



Hallside Primary School

When We Work Together at Hallside,

Everything is Within Our REACH

Handbook





Education Resources

Hallside Primary School Handbook 2019/2020

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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.

1) Introduction by the Head teacher

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.

At Hallside Primary School we take pride in working together to provide a happy, safe and stimulating environment for all our children. We work hard to ensure that learning is challenging, enjoyable and relevant. Visitors to the school will be impressed by our welcoming and nurturing ethos, the commitment and dedication of the staff team and our hardworking courteous children and young people.

As a school community we work together to develop the whole child, to be aware and provide for the physical, social, emotional and intellectual needs of each individual.

We realise this vision by maintaining high teaching standards, a clear commitment to pastoral care, and an active partnership between home and school.

I look forward to working in partnership with you as your child begins their learning journey at Hallside Primary School.

Mrs Susanne Sandilands
Head Teacher



2) About our School

Hallside Primary School Profile

December 2019

Hallside Primary is situated in the village of Halfway within Cambuslang. The school serves a catchment area of the village of Hallside, most of the village of Drumsagard and part of Halfway.*

Our recently refurbished two-storey building was opened in June 2018. The school has a 3G MUGA Pitch, wildlife garden area, trim trail and extensive school grounds to facilitate outdoor learning. The school has 14 classrooms, 2 tutorial rooms, computer suite, lending library, large dining hall including stage, gym hall and a number of break-out areas to enhance teaching and learning.

Our current pupil roll is 272 children across 11 classes. The school senior leadership team consists of the Head Teacher, Depute Head Teacher and a Principal Teacher. There are 14.6 FTE teachers.

The school has a Parent Council and a separate, equally supportive fundraising group in "The Friends of Hallside". We welcome parent and community helpers in school and enjoy a very good level of support from parents and the community.



**Hallside Primary School
Newton Station Road
Cambuslang
Glasgow
G72 7XN.**

Phone. 0141 641 3289

Office email address: gw14hallsidepsoffice@glow.sch.uk

School Web address: <https://blogs.glowscotland.org.uk/si/HallsidePrimary/>

- Present Roll : 272
- Stages Covered : Primary 1 to Primary 7
- Denominational status : Non-Denominational

*(Please be advised school catchment can be checked by inserting your postcode on South Lanarkshire Schools Catchment Checker. Link included for your convenience.

https://www.southlanarkshire.gov.uk/info/200140/education_and_learning/770/school_catchment_area_map
[s](#)

Hallside Staff Team

Head Teacher
Depute Head Teacher
Principal Teacher

Mrs S. Sandilands
Mr R. Bamford
Mrs E. O'Neill

Class Teachers

P1
P1/2
P2
P3
P3/4
P4
P5
P5/6
P6
P7
P7

Mrs G. Welsh
Ms L. Belardo and Mrs K. Byrne
Miss E. Mitchell and Mrs E. O'Neill
Mrs H. Duffy
Mr M. Russell
Mrs J. Linn
Mrs K. Johnstone
Mrs L. Maxwell and Ms L. Belardo
Mr G. Hamilton
Mrs H. Talent
Miss F. MacDoanld and Mrs H. Miller

CCC Teachers:

Mrs H. Miller and Miss R. Molloy

School Support Team Leader
School Support Assistant
School Support Assistant
School Support Assistant
School Support Assistant
School Support Assistant
School Support Assistant
School Support Assistant
School Support Assistant
School Support Assistant

Mrs L. Millard
Mrs E. Paterson
Mrs A. Canning
Mrs L. Wilson
Mrs M. Edwards
Mrs W. Scaife
Mrs L. O'Hara
Mrs K. Powell
Ms L. Leslie
Mrs G. MacMillan
Mrs T. Neilson

Janitor
Cook-in-Charge
Facilities Assistant
Facilities Assistant
Facilities Assistant
Facilities Assistant
Cleaning Supervisor
Facilities Assistant
Facilities Assistant
Facilities Assistant
Facilities Assistant
Facilities Assistant

Mr P. Ferrie
Mrs S. Crossan
Mrs P. Johnston
Miss A. Spiers
Miss D. Carlin
Miss A. Stark
Mrs I. Holmes
Miss L. Belchamber
Miss E. Foy
Miss A. Gillespie
Mrs N. Greig
Mrs J. Neil

Attendance at School

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

- If you know in advance of any reason why your child is likely to be absent from school e.g dentist/doctors appointment please tell someone at the school, telephone us or let us know in writing. Please give your child a note for their class teacher explaining the reason for the absence.
- Notify the school first thing in the morning by telephone when your child is going to be absent e.g. Illness. There is a dedicated answer service for this purpose. Please leave the name of your child, their class, the reason for absence and the likely return date and keep us informed if this date changes;
- If you do not notify the school of your child's absence we will use the contact phone numbers you have provided to establish the reason for absence, therefore it is important to inform the school of any changes to the following:-
 - **home telephone number**
 - **mobile number**
 - **work number**
 - **emergency contact details**

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.

