contact the school. However, it should be noted that if you register your child for nursery it does not mean that they will automatically be enrolled at the school when they are ready to start primary school. All children who move from early years to primary education must register separately for school in the month of January.

Our Nursery Class caters for 53 pupils aged 3 – 5 years; with a current mixture of 1140 and 600 hours attendance.

The normal procedure is to telephone to make an appointment to fill in the application form.

Learning Community

A learning community is made up of schools and education establishments from the area including the secondary school, primary schools, early years establishments, early years partners and schools and bases which provide specialist additional learning services. It is about working together to plan better outcomes for children and young people.

The Learning Community develops ways of working between establishments and with other agencies and organizations to ensure services are responsive, accessible and are delivered as effectively as possible.

Our Parent Council has a Twitter Page @MaxwelltonPC

If you have a concern about your child while at school, or would like to share information, or would like to have more information or clarification, in the first instance, parents should contact the school directly. The vast majority of concerns can be dealt with by talking them over together. Parents can make an appointment to speak to a teacher, a depute or the head teacher. Any concerns brought to the school will be dealt with as promptly as possible.

Appointments are essential and every effort will be made to do so as quickly as possible. Parents should always make appointments by phoning or visiting the school office and should not approach teachers directly. On arrival at the school, all visitors must report to the school office. Visitors are not permitted to access any area of the school without invitation or permission.

In the event that your child is unwell or unable to attend school for any reason, it is important that you contact the school and inform office staff, if possible before 8.30am. For dental or other appointments, written notification in advance is required. For all appointments, children must be collected by a parent or named person at the school office. Children will not be allowed out of school to meet parents elsewhere.

If office staff do not receive a call regarding an absence, they are obliged to make contact with you to ascertain the reason for the absence and to ensure your child is safe. For this reason, it is of the highest importance that current and up to date contact details are available. Please make sure that we have numbers and contacts that are available. Office staff will initially phone. If unable to make contact, a text and/or an email will be sent to you, asking you to contact us as soon as possible. It is very important that you do so. In the event of your child becoming unwell while at school, office staff will contact you and advise you.

Should you have a complaint, parents should contact the school in the first instance. The vast majority of issues can be resolved by talking it over together. Should this not be possible for any reason, further steps can be taken to find a mutually agreeable solution and South Lanarkshire Council has a complaints procedure which would be followed.

If a parent wishes to consider enrolling their child/children in Maxwellton Primary School, or would like information when coming to a decision about seeking a place for their child, they should contact the school directly. An appointment will be made at a mutually suitable time for parents and their child/children to come to the school for a visit. All prospective families are welcome to come and visit the school to ask questions and to look around before making their decision.

3) Parental involvement

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 a 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.

To find out more on how to be a parent helper, or a member of the Parent Council and/or the Parent Teacher Association just contact the school or visit our website.

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

Maxwellton Primary School and Nursery Class has a long history of being a kind, welcoming, friendly school where pupils, families and staff feel they 'belong'.

All staff are committed to ensuring that our children achieve all they can and that their contributions are valued. Every child matters and every lesson counts.

Children are encouraged to take personal responsibility for their learning, their behaviour and property. The children are happy in school and tell us they feel safe. Our Behaviour Policy is built around treating others fairly and with tolerance.

The school enjoys strong, positive relationships with the local community and is very much at the heart of its community.

We are delighted with our new vision & values logo which is a beautiful representation of the ethos and culture we are trying to create in Maxwellton!

We want every child in Maxwellton to develop their potential and to have opportunities to shine.

We want to grow pupils who show compassion, resilience and respect



COMPASSION. RESILIENCE. RESPECT.

Discovering Potential. Letting True Colours Shine!

Compassion. Resilience. Respect.

We love this vision as we want Maxwellton to be a place where your child's giftings and talents are nurtured and discovered and where pupils are encouraged to be themselves and to shine. We hope you love it too!

The top three values chosen were

- **Compassion** – We want all Maxwellton pupils to stand out for their compassion to one another. The world needs more compassion and we hope to start in our little corner in EK!
- **Resilience** – The ability to be able to bounce back in life and get back up again is essential at every age. We hope to instil this into all Maxwellton pupils to prepare them for their future.
- **Respect** – This is at the heart of Maxwellton and essential for all good relationships in life. We all deserve to be treated and spoken to with respect and we want our Maxwellton pupils to carry this quality in all their interactions.

