



Education Resources

Biggar Primary School Handbook 2023



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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

Dear Parents/Guardians,

Welcome to Biggar Primary and Nursery Class.

I hope that you find our school handbook both useful and informative. The handbook has been designed to provide an insight into the experiences on offer at Biggar Primary and to hopefully answer many of the questions you may have about how your child will be educated and looked after.

We make every effort to provide the highest standard of education in a safe, caring and stimulating environment. Through a well balanced curriculum and development of knowledge, skills and experiences we provide opportunities to allow each child to achieve their full potential.

Should you wish any further information please do not hesitate to contact me personally.

Yours faithfully,

Heather Graham

Biggar Primary School Vision Statement

This is Biggar Primary School!

We are confident individuals and successful learners who take pride in, and contribute positively to, both the local and global community. We celebrate the individuality, skills and talents of ourselves and others.



Biggar Primary School Motto (BPS)

Believe Prepare Succeed

Biggar Primary Values

Our values are **Respect, Honesty, Fairness, Kindness, Ambition and Determination**



Our aims and objectives

1. Key performance outcomes

At Biggar Primary and Nursery Class we aim to

- Develop the 7 principles of Curriculum for Excellence to enable all learners to become successful learners, confident individuals, responsible citizens and effective contributors in the school and wider community
- Maintain high levels of attainment and high expectations of achievement

2. Impact on staff and learners

At Biggar Primary and Nursery Class we aim to

- Ensure that all learners are motivated, eager participants who are actively involved in their own learning
- Promote equality, equity, fairness and respect
- Work in close partnership with parents, carers and families to ensure that they are actively involved in the life of the school

3. Impact on the community

At Biggar Primary and Nursery Class we aim to

- Maintain our historical positive and active relationship within the local community and with all stakeholders
- Proactively seek opportunities to embrace global citizenship

4. Delivery of education/Provision of early education

At Biggar Primary and Nursery Class we aim to

- Promote our clear and shared understanding of what is involved in providing a high-quality education for learners
- Value, support, motivate and consult with our staff to improve the quality of the education provision
- Routinely engage in self-evaluation and use the results to improve the quality of learning and teaching

5. Policy development and planning

At Biggar Primary and Nursery Class we aim to

- Commit to improvement planning on an annual basis
- Consult with all stakeholders in the formation of policy development and improvement planning to reflect local and national priorities

6. Management and support of staff

At Biggar Primary and Nursery we aim to

- Ensure that all teachers continue to meet the standard for registration (GTC) and actively engage in Career Long Professional Learning involving annual staff development and review meetings to evaluate impact on improving outcomes for learners.
- Provide clear remits of roles and responsibilities with the SMT

7. Partnership and resources/Resources

At Biggar Primary and Nursery Class we aim to

- Support learners' needs through effective partnership working with external agencies
- Provide a safe, stimulating working environment which encourages all learners' to achieve
- Manage our financial resources to maximise the use of resources and ensure best value at all times

8. Leadership

At Biggar Primary and Nursery Class we aim to create a culture of achievement which develops the capacity of leadership across the school community

2. About our School

Biggar Primary School and Nursery Class is one of 124 primary schools throughout South Lanarkshire Council.

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.





Our new school and nursery opened in August 2015 and serves the rural market town of Biggar and surrounding areas.

The school is non-denominational and co-educational and caters for children between the ages of three and twelve and half years of age. i.e. Nursery - P7. At present we have a roll of 225 pupils but have a planning capacity of 344 pupils. Parents should note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which the classes are organised.

The school also contains a nursery class which has been participating in the delivery of the 1140 hours initiative since August 2017.

Our school does not provide teaching by means of the Gaelic language (as spoken in Scotland)

Our new school building is over three floors and is very spacious and airy with fantastic views.

We have 11 classrooms, a dining hall, a library area, an ICT suite and a large gym hall with staging.

Our playground is still in the process of being developed but consists of a generous tarmacadum area, a muga pitch, a trim trail, raised beds and seating areas.

Address;
Biggar Primary School
Johns Loan
Biggar
ML12 6ZJ

Phone: 01899 221177

gw14biggarpsht@glow.sch.uk

gw14biggarpsoffice@glow.sch.uk

www.biggarprimary.co.uk



Additional Images of our school

Roof Terrace and view



Inside a classroom

Gym hall



Our staff team

The school is staffed to the level advocated by national standards and the decisions of South Lanarkshire Council. There are 10 class teachers in addition to the Senior Management Team.