Information on proposed transfer of school

Children and young people may transfer to or from a school for a number of reasons such as families moving house, parental choice etc.

If you are proposing a change of school for your child please provide as many contact details as possible in relation to the new school so that a smooth transfer of information relating to your child is ensured.

Complaints

Parents are encouraged to share any concerns that they may have so that problems or issues can be resolved as quickly as possible. Parents can phone the school office and arrange to speak with a member of Senior Leadership Team or the Class Teacher.

We hope that your concerns will be answered to your satisfaction. However, we know that there may be times when you are unhappy, or you may want to suggest ways to improve things. We can normally resolve concerns quickly. However, if we cannot sort out your problem this way, the complaints procedure is here to help you. Your complaints are important to us. They help us to:

- Put things right when they go wrong
- Listen and learn; and
- Change and improve the way we provide services.

When should I complain?

Our complaints procedure is intended for those times when you feel we have failed to deliver what we should.

How can I complain?

We want to make it as easy for you as possible to let us know if you feel something has gone wrong You can complain:

- By telephone to the head teacher or via the office staff if head teacher is not available
- In writing either by letter or by emailing: gw14hallsidedepsoffice@glow.sch.uk

What will we do?

We will contact you and talk about what we can do to ensure we are delivering the best possible service and if you do not feel the matter is resolved then we will put you in contact with our quality improvement officer who can assist with this.

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 spend only 15% of their time in school! Research shows that when parents are involved in their child's learning, children do better at school and throughout life. Parental involvement can take different forms but we hope you share the same aims and agree that by working together we can be partners in supporting children's learning.

As parents/carers we want you to be:

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

To find out more on how to be a parent helper, or a member of the Parent Council and/or the 'Friends of Hallside' 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

Hallside Primary Parent Council

Our Parent Council meets approx. once per month and makes a valuable contribution to the life and ethos of Hallside Primary. They support the work of the school and work in partnership with staff, children and the local community to drive forward school improvement. We seek their views on a wide range of issues and benefit from their perspective as parents. The school, Parent Council, and 'Friends of Hallside' enjoy very positive relationships and work well together for the good of our school community.

Hallside Parent Council meet on the 1st Wednesday of each month at 6:30pm in the school.

Hallside Primary Parent Teacher Association

The PTA in Hallside is known as, "Friends of Hallside". It is a very active group and works hard to fundraise and support the school in many ways. The group organises regular fundraising activities to benefit our pupils and to purchase extra resources to enhance our children's learning environment and experience. This year, the PTA have fund-raised to help support the cost of transports to outings and sporting events, to fund a whole school trip to the cinema and purchased additional resources to support learning.

We are always looking for new members to join the 'Friends of Hallside'. It is an enjoyable and rewarding way of actively helping the school and our pupils. If you wish more information or you can help in any way, please contact the school office or email: hallsidefriends@yahoo.co.uk.

Communication with our School Community

A school newsletter is sent out each month giving details of school events. We also have our own school website which is currently being re – developed in partnership with staff, pupils and parents.

We also have a Twitter account which is used to shared photographs of learning experiences and information about upcoming events. You can follow us @hallsideprimary. Please note that this is a closed account and prospective followers should submit a follower request via twitter but also phone or email the school office with details of their request, reason for follow request and their twitter account name. After this information has been received the request to follow will be accepted.

We welcome the help and expertise of parents on school outings and with various other activities. Many parents help on a regular basis throughout the year. If you feel you can offer support in school we would be pleased to hear from you. Parent/community helpers are now required to complete a PVG check before being able to help in school on a regular basis. This is part of a nationwide procedure designed to safeguard our children.

Homework

Homework is given out in class on a regular basis. Classes will receive an explanation at the beginning of the school year as to the pattern of completion as this varies depending on the stage of the pupils within the school. This work will reflect current class work or perhaps revision work prior to beginning a new topic/theme in class but will always have been explained to pupils in advance. Other information and guidance will be issued to parents during the school year on curriculum developments and new approaches. We

always appreciate feedback on these. If your child seems worried about some aspect of homework, please do not hesitate to contact the class teacher or a member of the Senior Leadership Team.