Below is a sample of some of the feedback we have received so far from our parents...

'It shows every pupil has potential inside them and the school will help it grow'

It shows children there is support to help and encourage their strengths & weaknesses. The logo is bright and fun! The values are very valuable to all and will help mould and develop children in years to come'

I think it's great! The colours and hand as a tree really reflect the sentiment of the words which are great! The words are simple but say a lot which means it's not too wordy either!

'Love that it implies that the children will develop as individuals'

'Sums up Maxwellton well! Well done everyone!'

'It is eye catching and reflects the fact each child is valued for their own individual skills in Maxwellton'

'Love it! Absolutely the values I want my child to understand and take on in their life!'

'I think it is quite inspirational!'

'Reducing the amount of values is more realistic and the above are good to focus on'

'Straight to the point and exactly what a nurturing educational environment should be'

'Loving the logo! It's like a beacon of light for the school and shows the school to be a friendly, joined with the community school that is developing the stars to shine in the future.'

'I love this message. It is powerful, strong and very positive. The world needs more compassion and respect'

'I love this. It gives all children the chance to shine, focussing on the talents that help them reach their potential'

'Developing potential! A great philosophy for everyone! 10/10!

Maxwellton Primary sets to promote equal opportunities through appropriate curriculum content, teaching practices and teacher attitudes. This policy is also encouraged in extra curricular activities.

Reporting of racist incidents

- ii) Schools take seriously any reported racist incidents. Within the school's approach to promoting positive discipline a record of all racist incidents is maintained and each incident fully investigated.

Schools are required to notify the local authority of any racist incident.

Equality and Diversity Impact Assessment

- iii) Schools and education establishments have a legislative duty to undertake an assessment of equality and diversity. This is the process of systematically assessing and consulting on the effects that a policy, process or strategy is likely to have on different groups in the community who might experience disadvantage/barriers in accessing services. The process includes monitoring the actual effects of the policy once it is put into practice. Policies do not affect everyone in the same way. By assessing in the early stages, any adverse impact can be identified and minimised.

5) The Curriculum

Curriculum for Excellence is the name given to the 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:

- Expressive arts
- Languages and literacy
- Health and wellbeing
- Mathematics and numeracy
- Religious and moral education
- Science
- Social studies
- Technologies

If you want to know more about Curriculum for Excellence, please visit website <http://www.educationscotland.gov.uk/thecurriculum/> or www.parentzonescotland.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 Maxwellton Primary, we are working to build the skills and aptitudes, knowledge and understanding that children will need for the future. They are encouraged to be actively involved in the life and work of the school through participation in class and school events and to take responsibility for their own learning and becoming independent learners. We take a holistic view of each child and work to ensure that strengths and talents are identified and developed through the range of learning activities that are planned for and carried out each day. We work to identify any perceived barriers to learning and look for ways to overcome them.

We are building a curriculum that encompasses the design principles of A Curriculum for Excellence, ie breadth, depth, progression, coherence, challenge and enjoyment, personalization and choice and relevance.

We use a range of teaching and learning styles, including active learning and teaching methodology to engage and motivate our children and encourage them to reflect on their progress and to set themselves achievable targets for their learning.

We use enterprising approaches to foster the development of a 'can do' attitude to learning and to build wider life skills in all children. We look for opportunities to raise awareness of the world of work and career education to make learning have relevance.

Interdisciplinary learning approaches are used routinely to place learning in meaningful and relevant contexts.



Examples of a Curriculum for Excellence in action:

November each year is Enterprise Month. During November, every child in every class in the school participates in an activity that allows them to develop the personal skills, aptitudes and attitudes that will enable them to think for themselves, solve problems and tackle real life issues. We have a Christmas Carol Concert in December and every tiny detail of this is taken care of by the children. A wide range of learning opportunities allows them to develop their skills for learning, life and work.

The school has an annual Financial Awareness Week and a Health Awareness Week, where activity is focused on important life learning and awareness raising. Eco School activities and Rights Respecting Schools activities ensure children have a broad understanding of wider, global issues as well as national and local ones. We have our own Credit Union to raise awareness of the importance of being money-wise and financially aware. The Credit Union is run by our pupils and parent volunteers.

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

Rights of Parents / Carers

Scottish Government Ministers consider that religious observance complements religious education and is an important contribution to pupils' development. It should also have a role in promoting the ethos of a school by bringing pupils together and creating a sense of community.