Mrs Heather Graham is the Head Teacher. Mr Graeme Scott is the Depute Head Teacher. Mrs Claire Cutler is the Principal Teacher (0.6) and Mrs Speirs is the Principal teacher (0.4). This session we also have Mrs Barr and Mrs Cutler sharing a pointage of a PT equity post for health and well being.

Class Teachers

Mrs Ellwood
Miss Collins
Miss Ellwood
Mrs MacIntyre
Mrs Barr
Miss Stonebanks
Mrs McCaffery
Mrs Speirs
Miss Fraser

Class Reduction Teacher Mrs Donald
Excellence & Equity Teacher- Mrs Cutler

Nursery Staff

Mrs Brown- Team Leader
Miss Goldie
Miss Hicks(0.8) & Mrs Bryson (0.2)
Mrs Hutchings
Mrs Forrest
Miss Robb
Mrs Sedgeworth
Ms Shillan

School Support Assistants

Mrs Collins, Team Leader/First Aider
Mrs Newbold
Mrs Duncan
Mrs Gibson
Mrs Plenderleith
Mrs Stevenson
Mrs Brown

Clerical Assistants Mrs Collins & Mrs Newbold

Janitor Mr McIntyre/ Mr Goldie



Attendance at school

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. Every effort should be made to ensure that your child attends school during term time.

All absences from school are required by law to be recorded.

Absences will normally fall under two categories – authorised or unauthorised

Please contact the school as soon as possible if your child is unable to attend school.

Routine at Biggar Primary School for a planned absence

- If you know in advance of any reason why your child is likely to be absent from school, please telephone us or let us know in writing.
- Every effort should be taken to avoid family holidays 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.

Routine at Biggar Primary School for an unplanned absence

- 1) **Please phone before 9.15am on the first day of absence**
- 2) **Please indicate anticipated length of absence**
- 3) **Please phone again if this changes:-**

The school will follow up all unexplained absence as a matter of urgency on the day.

It is important to inform the school of any change to the following:

- home telephone number
- mobile number
- emergency contact details

The school holiday dates and in-service dates are available from the website

www.southlanarkshire.gov.uk

Complaints procedure

We are committed to providing a quality service but if you have any concerns regarding your child's learning, behaviour or care and welfare then it is important that we are solution focussed.

Schools and establishments should be the first point of contact for parents/carers who wish to discuss issues about their child.

You can:

Contact the Head Teacher, Depute or any member of staff.

We can be contacted on 01899 221177 or at gw14biggarpsoffice@glow.sch.uk

You can:

Contact Education Resources, Council Offices, Almada Street, Hamillton, ML3 0AE

Phone: 0303 123 1023

If a parental concern becomes a complaint we would follow the complaints procedure of South Lanarkshire Council.

Guidelines are available on the council website www.southlanarkshire.gov.uk



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/downloads/file/13457/parentsaspartners-strategy2019

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

As parents/carers we want you to be:

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

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.

At present we have a vacancy for the position of Parent Council Chair.

Parent Council can be contacted through the following address;

biggarprimaryparentcouncil@gmail.com

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

The values and principles of being a Rights Respecting School are embedded across our school/nursery and both children and adults work together collaboratively to maintain a rights-respecting school community, based on the UNCRC, in all areas and in all aspects of school life.