4) School Ethos

Hallside's School Vision

“When we work together everything is within our REACH”



**REACH represents Hallside's Hi-Five values:
Respect, Excellence, Active, Confidence and Honesty.**

The Vision and Values were created over session 15/16, via the Rights Respecting Committee, pupils, staff and parents. The vision and values are regularly reviewed. The school community are able to eloquently articulate the school's vision and values and the values are visible in staff and children's interactions.

The school has well established links with other local schools, early learning and childcare establishments and organisations. Our P7 pupils also engage in a range of Primary/Secondary transition arrangements for local secondary schools.

The school provides a wide variety of activities and opportunities to develop the life and ethos of the school and promote wider achievement for all. We have achieved a Health Promoting School Gold Award, Rights Respecting Schools Award, John Muir Award and we put great emphasis on promoting our school values. Each year the P7 pupils undertake a residential experience and visit Abernethy Outdoor Activity Centre where they experience a wide range of exciting outdoor activities, including archery, zip wire, high ropes, low ropes and abseiling. There is a range of extra-curricular clubs provided in the school on a regular basis, including football, netball, drama, arts and crafts, athletics, scripture union, reading and family homework club.

We are involved in liaison with local Early Learning and Childcare Establishments and Secondary schools and maintain useful links with other Primary schools in the area. Pupils visit the local Library and we advertise all the activities organised locally for young people. Classes also utilise the excellent local transport links to engage in learning experiences beyond the local area. We like to encourage our pupils to take pride in their community and to contribute in any way possible. We welcome community members who are willing to share their particular expertise with our children. This is a valuable community resource and it helps build mutual respect between our children and other adults in the community. We enjoy good relationships with the local churches, School Health Service, Community Police Service and Fire Service.

Play Time / Lunchtime

Break times are very important to our children and we have a wide range of play equipment to support active and fun play during interval and lunch breaks.



There are various outdoor toys such as bats, balls, ropes, cars and scooters available for children to play with.

We have a Trim Trail that all children have the opportunity to use on a rota basis as well as a MUGA (Multi Use Games Area).

We ask that the children are dressed appropriately for the weather as they will be outside in all types of conditions. In winter wear warm, waterproof coats, hats and scarfs. In summer remember to apply sun protection on sunny days before they come to school.

Hallside Primary School places a strong emphasis on pupil safety and parents may wish to know that an adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990.

In wet and inclement weather at intervals and lunchtimes, we can comfortably accommodate all children indoors. For this to be a practical alternative the children's co-operation and support is needed. Older children learn to take responsibility for younger ones under supervision and children of all ages learn to act in a responsible way.

Educational Excursions

We take the children on various outings outwith the school such as visits on foot to local places of commercial, historical, industrial or cultural interest, such as local parks and shops.

They will also visit places of interest further afield. This may be museums, exhibitions, libraries, galleries linked to the curriculum or their topic.

School and Community

The school is an important part of the local community and plays an active part both in involving itself with community activity and the community in the life of the school.

The school wishes to be part of the community and it always welcomes contributions the local community makes through showing interest and involvement.

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 organisations to ensure services are responsive, accessible and delivered as effectively as possible.

Hallside Primary is part of the Cathkin Learning Community which includes Cathkin High School, Loch Primary, West Coats Primary, Cairns Primary and Cathkin Primary. We value this partnership and are forging strong links with the learning community to further improve learning experiences for our children.

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 them with the knowledge, skills and attributes that 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 these 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 enrich the curriculum, to provide 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 www.curriculumforexcellence.gov.uk or www.parentzonescotland.gsi.gov.uk

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

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

We offer a curriculum that gives our children opportunities to develop their skills, knowledge and experience in a variety of contexts. The 'Four Capacities' of Curriculum for Excellence underpin all our learning and we are committed to encouraging each child to develop the skills and attributes which make them:

Successful Learners
Effective Contributors
Confident Individuals
Responsible Citizens

We are currently reviewing and developing our programmes to ensure that we are taking account of the 'Principles of Curriculum Design'.

Challenge and enjoyment Children and young people should find their learning challenging, engaging and motivating. The curriculum should encourage high aspirations and ambitions for all. At all stages, learners of all aptitudes and abilities should experience an appropriate level of challenge. They should be active in their learning and have opportunities to develop and demonstrate their creativity. There should be support to enable children and young people to sustain their best effort.