There is a statutory provision for parents to withdraw children from participation in religious observance. This right of parents' wishes will be respected.

Where a child is withdrawn from religious observance, schools will make suitable arrangements for the child to participate in a worthwhile alternative activity.

Equalities

Integral to this guidance is the principle of mutual respect. The diversity of belief and tradition provides an ideal context in which pupils can learn about, and so learn from, what is important in the lives of themselves and others. South Lanarkshire's guidance recognises and welcomes diversity and promotes respectful understanding.

Parents may request that their children be permitted to be absent in order to celebrate recognised religious events. Advance 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

In Maxwellton Primary and Nursery Class, we give all children the opportunity to develop to their maximum potential by encouraging them to be ambitious and to continually aim to raise their personal standards. We work in partnership with parents to raise attainment and support wider achievement and this is regularly monitored and evaluated in order to ensure that the needs of all pupils are met.

We provide a stimulating and motivating learning environment which encourages children to reach the highest standards they can. This is done through the effective use of praise and positive, formative feedback and through high quality, effective teacher / pupil dialogue and well planned learning experiences. Children will experience a wide variety of learning and teaching approaches to encourage independent learning. A variety of assessment methods and recording of pupil's progress will be used and parents will receive regular feedback on their child's progress.

Learners are assessed continually by their teachers through formative and summative assessments and these assessments and judgements form the basis of their next steps in learning. Learners are encouraged to take responsibility for their own learning by the setting of realistic targets which are shared with parent each term. Their progress in literacy, numeracy and health and wellbeing is assessed in contexts across the curriculum and evidence of learning will be noted in what they write, do, say and make when learning. Assessment is on-going and may be done formally or informally. Learners' progress is tracked and monitored closely by staff and senior managers throughout the year.

7) Reporting

Maxwellton Primary school and Nursery Class recognises that good teamwork between parents, children and the school 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 parents' meetings which offer you the opportunity to discuss how your child's progressing and how you can contact the school if you wish further information. The school will offer you an appointment time so that you can visit in person to discuss your child's education.

Our 'pupil reports' will help you to get to know more about the curriculum which each child follows and will describe their strengths, achievements and areas for development so you know what encouragement and support you can give.

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

8) Transitions

Pupils normally transfer from primary to secondary school between the ages of 11½ and 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.

We will also provide you with information at this time and on events designed to let P7 children visit the secondary school, meet up with other P7 children from other schools so that the transition period is as smooth as possible.

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 wish 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 the Council have made a decision on the 'placing request'. Please note if your 'placing request' application is unsuccessful and all places at your catchment 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 outwith your catchment primary school a 'request to remain form' must be completed. If you move outwith 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

In the Calderglen Learning Community, pupils will begin their connections with the secondary school from Primary 6 and will become more involved as they progress into Primary 7. There will be opportunities for parents to meet with our secondary colleagues in their child's final year at primary school.

Pupils normally transfer to: Calderglen High School, High Common Road, St. Leonards, East Kilbride. G74 2LP, Phone : 01355 588620

9) Support for Pupils

Getting it right for every child.

Getting it right for every child is a partnership commitment to ensure that your child has the best possible start in life, based on a shared understanding of their wellbeing. Most of the time, most children get all of the support they need from their families, with help from universal education and health services. When needed, the named person in education can offer help and support to children and families to make sure that the child's wellbeing is developing and that any issues are being addressed.

If you have any concerns about your child's wellbeing, you can speak to the named person who will work with you to ensure that your child gets the right help from the right person at the right time. Your school will let you know who this is. It is likely to be the Head Teacher in a primary school and a principal teacher (pupil support) in Secondary.

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

Support for All (Additional Support Needs)

In Maxwellton Primary and Nursery Class, we believe that every child is an individual and take a holistic approach to meeting their needs. Children learn at different rates at different times and in different areas of the curriculum and from time to time, may experience some difficulties. When this happens, our careful tracking and monitoring systems ensure that there is early intervention. Where there is an identified need, appropriate steps are put in place to support the learner. These measures may be short or long term and are closely monitored by teachers for effectiveness. Parents would be informed of any concern with a view to working collaboratively to support the child. The School's Support for Learning Co-ordinator and Specialist Support Teacher work closely with staff to ensure that learners' needs are best met.

