



Education Resources



Black Mount Primary School Handbook November 2021



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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 Parent/Carer

This handbook has been produced to provide you with information such as how your children will be educated and looked after in Black Mount Primary School and I would like to welcome you and your children to our school. Some of you will be familiar with our school community, but for others, you will be meeting us for the first time.

We take great pride in the fact that Black Mount Primary offers a friendly, warm welcome to all pupils, parents/carers, visiting services and members of the local and wider community in to a safe, caring and interesting environment.

We aim to provide a broad, balanced, rich and stimulating curriculum with opportunities for each pupil to make continuous progress ensuring his/her individual needs are met. At Black Mount Primary we are ambitious for all of our pupils. We strive to ensure that the ethos and the school environment is one where children are encouraged to become successful learners, confident individuals, responsible citizens and effective contributors. A team of dedicated staff work in partnership with pupils, parents /carers, agencies and the local and wider community to ensure the highest quality of education is provided in a safe, caring and interesting environment, allowing each pupil to achieve his/her full potential as 21st Century learners.

If you have any further questions, please do not hesitate to contact either myself or a member of our team. We are always happy to help. All staff at Black Mount Primary look forward to working with you as partners in your child's education now and in the future.



Carol Pennock
Head Teacher

2) About our school

Black Mount Primary School
Elsrickle
Biggar
ML12 6QZ

Phone: 01899 810234

Website: <https://blogs.glowscotland.org.uk/sl/blackmountps/>

Email: office@blackmount-pri.s-lanark.sch.uk or
gw14blackmountht@glow.sch.uk

Stages covered - P1- P7

Present roll – 37

Black Mount Primary School is a co-educational, non-denominational establishment, catering for children from Primary 1 to Primary 7.



The school is situated in the village of Elsrickle and its associated secondary school is Biggar High School. At Black Mount Primary we welcome community involvement in the school.

Schools Modernisation

As part of South Lanarkshire Council's investment in improving school buildings, a new primary school, was opened in August 2019.

The school does not provide teaching by means of the Gaelic Language

School staff

Head Teacher:

Shared Head with Auchengray Primary School: Mrs Carol Pennock

Principal Teacher: Mrs Dorothy Ramsay

Class Teachers:

P1 – 3 Mrs Lorna Jackson & Miss Gemma Scott
P4 – 7 Mrs Dorothy Ramsay (PT)

CCC Cover Teacher Miss Gemma Scott

Specialist Support Teacher Ms Judy Coll

Support Staff:

Team Leader: Mrs Avril Gibb

Support Assistants: Mrs Clair Gallant
Mrs Jean Aitken

Caretaker/Cleaner Mrs Haze McNab and Mrs Davina Grant

Cook in Charge Mrs Leanne McLennan (Mrs Katherine Barrie on maternity leave)

Active Schools Co-ordinator: Ms Mhairi Lake

Quality Link Officer, Biggar Learning Community Mrs Maureen Farr

Parent Council

Chairperson – Mrs Carrie Allison Phone: c/o school office

Email: walstonprimaryparentcouncil@gmail.com

Parental Concerns

If you have a concern about your child please phone the school and ask to speak to a Mrs Pennock or Mrs Ramsay. Your concern will be logged and investigated. Mrs Pennock or Mrs Ramsay will make contact with you later that day or the following day to explain the findings.

In Person:

If you prefer to speak to Mrs Pennock or Mrs Ramsay in person, please phone and make an appointment. Following your discussion with Mrs Pennock or Mrs Ramsay, your concern will be logged and investigated. Mrs Pennock or Mrs Ramsay will contact you later to either talk through the investigation or if you prefer make an appointment for you to return to school for a follow up meeting

Pupil absences

We appreciate that life can be difficult and often other issues may arise which mean that your child cannot come to school. Please telephone the school office before 10am to advise us of any absences.

Attendance at School

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

- If you know in advance of any reason why your child is likely to be absent from school, please let us know in writing.
- Notify the school first thing in the morning when your child is going to be absent. If we have not received a phone call before 10am someone from the school office will contact you. Let the school know the likely date of return and keep them informed if the date changes.

Inform the school of any changes to the following:

- Home telephone number
- Mobile number
- Emergency contact details

Complaints procedure

We have a strong reputation in our local rural community and we hope that any issue would be resolved at school level. However, if you need to make a complaint you can do so in person, by phone, email or in writing. We will always try to deal with your complaint quickly, however if the matter needs a detailed investigation we will keep you informed of our progress.