Breadth The curriculum should provide opportunity for learning within and beyond the classroom, in a variety of learning contexts. Learning through a wide range of well-designed activities will also offer relevance, coherence and breadth.

Progression Children and young people should experience continuous progression in their learning from 3 to 18 within a single curriculum framework provided by Curriculum for Excellence. Each stage should build upon prior knowledge and achievements and children should be able to progress at a rate which meets their needs and aptitudes. Active learning will promote the development of logical and creative thinking and encourage a problem-solving approach.

Depth The encouragement of depth of learning challenges us to think beyond the notion of progression as moving quickly from one topic or level to the next. The time spent on discussion of learning, explaining it to others, applying what has been learned in different contexts, spending time to probe and research a particular issue adds depth to learning. There should be opportunities for children to develop their full capacity for different types of thinking and learning, applying increasing intellectual rigour and exploring and achieving more advanced levels of understanding.

Personalisation and choice The curriculum should respond to individual needs and support particular aptitudes and talents. It should give each child and young person increasing opportunities for exercising responsible personal choice as they move through their school career. Approaches which involve children in planning and respond flexibly to their interests and needs also contribute to personalisation and choice.

Coherence Taken as a whole, children and young people's learning activities should combine to form a coherent experience. There should be clear links between the different aspects of children and young people's learning, including opportunities for extended activities which draw different strands of learning together. Activities planned in this way and which build on what is familiar should enable children to make connections, give coherence to their learning and enable

them to understand enable them to understand the relevance of what they are learning.

Relevance Children and young people should understand the purposes of their activities. They should see the value of what they are learning and its relevance to their lives, present and future.

Curriculum for Excellence identifies three core aspects that should be developed across all learning and these will continue to be an integral part of your child's education in Hallside Primary:

Language and Literacy

Language is at the heart of children's learning. We place a great deal of emphasis on the teaching of reading, writing, listening and talking. At Hallside Primary, we are working towards fully implementing the guidelines and principles outlined in North Lanarkshire's Active Literacy Programme.

Reading

All pupils are encouraged to read a range of materials including levelled texts, novels and non-fiction books. At Hallside Primary School we actively encourage our pupils to read a range of materials both at home and at school. From an early age, pupils experience lessons to promote fluency and comprehension. This learning is evidenced in the children's daily writing and reading-to-write activities. Pupils are taught to analyse the texts they read, using word attack and comprehension strategies.

Writing

Our aim is to encourage children to organise their thoughts and ideas, and to express them in the appropriate written form, with appropriate vocabulary. Spelling, grammar and handwriting are taught within the language programme and are related to the individual child's needs. Children are given opportunities to produce pieces of extended writing in a range of genres, with real-life contexts related to the children's own experiences or learning.

Listening and Talking

The school provides opportunities for a wide range of different kinds of talking and listening. Pupils are encouraged to listen to each other, to staff, to visitors. Listening and Talking is embedded into all aspects of literacy, especially reading and writing lessons.





Modern Languages

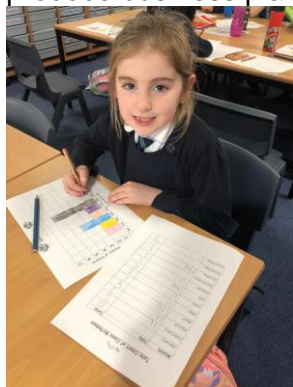
All pupils in Primary 1–7 are learning to speak French and we are developing opportunities to learn the additional language of Spanish.

Mathematics and Numeracy

Maths and Numeracy covers 'Number, Money, Measure', 'Shape Position and Movement' and 'Information Handling'.

As part of our programme, we develop and practise using mental maths skills and problem solving strategies from Primary 1 to Primary 7. We use Scottish Heinemann maths, Teejay Maths, ICT programmes, games and a variety of other resources to support learning. The emphasis is upon understanding and practical application of learning rather than the completion of a workbook or textbook page.

Where a natural connection or link arises within another subject area or topic, we use this opportunity to reinforce and embed concepts in a context that makes the learning more relevant, e.g. enterprise contexts are often used to develop numeracy across learning, where children produce business plans, balance sheets and calculate profit and loss.



Health and Wellbeing

Within our Health and Wellbeing programme we teach skills and knowledge to address the following areas:

- Mental, emotional, social and physical wellbeing
- Planning for choices and changes
- Physical education - 2 hours a week and may include outdoor PE
- Food and Health
- Substance misuse
- Relationships, sexual health and parenthood



These are important areas of learning which help children develop good personal habits and equip children with the skills required to deal with the complexities of life.