We work closely together to ensure the emotional, physical and social needs of all our pupils are met in a sensitive and supportive environment. We work to identify specific needs as early as possible and use staff, resources and, where appropriate, other agencies to ensure that pupils are supported in their learning and development. The curriculum ensures opportunities to foster self esteem and self confidence in all children and includes a range of activities and extracurricular activities to encourage wider achievement and foster the development of wider life skills.

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. These are available through the school or on the South Lanarkshire Council website www.southlanarkshire.gov.uk.

- The Additional Support for Learning Act
- Requesting an Assessment
- Planning for Learning – ASP
- Planning for Learning – CSP
- Transitions
- Future Planning
- Information for Parents and Carers about moving on from school.
- Inclusive Education
- ICT Assessment
- Visual Impairment Support
- Early Years Specialist Support
- Independent Adjudication



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.

If you would like to order our leaflets, postcards or guides to share with parents and carers of pupils in your school, please contact us on info@enquire.org.uk

Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

South Lanarkshire Council Education Resources is committed to improving outcomes for children and young people by creating emotionally supportive learning experiences in our nurseries and schools.

The Education Resources Attachment Strategy was launched in March 2019 and supports the action in the Getting It Right for Every Child in South Lanarkshire's Children Services Plan 2017-20 – 'Develop an attachment strategy and to inform training for staff working with early years to secondary aged children and young people on attachment-informed practice'.

What does it set out to do?

The aim of the strategy is to promote better experiences of attachment for South Lanarkshire's children and young people and to ensure that all education practitioners understand the importance of attachment and how positive relationships can make a difference to outcomes.

How can I find out more?

South Lanarkshire Council Education Resources have published a series of leaflets and posters for parents/carers which aim to share information on attachment theory and on how this can inform the ways in which we support children and young people.

These are available from schools and we have plans to make them available on-line.

10) School Improvement

The School Improvement Plan is available on the school website. A copy is available at any time from the school office. There is also a copy available to view in the reception area of the school. The Plan outlines in detail the main achievements of the school over the last session. The priorities, in accordance with national and local guidelines, are about raising attainment and achievement and details how we intend to go about this during the session.

It includes details about how we are taking forward A Curriculum for Excellence in the school and how we evaluate our own performance each session.

The plan includes information about the school's future plans, over the coming 3 years.

Any suggestions or ideas for inclusion in future plans around these priorities are welcome. We have a Suggestion Box in the reception area and are happy to listen to and consider new ideas.

Below is a summary of our improvement plan priorities for this school session.

School Improvement Plan Priorities 2019-2020

Each year after consultation with pupils, parents and staff our school improvement plan is written. This plan sets out our priorities for the year in raising attainment. The plan ensures that we focus on key areas to improve in our school as we couldn't effectively target all areas at the same time. By the end of our school year our school should have driven forward improvement and change in these key priority areas.

Strategic Priority 1

To raise attainment in Literacy with a specific focus on writing

- Delivering inset and training on the teaching of writing

Specific focus on...

- Writing genres
- Grammar
- Handwriting & Presentation
- Produce a position statement on the teaching of writing within Maxwellton for pupils, parents and staff

Strategic Priority 2

To improve pupils health and well-being by developing our behaviour policy and strategies and our mental and emotional HWB

Specific focus on...

- Trained on Pivotal Education Behaviour Strategies
- Restorative Practice
- Cost of The School day Position Statement
- Establish 'Healthy Emotions & Healthy Minds' for groups of children to target emotional literacy, raising self-esteem, confidence and worth and dealing with anxiety group

11) School policies and practical information

School Meals

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.

The menu consists of a three course meal and 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 morning break and lunchtime. The children also have access to unlimited bread, salad and vegetables to supplement their meal.

Pupils in:

- Primary 1 - 3 receive a free school lunch.
- Primary 4 - 7 meal cost is £1.70

Milk is available free of charge to all nursery age children and is provided by the establishment.

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 £6,900 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.

If you are in receipt of Housing Benefit and/or Council Tax Reduction from us there is no need for you to apply online, we will use the information we hold to automatically award free school meals (P4 to S6) and/or school clothing grants (P1 to S6) to eligible families.

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.

South Lanarkshire Council also offers a free Breakfast service, the Maxwellton service runs from 7.45am to 9.00am each school day.

School uniform

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.