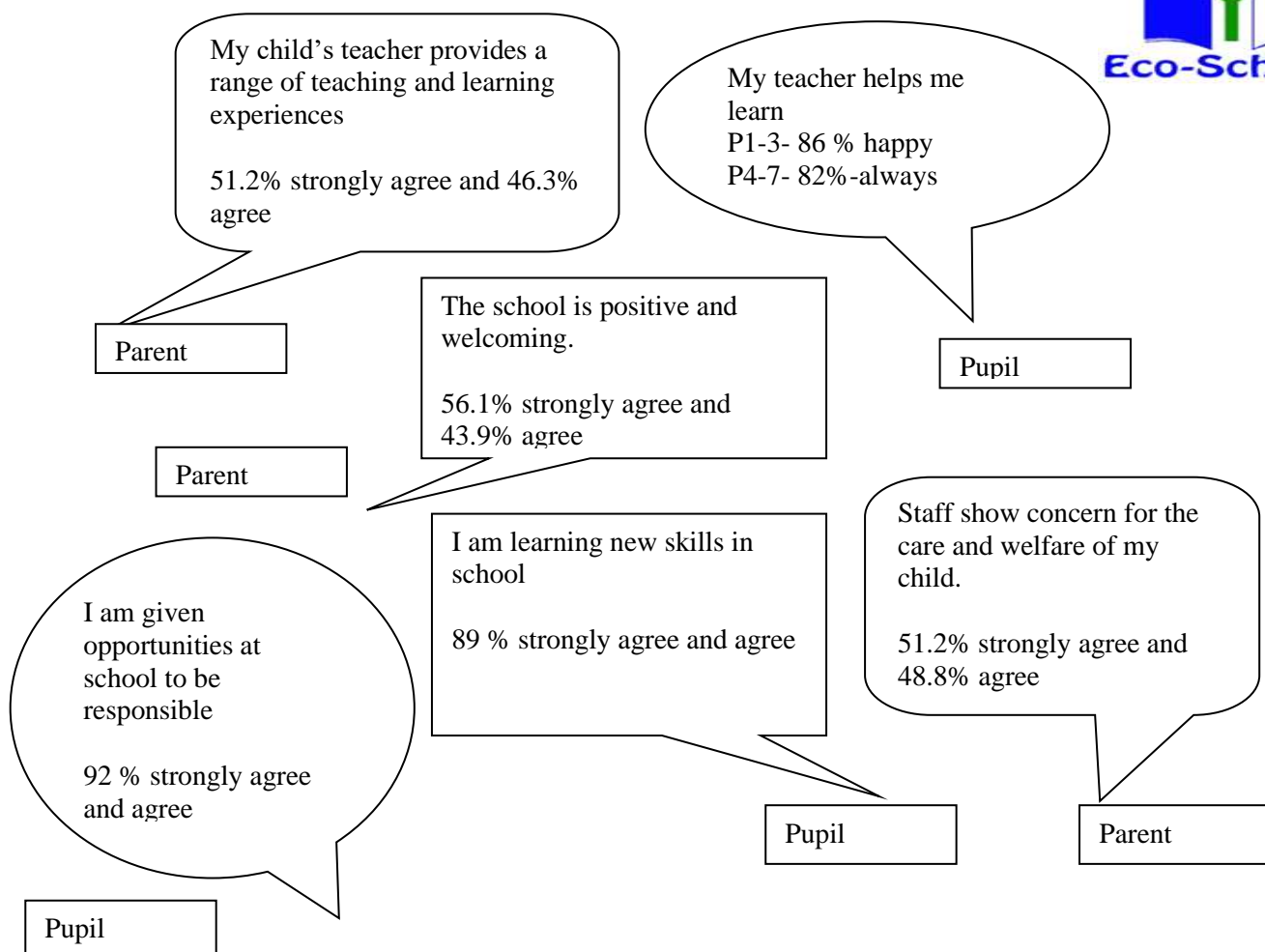
Our learners are provided with the opportunity to participate in a wide range of curricular and extra-curricular activities to work towards the four capacities of being a successful learner, a confident individual, an effective contributor and a responsible citizen.



Achievement and attainment are celebrated across the school and wider community in a variety of ways e.g. at assembly, on social media and in local media.

All pupils in P4-7 are representatives on one of a range of school councils at 'Swarm Time' including Digital Wizards, Citizenship, Eco, Fairtrade, Health, Rotakids, BPS taskforce and Biggar & Better. Pupil voice is actively encouraged to contribute to school improvement. Most of our committees have parent or community representation.

The school has well established positive links in the local community. These include partnership working with organisations such as Biggar Little Festival, Biggar Rugby Club, Biggar Kirk and Biggar Rotary.



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 opportunities to engage 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 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 curricular 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 Scotland's Curriculum for Excellence (scotlandscurriculum.scot)

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.

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

There is a programme of Religious and moral education taught throughout the school in line with Curriculum for Excellence and Council policy on religious education and religious observance.

In addition to the study of Christianity, our school programme includes an insight into Judaism and Islam.

We have a good partnership with Rev. Mike Fucella who visits the school and works with pupils and staff to support Religious Education topics when appropriate. On occasion Rev Fucella is involved in assemblies on specific themes.

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

At Biggar Primary we strive to meet the needs of all pupils. Assessment is an integral part of the learning and teaching process. It is the means of obtaining information, which allows teachers, pupils and parents to make judgements about and targets to develop pupil progress. Assessment must measure the success of learning, teaching and achievement as well as guide the next steps to be achieved.