We achieved our GOLD Health Promoting School status some time ago and continue to monitor every aspect of school life to ensure that it complies with values that promote balanced healthy living.

Other Curricular Areas

Religious and Moral Education includes Christianity, and other world religions as well as exploring issues of beliefs and values and religious observance.

Expressive Arts incorporates teaching and learning in Art and Design, Dance, Drama and Music. We use specialist expertise of members of staff in Art and Design, Drama and Music to enhance our curriculum development.

In Sciences the key concepts are clearly identified using five organisers: Planet Earth; Forces, Electricity and Waves; Biological Systems; Materials, Topical Science. As well as discrete subject development, we also include science studies to create relevant contexts for learning and application of knowledge.

Social Subjects are developed discretely as well as through interdisciplinary studies and projects. The organisers for Social Studies are: People, Past Events and Societies; People Place and Environment; people in Society, Economy and Business.

Technologies includes ICT and computing skills as well as the development of a range of other skills. Part of our programme helps children to develop an awareness of the role of technology in society and business.

Technologies skills are also taught both discretely and through interdisciplinary studies and projects.

The organisers for Technologies are:-

- ICT to enhance learning
- Computing Science
- Technological developments in society
- Business
- Craft, design, engineering and graphics
- Food and textiles



We use components of ICT software and GLOW resources to further develop learning across the curriculum in Maths, Literacy, Science and French.

Spiritual, Social, Moral and Cultural Values

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. Please contact the school directly to discuss.

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.

Education Resources has produced guidelines on Religious Observance Policies and these are available in all establishments.

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 from the school. Appropriate requests will be granted and the pupil noted as an authorised absentee in the register.

6) Assessment and tracking progress

At Hallside Primary School, pupil learning is assessed through on-going formative assessment, which is planned by Class Teachers as part of the Learning and Teaching Process.

Teachers identify 'bundles' of experiences and outcomes from the Curriculum for Excellence, making links within and across areas of the curriculum. Learning Intentions and Success Criteria are identified and, from this information, assessment activities are planned which takes account of what the children can do, write, say and make.

Teachers gather information on pupil progress in a range of ways:

- through observations of the children's learning.
- by questioning the pupils in lessons to gauge their understanding.
- by reviewing, marking and providing feedback on children's written work and jotters.
- Through the use of summative assessments such as P1 Baseline Testing, Literacy Benchmarking and other assessments.

7) Reporting

We will provide parents with reports so that you can see what your child is doing and how they are progressing. These will be sent home in the last term of school. In addition, there will be parents' meetings which offer you the opportunity to discuss how your child is progressing. You can contact the school at anytime with any matter that you may wish to raise or for 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 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**.

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)

Most children will require additional support at some point in their school life. This can be for various reasons, e.g. bereavement, family circumstances, illness, learning difficulty, or more able. The Head Teacher is the Co-ordinator for ASN. Through close liaison with the class teacher and parents, children will be identified for additional support through observation, class work and assessment.

The teacher may make provision within the classroom situation to reinforce work which has previously been taught. The child may work with a School Support Assistant to support them with their concentration or to reinforce skills.

Sometimes the advice of the Area Specialist Support Teacher and/or Educational Psychologist is sought to ensure your child's needs are being met. Where appropriate, and beneficial to the learner, an Additional Support Plan (ASP) may be created. Specific learning targets are set and reviewed on a regular basis. Parents will always be kept informed of progress through discussion with the Class Teacher, Parents' Meetings, multi agency meetings, arranged reviews and by letter or by phone.

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.

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 Plan

The school's agenda for improvement is set out annually in the School Establishment Improvement Plan. This is developed through a consultative approach involving all stakeholders. In the spring of each year we evaluate progress and identify and agree our priorities for the following session. Copies of the plan are available for the school community to view on the school website and we always welcome support in implementing our priorities for improvement.

Literacy, Numeracy and Health and Wellbeing remain high on our agenda. Our priorities are:

- Improve attainment in Literacy: continue to improve attainment in Reading, Writing and Listening and Talking through reviewing and developing pedagogical approaches to ensure a consistent approach across all stages.
- Develop a curriculum rationale relevant to the context of the school.
- Improve pupil health and wellbeing by further developing and embedding health and wellbeing initiatives introduced last session. Full information can be found at <https://blogs.glowscotland.org.uk/sl/public/HallsidePrimary/uploads/sites/779/2019/10/Hallside-Primary-School-IP-Session-19-20.pdf>

The main achievements of the school for the previous 12 months can be viewed in the Standard Quality Report which is available on the school website.