Parents/Carers can order school uniform twice per year; November and April. Order forms will be sent via pupil post and payment returned before orders are completed.

School uniform requirement

- Black school trousers/skirt
- Red school sweatshirt (not black or grey please)
- White shirt and school tie
- White/red polo shirt (PE)
- Black school shoes
- P.E – black shorts/polo shirt and gym shoes

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).

School hours/holiday dates

School Hours

Morning

| | |
|----------|-------------------------|
| Start | 9.00 A.M. |
| Interval | 10.30 A.M. – 10.45 A.M. |
| Lunch | 12.15 P.M. |

Afternoon

| | |
|-----------|-----------|
| Start | 1.00 P.M. |
| Home Time | 3.00 P.M. |

See attached list showing school holiday dates.

Enrolment – how to register your child for school

If you wish to enrol your child in Maxwellton Primary, you should contact the school directly in the first instance. Office staff will advise on the completion of paperwork. A parent wishing to enrol a child in school must have: child's full birth certificate (not the short version); 2 proofs of residence eg utility bill, council tax bill, bank statement. The documents should be recent (within the previous 3 months). A mobile phone bill is not acceptable.

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, telephone 0303 123 1023. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

Enrolment date for 2020 is week commencing 13 January 2020.

Monday 13th January 2020 – 1.15pm – 2.45pm
Tuesday 14th January 2020 – 9.15am-11.30am
Wednesday 15th January 2020 – 1.15pm – 2.45pm
Thursday 16th January 2020 – 3.00pm – 5.00pm

Transport

Some of our pupils arrive at school by car. This can create problems around the school at start and finish times. Parents are asked to give consideration to the safety of all children when they bring cars to the school. The school car park is for **STAFF ONLY**. Parents/carers are not allowed to bring their cars onto the premises to drop off or collect their children.

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, telephone 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 telephone 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.

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

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.

All staff must also complete a Learn on Line Course “Child Protection in Education”.

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 Council’s 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 phone, 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 it's commitment to care for and educate your child.

General Data Protection Regulation as supplemented by the Data Protection Act 2018 (GDPR)

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 GDPR, with South Lanarkshire Council defined as the data controller. The Council have established a data protection policy that applies to all of its school.

Education Resources has also prepared a privacy notice (below) which sets out how we will deal with personal information as part of our statutory function as an education authority. For more information please contact the school.

Privacy Notice

Introduction

The Council has a legal obligation to deliver effective education services to children, young people and adult learners in South Lanarkshire. In order to do this we need to collect personal information about children, young people and their families so that we can help them to learn and keep them safe.

Using your personal information

The Council is a “controller” of the personal information you provide when enrolling for a nursery or school, applying for an education service or participating in groups or activities provided by Education Resources.

Information we collect from you about you and your child at enrolment

When you enrol for a nursery or school, we ask for the following information:

- parent/carer contact details (name, address, phone, email);
- the child’s name, date of birth, gender and address;
- information about medical conditions, additional support needs, religion and ethnicity;
- any information you may wish to provide about family circumstances.

Information we collect at other times

We will also collect information at other times such as when you apply for a benefit, request a services or other support. We will provide an additional privacy notice at these times.

- When you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.
- If you make a request for additional support such as an educational psychologist or other support for learning we will ask for more detailed information to allow us to provide the most appropriate support for your family. This may include information about family circumstances or medical conditions.
- If you wish to participate in activities or support for young people through our youth centres, or through adult learning programmes within the community, we will also ask for your personal information to support your application. This may include information about family circumstances or medical conditions.

We require this information to ensure that children and young people are educated appropriately, supported, and that we take account of their health and wellbeing. We will also ask you to update this information annually and to tell us when there are changes to your details.

Information that we collect from other sources

As an education authority and as part of our statutory function in accordance with our legal obligations, we receive information from other sources such as the SQA, the NHS or Social Work about you or your child, this includes:

- exam results and assessment information;
- information about health, wellbeing or child protection.

Why do we need this information?

We need this information so the Council can ensure it is delivering education services appropriately to all learners:

- for the education of children, young people and adult learners;
- for teaching, enrolment and assessment purposes and to monitor the educational progress of children, young people and adult learners ;
- to keep children and young people safe and provide guidance services in school;
- to identify where additional support is needed to help children, young people and adult learners with their learning;
- to maintain records of attendance, absence and behaviour of children and young people (including exclusions);
- to support children and young people moving on each year from nursery to primary, primary to secondary and when they move or leave school;
- to help us develop and improve education services provided for young people, adult learners or families
- In accordance with our legitimate interests as an education authority we will also use your information to create statistical reports.