Teachers make on-going and informal assessments about their pupils every day and notes may be made on daily or weekly plans or in forward planners.

Assessment information may also be gained through:

- Formative strategies to indicate the effectiveness of teaching and learning.
- Summative for recording and reporting processes.
- Diagnostic to indicate strengths and specific difficulties.

Formative Strategies

At Biggar Primary we actively support 'Assessment is for Learning'.

Staff have, and will continue to develop, knowledge of a wide range of strategies to promote and implement formative assessment into the learning and teaching process. Strategies include:

- Sharing learning intentions and success criteria
- Questioning
- Feedback
- Self and peer assessment

Summative Assessment

In Biggar Primary we acknowledge that there is still a place for summative assessment.

These provide valuable information to teachers, pupils and parents on what knowledge and skills have been attained.

The strategies adopted may include:

- End of unit assessment
- Pre and post learning tests
- Standardised Tests

Diagnostic Assessment

This type of assessment is used to gain evidence of specific strengths or specific needs of pupils.

A pupil may also undergo an assessment because the teacher or parent has a concern about a particular area not progressing as expected. The results of any such intervention will be used to devise a specific learning plan for that child where necessary.

Monitoring

The Senior Management Team will monitor the effectiveness of learning and teaching. This will be carried out in a variety of ways which include;

- Classroom visits, both formal and informal
- Discussing with pupils what they are doing and why they are doing it
- Reviewing specific learning and teaching approaches
- Monitoring and commenting on plans submitted on a termly basis
- Consultation meetings with individual teachers
- Pupil tracking of achievement and attainment

7. Reporting

Reporting will be ongoing and comprise of a range of activities which can include children presenting their learning, newsletters, posts on social media and ongoing verbal discussions.

We will provide parents with an annual progress and achievement report.

In addition, parent consultations are held twice a year in order to offer the opportunity to discuss how your child is progressing. At least one parent consultation will be held in person and the other conducted via an online platform.

Our 'learner 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 on events designed to support P7 children before they move on to secondary school.

Change of School/ Placing Request

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 edsuppserv.helpline@southlanarkshire.gov.uk or 0303 123 1023

Moving into the area

Parents moving into the Biggar area are invited to telephone the school or write to the Head Teacher and are most welcome to come along for a visit and a tour of Biggar Primary and Nursery Class.

9. Support for Pupils

Getting it right for every child, (GIRFEC)

Getting it Right for Every Child (GIRFEC) supports families by making sure children and young people can receive the right help, at the right time, from the right people. The aim is to help them to grow up feeling loved, safe and respected so that they can realise their full potential.

Most children and young people get all the help and support they need from their parent(s), wider family and community but sometimes, perhaps unexpectedly, they may need a bit of extra help. GIRFEC is a way for families to work in partnership with people who can support them, such as teachers.

If you have any concerns about your child's wellbeing you can speak to the named person who will work with you to provide support and decide how to move forward.

The named person at Biggar Primary is Heather Graham, Head teacher.

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

Support for All (Additional Support Needs)

All children and young people need support to help them learn. Some may need additional support and needs can arise for a range of reasons. A child will be considered to have additional support needs in education where, for whatever reason, there is a barrier to learning from the school education provided. Mrs Graham, Head Teacher has responsibility for Additional Support Needs.

A staged intervention procedure for identifying, assessing, planning and monitoring in respect of additional support is an integral part of teaching and learning within the school. The planning process is also consistent with the principles of Getting It Right For Every Child

- Stage 1 – Additional needs met with support available within the classroom
- Stage 2 – Additional needs met with support available within the establishment (e.g. Specific Intervention programmes such as Catch Up Maths/Literacy)
- Stage 3 – Additional needs met with support available within the education authority (e.g. Extended Community Team Teacher, Educational Psychologist)
- Stage 4 – Additional needs met with support available to the education authority from other agencies

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

Enquire- the Scottish advice service for additional support for learning

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 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 supports the action in the 'Getting it Right for Every Child in South Lanarkshire's Children Services Plan 2021-23', following the launch of the Attachment Strategy in 2020, to provide staff training in Attachment and Trauma based 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 theory and its application 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 establishments and 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 in schools and on the SLC Staff Learning Centre Sway accessible by teachers and staff.

10. School Improvement

We are required to demonstrate our accountability through a number of formal processes. These include internal processes of self-evaluation, audit and improvement planning and external processes such as support and challenge by the quality improvement team of South Lanarkshire Council, and inspection by Her Majesty's Inspectorate of Education (HMIE).