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

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 service runs from 8.15am to 8.45am 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.

Please note that in consultation with the whole school community we recently reviewed our uniform policy and Hallside uniform colours for clothing are now **navy blue** and **pale blue**. All **polo shirts** and **school shirts** should be **pale blue** in colour.



Pale blue shirt
Hallside school tie (striped P1-P6, blue tie with hallside logo for P7)
Pale blue polo shirt (PE Days)
Navy skirt/pinafore
Pale blue gingham summer dress
Navy trousers
Navy crew neck sweatshirt or cardigan
Navy fleece
Navy blazer (optional)
Waterproof jacket
Black/dark outdoor shoes
School bag
Book bag

Water bottle
Black indoor shoes

The Hallside uniform is available to purchase from:

Blossoms Schoolwear
Eastkilbride Shopping Centre or 130 Ayr Road, Glasgow, G77 6EG
Tel: 0141 6398616

Or

Tesco School Uniform Service
<https://www.tesco.com/direct/ues/>

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

Start Time	9.00am
Morning Interval	10.30am to 10.45am
Lunch	12.30pm to 1.15pm
Home Time	3.00pm

Breakfast Club

A breakfast club runs in the school dining hall from 8.15am – 8.45am daily. The breakfast club is supervised by two members of support staff and parent volunteers. Families interested in accessing this facility must ensure that their child/children are signed into the club between 8.15am and 8.30am. There is no need to reserve a space and the club is provided free of charge by South Lanarkshire Council. Please note that there is **no entry to the breakfast club after 8.30am**.

After School Care

We do not operate an after school care facility within the school but there are a number of after care and child minding facilities available within the local area.

Enrolment – how to register your child for school

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

Enrolment date for 2019 is week commencing 13 January 2020.

School transport

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

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

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 and are included as an appendix in this handbook for your convenience.

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 vision for children and their families in South Lanarkshire is to ensure that they live in a community where they are safe, healthy, active, achieving, respected, responsible and included. They should be part of a society where they have the opportunity to maximise their full potential and have access to good health care, education and leisure services. In order to achieve, South Lanarkshire's children's services and its partners will work jointly to support children, young people and their families and are committed to continuously improve our services to ensure children, young people and their families get the support that is appropriate for them.

The Chief Officers and Child Protection Committee 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 any suspicions that a child has been abused or is at risk of harm, abuse or neglect. 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 Child Protection Committee's website has a range of information for parents/carers on how to help ensure their child is safe. The website is: www.childprotectionsouthlanarkshire.org.uk

Information on emergencies

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

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

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

Your commitments

We ask that you:

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



Education Resources

School holiday Dates Session 2019/2020

Break	Holiday dates		
First Term	<i>Teachers In-service</i>	<i>Tuesday</i>	<i>13 August 2019</i>
	<i>In-service day</i>	<i>Wednesday</i>	<i>14 August 2019</i>
	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
	<i>In-service day</i>	<i>Monday</i>	<i>18 November 2019</i>
	<i>In-service day</i>	<i>Tuesday</i>	<i>19 November 2019</i>
Christmas	Close on Re-open	Friday Monday	20 December 2019 6 January 2020
Second Term			
	<i>In-Services day</i>	<i>Friday</i>	<i>7 February 2020</i>
February break	Closed on	Monday and Tuesday	10 February 2020 11 February 2020
	<i>In-service day</i>	<i>Wednesday</i>	<i>12 February 2020</i>
Spring break/Easter	Close on Re-open	Friday Monday	3 April 2020 20 April 2020
Third Term			
	<i>In-service day</i>	<i>Thursday</i>	<i>7 May 2020</i>
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	<i>Teachers In-service</i>	<i>Tuesday</i>	<i>11 August 2020</i>
	<i>In-service day</i>	<i>Wednesday</i>	<i>12 August 2020</i>
	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
	<i>In-service day</i>	<i>Monday</i>	<i>16 November 2020</i>
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
	<i>In-service day</i>	<i>Wednesday</i>	<i>10 February 2021</i>
Spring break/Easter	Close on Re-open	Thursday Monday	1 April 2021 19 April 2021
Third Term			
Local Holiday	Closed	Monday	3 May 2021
	<i>In-service day</i>	<i>Thursday</i>	<i>6 May 2021</i>
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