We will share your information with:

As an education authority and as part of our statutory function in accordance with our legal obligations we will share information with other bodies or parts of the Council, including:

- The Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland and other organisations that support children and young people's learning;
- Other parts of the Council when required for services such as school meals, school transport, education benefits and with Social work in connection with any child protection concerns we become aware of;
- South Lanarkshire Leisure and Culture Limited, where children and young people are participating in sports and leisure activities;
- Other schools/local authorities – if a child moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school/local authority.

You have the right to access your personal information as well as the rights of rectification, erasure, restriction and the right to object. For information on these rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice from our website:

https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general_privacy).

Our full privacy notice will also provide information on how to make a complaint or to request a paper copy of the privacy notice from the Data Protection Officer.

Maxwellton Primary/Nursery 2020 Equality Position Statement

In Maxwellton Primary School we endorse South Lanarkshire Council's commitment to each child having the right to equality of access to education regardless of location, gender, culture, special needs, disability and social exclusion.

We are fully committed to promoting equality of opportunity and good relations between persons of different racial groups across all areas of school life. We are also committed to eliminating unlawful race discrimination and ensuring racial harassment of any kind is not tolerated.

In Maxwellton Primary/ Nursery we strive to put diversity and inclusion at the heart of our work. Our school/nursery aims and values are to eliminate all inequalities, promote equality and promote good relations. We are committed to providing quality education to all children in the school/nursery and ensuring all pupils' needs are met. We aim to include all children in the life of the school/nursery.

At the start of each new session, the importance of equality will be highlighted for all staff and the school/nursery will work to ensure that relevant Government legislation and Local authority guidelines are implemented.

- The Equality Duty Act 2010
- The Race Relations Amendment Act 2000
- The Human Rights Act 1998
- The 5 National Priorities in Education especially 'promotion of equality of opportunity'
- South Lanarkshire Council priorities as above

When establishing or reviewing our school/nursery policies and procedures full account is taken of Government and Local Authority Legislation and Guidelines.

This approach is reflected in our school/nursery's aims which include

- To ensure that achievement and attainment are accessible to all, to promote positive values with particular regard to the protected characteristics covered by the Equality Act 2010 including -race, disability, gender, age, religion or belief, to include all people in all aspects of school/nursery life and to ensure equality of opportunity
- To provide the highest quality of education by ensuring all our children have equality of access to an appropriate, broad, balanced and challenging curriculum which builds upon prior learning.
- To provide breadth and progression through all eight areas of the school/nursery curriculum including the development of knowledge, skills and understanding of social and personal qualities.
- To encourage all pupils to be Successful learners. Responsible Citizens, Confident Individuals, Effective contributors(Curriculum for Excellence)

We will do this through working in partnership with our parents/carers and support agencies to provide a supportive and challenging environment which encourages effective learning.

In Maxwellton Primary School/Nursery Class we are committed to:

- Eliminating unlawful discrimination
- Actively tackling discrimination and harassment and promoting equality of opportunity.
- Recognising stereotyping and actively tackling this
- Creating a positive, inclusive learning environment which promotes positive attitudes to all persons
- Encouraging, supporting and helping all children to reach their potential
- Ensuring participation of all persons in the daily life of our school/nursery
- Working with parents/carers and with the wider community to tackle discrimination and harassment and to follow and promote good practice in promoting equality.
- Eliminating harassment of disabled pupils that is related to their disabilities
- Taking steps to take account of disabilities, even where that involves treating disabled pupils more favourably than other pupils.

Head of Establishment is responsible for:

- Taking appropriate action in cases of harassment and discrimination.
- Ensuring all incidents are appropriately recorded and collated
- Monitoring each pupil's attainment, achievement and attendance to ensure that the pupil's potential is attained
- Ensuring provision of support where needed e.g. support from other agencies.
- Ensuring with all staff that equality issues are built into the curriculum and that programmes are in place appropriate to age and stage to develop awareness and knowledge to promote positive attitudes to all.
- Ensuring with all staff that the Equality Policy and Procedures are implemented and that the impact of all policies is monitored and assessed.