Our standards and quality report for session 21/22 is available on the school website or a copy can be located from the school office.

The report identifies

- Strengths and areas for improvement relating to key quality indicators from 'How Good is our School 4' and 'How Good is our Early learning and Childcare'.
- Progress made on priorities and impact for learners relating to the improvement priorities for session 21/22.

Biggar Primary School and Nursery Class was inspected by Her Majesty's Inspectorate of Education in May '12 and the report can be accessed at www.educationscotland.gov.uk.

We accept that school improvement is the responsibility of all and have an established systematic approach to consultation across the school community to involve pupils, parents, staff and other partners.

Annual questionnaires are distributed prior to the formation of the improvement plan for the next session in order to take account of views from various stakeholders and to inform priorities for the forthcoming session and the next few years.

Literacy, numeracy and health and well being are the responsibility for all and continue to be a focus on our improvement plan or maintenance agenda.

Priorities for Biggar Primary for the current session (22-23) will focus on;

- Literacy- to review and adapt teaching, learning and assessment of talking and listening
- Health and well-being- to continue to enhance and improve the health and well being of staff and pupils through tracking of data and increased opportunities for outdoor learning and the re-accreditation of RRSA
- ICT-to improve and further develop ICT curriculum through introduction of progressive planners and increased opportunities for computing science.
- Excellence in equity

Maintenance Agenda

- Continue to develop Visible Learning with a focus on Solo Taxonomy
- Continue to further develop culture of reading across the school by working towards Silver reading Schools Award
- Continue to embed writing criteria and checklists- use of moderation
- Further develop transition programme from Nursery to P1

Some examples of Curriculum for Excellence at Biggar Primary (Pre Covid)



Food Technology



Outdoor Education
Forest schools



Languages 1+2
German showcase



Rocking Readers bookshop
Tycoon is the Business



Burns Poetry competition



Football Festival



Class Assemblies



Global Citizenship
Lepra



Biggar Little Festival

11. School Policies and Practical Information

Nursery

All children attending a local authority nursery will be provided with a free lunch. In addition, if your child attends long mornings or afternoons e.g., over 4 hours 30 minutes they will be provided with a 'brunch' or 'afternoon tea'.

Nursery lunches and snacks are based on nutritional requirements from the NHS 'Setting the Table' guidance.

Nursery age children will also receive milk and a healthy snack free of charge under the Milk and Healthy Snack scheme 2021. This will be provided by the establishment.

Healthy eating is something that the school supports and a range of meals are available at lunchtime that meet the Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2020.

All primary aged pupils are also offered a free breakfast within their school. The selection available includes cereal, toast, fruit and milk.

For their lunch each day pupils have the option to choose from two hot meal options, a snack option plus a vegan/ vegetarian option. These are all served with vegetables or side salad. All **meals** also come with fresh chilled drinking water, salad, seasonal fruit and depending on the day- soup or a dessert.

Milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at morning break or lunchtime.

Pupils in:

- Primary 1-5 receive a free school lunch
- Primary 6-7 meal cost is £2.00

School lunches and milk can be paid for through your Parentpay account or Paypoint facilities in local shops.

NB School Meal prices are reviewed annually and may be subject to change.

Special diets

If your child within Nursery, Primary or Secondary requires a special diet for medical reasons please speak to the nursery/school who will provide the request form for you to complete. In addition, if you have a cultural diet request for your child please speak to the nursery/school office who will provide you with a request form.

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 £660 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 £7,920 as assessed by the HM Revenues & Customs), Child Tax Credit only (where your gross annual income does not exceed £17,105 as assessed by the HM Revenues & 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 (P6 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.

Breakfast Club

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.



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

Normal school hours would be

Start	9.00am
Interval	10.30am - 10.45am
Lunch	12.15pm – 1.00pm
Close	3.00pm



See Appendix for school holiday dates.

Enrolment – how to register your child for school

Please note below the enrolment process for the new intake of Primary 1 children for August 2023. This is for children who are 5 years of age between 1st March 2023 and end of February 2024.

Week commencing 9th January 2023

Please register your child for school if eligible to start. Please note that the system will not be open until the 9th January.