We take all complaints seriously and make every effort to ensure they are dealt with appropriately. If however, you are not happy with the way a complaint has been dealt with, the Head Teacher will invite you to contact Mrs Maureen Farr (Quality Improvement Officer) at South Lanarkshire Council Headquarters.

School visits

If your child is joining Black Mount Primary School we are always happy to have visits to our school. Please contact the school to arrange this. If your child is starting school in August usually a representative from the school will visit your child in their nursery environment. We also have a Parent question and answer session in May, for those with children starting their school career in August at Black Mount. During June we will arrange two sessions where our new P1's can come and spend a morning with us. Parents have told us that this has been a great help for the new starts in P1 as it lets them meet their teacher and the other children in their class.

3) Parental involvement

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

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

As a parents/carers we want you to be:

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

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

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

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

Parental Engagement

We encourage parents to be active partners in their child's education:

- Learning at Home
We encourage parents to become involved with their child's education and learning.
- Home/School Partnership
We welcome parents as active participants in the life of the school.
- Parental Representation
We provide ways for parents to express their views and wishes.

4) School Ethos

Ethos is the overall feeling and nature of a school. A positive school ethos can significantly impact on the health and wellbeing of pupils and staff. The ethos includes the atmosphere in the school, relationships between pupils, staff, families and the wider community, the school building and grounds, the sense of welcome and positive learning in the classroom.



At **Black Mount Primary** we promote an ethos of respect across the whole school and wider community. We have high expectations in terms of behaviour, attitude and effort, with every child encouraged to be actively responsible for their learning.

We **value**; Respectful Attitudes; Creativity in Individuals; Community Spirit; A Nurturing Environment and Achievement for All. These values underpin everything we do within the school and wider community.

Our **vision** is that all pupils achieve their full potential as well as developing Skills for Learning, Life and Work within an inclusive, supportive, safe, stimulating and motivating environment.

In order to realise our **vision**, we **aim** to have a clear focus on learning and teaching and provide the highest quality of teaching in order to promote the most effective learning in the core skills of Literacy, Numeracy and Health and Wellbeing. We strive to ensure pupils are provided with real contexts for learning to support their understanding of the world around them. We will endeavour to fully develop the key personal qualities of resilience, perseverance and a positive attitude to learning within all pupils.

Supporting the needs of all children

Small numbers allow you to be flexible which means teaching appears to be very focussed around the pupils' needs, experience and interests.

Black Mount (previously Walston) really embraces the 'community' spirit! The whole school works as a big team supporting each other in all aspects of education and in the life of the school

Working in Partnership

Parents feel invested and involved as you do listen and react to our ideas and wishes

Community Spirit

Pupil Parliament

...good to see the pupil engagement and implementation of their suggestions, and that their recognition for good work is being shared in real time with the parents.

Thank you to all the staff for organising such an excellent show last night. Clearly a lot of effort had gone into it. The children were absolutely superb and it was a really great night.

We also really appreciate that it was run in the evening, which made it possible for both of us to attend. Thank you to all staff for giving up their evening.

Opportunities for Personal Achievement

5) The Curriculum

Curriculum for Excellence is the name given to the curriculum in Scotland for all children and young people aged 3-18. It is a forward looking, coherent, more flexible and enriched curriculum that provides young people with the knowledge, skills and attributes they will need 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 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 these websites: <http://www.educationscotland.gov.uk/thecurriculum/> or www.parentzonescotland.gov.uk.

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

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

Literacy in Action



Numeracy in Action



Health and Wellbeing in Action



Learning Across the Curriculum



Personal Achievement



Partnerships



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

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. At Black Mount Primary we will celebrate Religious Observance events during the school year.

There is a statutory provision for parents to withdraw children from participation in religious observance. This right of parents' wishes will be respected. Should you wish your child to be withdrawn, please send a letter to Mrs Pennock with your request.

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

Assessment is central to the learning and teaching process. A range of informal assessment, based on observations of the child's daily work, assessment activities and where appropriate standardised tests in such areas as reading, writing and numeracy are used to monitor our pupils' progress.

Evidence of children and young people's progress and achievements will come from day to day learning and through the things they may write, say, make or do. For example, evidence may emerge because of children and young people taking part in a presentation, discussion, performance or practical investigation. Evidence could also be a drawing, report, or piece of artwork that they have produced. Evidence may be captured as a photograph, video or audio clip as part of a particular learning experience.