The above details come from our Equality position statement. Please ask if you wish to see the complete document. A copy is on the school/nursery notice board.

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

Phone: 01355 222521, email: office@maxwellton-pri.s-lanark.sch.uk



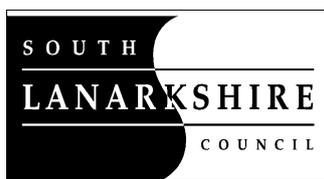
Education Resources

School holiday Dates Session 2019/2020

| Break | Holiday dates | | |
|--------------------------|--|-----------------------|--------------------------------------|
| First Term | Teachers In-service | Tuesday | 13 August 2019 |
| | In-service day | Wednesday | 14 August 2019 |
| | Pupils return | Thursday | 15 August 2019 |
| September Weekend | Close on Re-open | Thursday Tuesday | 26 September 2019 1 October 2019 |
| October Break | Close on Re-open | Friday Monday | 11 October 2019 21 October 2019 |
| | In-service day | Monday | 18 November 2019 |
| | In-service day | Tuesday | 19 November 2019 |
| Christmas | Close on Re-open | Friday Monday | 20 December 2019 6 January 2020 |
| Second Term | | | |
| | In-Service day | Friday | 7 February 2020 |
| February break | Closed on | Monday and Tuesday | 10 February 2020 11 February 2020 |
| | In-service day | Wednesday | 12 February 2020 |
| Spring break/Easter | Close on Re-open | Friday Monday | 3 April 2020 20 April 2020 |
| Third Term | | | |
| | In-service day | Thursday | 7 May 2020 |
| Local Holiday | Closed | Friday | 8 May 2020 |
| Local Holiday | Close on Re-open | Thursday Tuesday | 21 May 2020 26 May 2020 |
| Summer break | Close on | Wednesday | 24 June 2020 |
| Proposed in-service days | Tuesday 11 August 2020 and Wednesday 12 August 2020 Pupils return Thursday 13 August 2020 | | |

Notes

- ◆ Good Friday falls on Friday, 10 April 2020
- ◆ *Lanark schools will close Thursday, 11 June 2020 and Friday, 12 June 2020*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 20 December 2019 and Friday, 3 April 2020)
- ◆ Schools will close at 1pm on the last day of term 3 Wednesday, 24 June 2020



Education Resources

School holiday Dates Session 2020/2021

| Break | Holiday dates | | |
|--------------------------|--|---------------------------------|---|
| First Term | Teachers In-service | Tuesday | 11 August 2020 |
| | In-service day | Wednesday | 12 August 2020 |
| | Pupils return | Thursday | 13 August 2020 |
| September Weekend | Close on Re-open | Thursday Tuesday | 24 September 2020 29 September 2020 |
| October Break | Close on Re-open | Friday Monday | 09 October 2020 19 October 2020 |
| | In-service day | Monday | 16 November 2020 |
| Christmas | Close on Re-open | Tuesday Wednesday | 22 December 2020 6 January 2021 |
| Second Term | | | |
| February break | Close on Closed on | Friday Monday and Tuesday | 5 February 2021 8 February 2021 9 February 2021 |
| | In-service day | Wednesday | 10 February 2021 |
| Spring break/Easter | Close on Re-open | Thursday Monday | 1 April 2021 19 April 2021 |
| Third Term | | | |
| Local Holiday | Closed | Monday | 3 May 2021 |
| | In-service day | Thursday | 6 May 2021 |
| Local Holiday | Close on Re-open | Thursday Tuesday | 27 May 2021 1 June 2021 |
| Summer break | Close on | Thursday | 24 June 2021 |
| Proposed in-service days | Tuesday 10 and Wednesday 11 August 2021 Pupils return Thursday 12 August 2021 | | |

Notes

- ◆ Good Friday falls on Friday, 2 April 2021
- ◆ *Lanark schools will close Thursday, 10 June 2021 and Friday, 11 June 2021*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Tuesday, 22 December 2020 and Thursday, 1 April 2021)
- ◆ Schools will close at 1pm on the last day of term 3 Thursday, 24 June 2021.



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 factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

The Scottish National Standardised Assessment- in Scotland, pupils in P1, P4, P7 and S3 complete online standardised assessments in literacy and numeracy as part of their everyday learning and teaching.

Transitions

Curriculum for Excellence factfile - 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

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