To register your child for school you should complete the online registration form. This can be done using the South Lanarkshire Council website.

www.southlanarkshire.gov.uk/info/200186/primary_school_information/392/enrolling_your_child_for_school

If you have any difficulty in identifying your catchment school, please

email Edsuppserv.help@southlanarkshire.gov.uk

The online registration form will ask you to provide each child's full birth certificate and two pieces of recent official documentation both containing your permanent home address for example a utility bill, council tax statement, housing rent card, child benefit documentation. Proof of where the child lives may also be needed. This information will be sent directly to the school office email address.

If your child attends nursery of your catchment school don't assume that they will be automatically transferred. You must register them as normal.

If your child is starting school for the first time you must enrol your child at their catchment school in January.

If you wish to defer a decision to start school the enrolment process must still be completed along with a deferred entry application in collaboration with your child's nursery.

If you wish your child to go to another school, you 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. An online placing request form is available from the SLC website – www.southlanarkshire.gov.uk or by contacting edsuppserv.help@southlanarkshire.gov.uk or phone 0303 123 1023.

Week commencing 16th January

Heather Graham, Headteacher, will call you to introduce herself, confirm receipt of enrolment and talk about transition.

During this week you will also receive a copy of the school handbook and other relevant information.

Flying Start Date- P1 children will attend for a full day from Wednesday 16th August 2023.



Transport

(i) 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 complete a form online www.southlanarkshire.gov.uk or contact 0303 123 1023. 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 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. More information on school transport is available

www.southlanarkshire.gov.uk/info/200188/secondary_school_information/545/school_transport or phone **0303 123 1023**.

(ii) Pick-up points

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

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

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

Our janitor escorts children to and from the bus bay at Biggar High for transport.



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 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 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 receive an annual Child Protection update and are required to follow the advice and guidance contained within relevant Education Operating Procedures. They must also complete a mandatory Learn on Line course 'Child Protection in Education'.

South Lanarkshire's children's services partnership works together to support children, young people and their families so that children grow up in communities where they are safe, healthy, active, achieving, respected, responsible and included, and have the opportunity to achieve their full potential. They are committed to continuously improve our services to ensure children, young people and their families get the right support at the right time.

Sometimes children and young people need additional help to make sure that they are '*cared for and protected from abuse and harm in a safe environment in which their rights are respected*' (CPC South Lanarkshire Child Protection shared vision). The Child Protection Committee has the overarching responsibility to ensure that agencies individually and collectively work to protect children and young people as effectively as possible.

All staff have a responsibility to report any suspicions that a child has been abused or is at risk of harm, abuse, or neglect. Robust procedures and guidance are in place to support education staff to:-

- be alert to signs that a child may be experiencing risks to their wellbeing
- report concerns to the head of establishment or the child protection coordinator without delay
- be actively engaged in support and protection and development of wellbeing.

If you would like more information or 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 useful information for parents/carers to help them keep their children safe.

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 us at: 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

In line with the General Data Protection Regulation (GDPR) we have produced this privacy notice to inform you how we deal with personal information as part of our statutory function as an education authority.

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.

- If 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 there are concerns about your child’s wellbeing and/or your child has needs that may require additional support, we will wish to work with you to collect and consider information to enable us to help you get the right support at the right time in line with the Getting it right for every child approach.

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;
- The NHS, to support health initiatives in accordance with the legal obligation on the Council in terms of section 39(3) of the National Health Service (Scotland Act 1978);
- 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 holidays

2023/24 school holidays (approved)

Please note that these school holiday and in-service dates were approved by the Education Resources Committee on 15 November 2022.

Types of holiday listed by month	Holiday dates
August 2023	
Teachers return on Monday 14 August 2023	
In-service days - all schools	Monday 14 and Tuesday 15 August 2023
Pupils return to school	Wednesday 16 August 2023
September 2023	
September weekend	Friday 22 and Monday 25 September 2023
October 2023	
October break	Monday 16 to Friday 20 October 2023 Pupils return on Monday 23 October 2023
November 2023	
In-service day - all schools	Monday 13 November 2023
December 2023 and January 2024	
Christmas/New Year	Schools close at 2.30pm on Friday 22 December 2023 Schools re-open on Monday 8 January 2024
February 2024	
February break	Monday 12 and Tuesday 13 February 2024
In-service day - all schools	Wednesday 14 February 2024

Education Resources

Appendix A

This annex gives a list of useful information and the links to the content is now available from the Council's website by accessing the following link
http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_for_excellence/3

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

Contact Details

Education Scotland's Communication Toolkit for engaging with parents

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

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

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

Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils
National Parent Forum for Scotland; www.npfs.org.uk

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 from the Scottish Government website on www.gov.scot