Regular formal assessment is undertaken to ensure that the work being taught is understood and skills are progressing. We have a number of assessment procedures, including Early Literacy Screening Assessments (for Primary 1); reading and spelling age assessments for all P2 – P7 pupils along with a number Numeracy and Mathematics assessments. Robust assessment combined with teacher judgement helps to identify any potential areas of difficulty for our pupils and plan appropriate interventions to support them.

Recent research has shown that children learn better when they learn together, set their own targets and evaluate and assess their own work. We are developing this methodology into our curriculum and use formative assessment strategies which are in line with Curriculum for Excellence.

In all of this and in building up a picture of our learners, we continue to build on the existing strong supportive links we have with our parents. We would stress once again that you as parents should always feel welcome to come to the school to discuss your child's learning or any concerns you may have. In turn, if we need to call on extra support for your child, we will discuss this with you first.

7) Reporting

We will provide parents with reports so that you can see what your child is doing and how they are progressing. In addition, there will be parents' meetings which offer you the opportunity to discuss how your child's progressing and how you can contact the school if you wish further information. The school will offer you an appointment time so that you can visit in person to discuss your child's education.

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

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

8) Transitions

Pupils normally transfer from primary to secondary school between the ages of 11½ and 12½, so that they will have the opportunity to complete at least 4 years of secondary education. Arrangements are made by the school to transfer children to the associated secondary school as determined by their home address. Parents of P7 children will be informed of the transfer arrangements made for their child to attend secondary school.

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

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

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

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

The associated secondary for Black Mount Primary is **Biggar High School**.

Close links have been established with Biggar High School. There is a strong transition programme between the primary schools in the Biggar Learning Community and Biggar; these include staff liaison and preparatory visits for children starting in Primary 6 to ensure the smooth transition of our Primary 7 pupils to secondary school.

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)

All children in Black Mount Primary are challenged and supported to achieve their potential. For some children a programme of staged intervention is put in place. This consists in the first instance of extra class teacher input to target specific curricular areas.

If, in consultation with the Head Teacher, it is felt that more help is needed, a programme of support is planned. Advice may also be sought from our allocated Specialist Support for Learning Teacher. At this stage, an Additional Support Plan (ASP) may be drawn up in consultation with parents and children.

These programmes can also be helped by support from our School Support Assistants, who play a valuable role in all areas of school life, ranging from school administration to supporting individual children or groups within classes.

All of our actions are guided by South Lanarkshire Council's Framework for Inclusion and Equality guidelines. Any parental enquiries about Additional Support for Learning can be directed to the Head Teacher, who will be happy to discuss any concerns. Parents may also be invited into school to help complete relevant paperwork and help us build up a more complete picture of a child's needs.

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

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

Enquire – the Scottish advice service for additional support for learning

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

Phone Helpline: 0345 123 2303

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

Email Enquiry service: info@enquire.org.uk

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

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

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

Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

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

The Education Resources Attachment Strategy was launched in March 2019 as a key action 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 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 informs the ways in which we support children and young people.

These are available in schools and on the SLC Staff Learning Centre Sway

10) School Improvement

Our Improvement Plan Priorities for this session are based on the South Lanarkshire Recovery Plan for returning to school after Lockdown.



How Good is Our School 4? Quality Indicators

- 1.1 – Self-evaluation for self-improvement.
- 1.3 – Leadership of change.
- 2.3 – Learning, teaching and assessment
- 3.1 – Improving wellbeing, equality and inclusion
- 3.2 – Raising attainment and achievement.



Drivers for School Improvement

Recovery Planning August 2020

Our Improvement Plan Priorities for this session are based on the South Lanarkshire Recovery Plan for returning to school after Lockdown.

Improvement Priority 1

We will promote the positive health and wellbeing of children & young people, parents/carers and staff.

To do this, we will:-

Ensure that staff are familiar with the principles and practice of Nurture and have shared understanding of what this looks like in the school and classroom.

Ensure that pupils, staff and parents feel safe and reassured that social distancing and hygiene measures in place and adhered to

Ensure there is equity in the experiences the children receive, i.e. the level of support from all staff; hear the same language being used; be aware of the schools shared high expectations in terms of behaviour and attitude.

Improvement Priority 2

We will plan to ensure Equity
To do this, we will:-

Identify pupils who require additional support through classroom observations, formative assessment strategies and standardised assessments

Ensure that the teaching and learning of ICT skills focus on the requirements for blended or remote learning approaches in case these are required.

Identify pupils requiring support or interventions not available within the school and consult appropriate agencies and work with in partnership to develop resilience.

Provide packs that can be completed at home with minimal parental support and no requirement for ICT if necessary.

Ensure that staff aware of the principles underlying the Cost of the School Day and make no unnecessary financial demands on parents/carers.

Improvement Priority 3

We will ensure the Continuity of Learning
To do this, we will:-

Learning In School

Ensure that children are supported to reconnect and re-establish relationships and build capacity to cope with change

Take learning outdoors to support social distancing and reducing risk of transmission and upskill staff in embedding outdoor learning across the curriculum

Use staff observations and formative assessments to evidence next steps for learning. Standardised assessments will help to inform planning from Term 2.

Use appropriate profiling tools along with professional judgement to inform where interventions may be required

Learning At Home

Ensure that staff are upskilled in the use of technologies to support learning at home and they have knowledge of relevant online resources to support learning.

Provide leaflets and video clips to support parents accessing online platforms.

Ensure clear instructions and feedback to be given with regards to learning tasks via online platforms

Ensure there is equity of provision with regards to access to devices

A Snapshot of some of Achievements



Our school was officially opened by the Deputy First Minister of Scotland – Mr John Swinney

Our pupil leadership group – Enterprise organised a number of events such as Halloween and Children in Need

Our Primary 6 and 7 pupils attended an outdoor residential centre at Kingswood, Hexham

Pupils were successful in the local community flower shows and the MP's and MSP's Christmas card competitions

We welcomed our Community Choir to perform with us on a number of occasions

We started the 2019/2020 session in a brand new school and with a brand new name: **Black Mount**

Members of our community came in to help us with Christmas crafts that we were able to sell to raise funds for the school

All pupils had the opportunity to attend sporting festivals at BHS organised by Active Schools

Visitors to the school. Included Generation Science, who told us about programming and robot construction and the actor James Mackenzie came and read to us

Pupils had opportunities to go on a number of trips, such as to the New Lanark Book Festival; the National Galleries and Sky Academy

We started a Community Art Project with a local artist to produce clay tiles depicting the local environment



11) School policies and practical information

End of the School Day Arrangements

The school should always be aware of where your child is going, and who with, at the end of the school day. If your arrangements change for any reason, please inform our school office before 3pm. This includes all of our bus children. We reinforce with all children that if they go out at 3pm and their parent/carer is not there to collect them, then they must return into school.

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 £1.75

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

Free School Meals

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

- Income Support, Universal Credit (where your take home pay is less than £610 per month), Job Seeker's Allowance (income based), Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £7,330 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. **Please note at the time of writing, this service is currently suspended**

Drinking Water in School

We encourage all children to bring a bottle of drinking water to school each day in order to remain hydrated. These can be refilled in all classrooms but also at our water cooler.

Research suggests that lack of water leads to a lack of awareness, problems with concentration, and poor short term memory. When the body and brain are refreshed and hydrated, they are able to function clearly, and perform to their full ability.

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.

ALJ Work and Leisurewear of Lanark are our uniform providers. You can view their range on their website: www.aljonline.co.uk or visit their shop at 18 Bloomgate Lanark.

PE Kit

It is important that children are suitably dressed for PE. Gym shoes/trainers, shorts and t-shirts are the desired clothing. Trainers worn outside should not be worn for PE as this could prove to be a danger. Children should have a pair of indoor shoes which they will wear inside the building. Where possible, these should also be suitable to be used during PE sessions and so have non-marking soles. Please note that jewellery should be removed before PE sessions.

Please put children's names on all clothing, shoes etc.

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

Pupil hours

Starting time	9.00 am
Morning interval	10.30 - 10.45 am
Lunch time (currently)	P1 – P3 – 12.00 noon – 1.00 pm P4 – P7 – 12.30pm – 1.30pm
Closing time	3.15 pm

See attached list showing school holiday dates.

Enrolment – how to register your child for school

Please provide information to parents on how to register their child for school. You may wish to include details of your enrolment dates and times.

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 2020 is week commencing 18 January 2021.

Transport

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.

Our School transport contractors are presently: Market Cabs and Go Taxi.

Insurance for schools – pupils' personal effects

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

(i) Theft/loss of personal effects

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

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

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

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

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

(ii) Damage to clothing

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

Family holidays during term time

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

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

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

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

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

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

Promoting positive behaviour

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

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

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

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

Child Protection

All staff in educational establishments in South Lanarkshire Council are required to receive an annual update and follow the advice and guidance contained within the Education Operating Procedures. All staff must also complete a Learn on Line Course "Child Protection in Education".

The 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

Medical Issues

Should your child be taken ill in school we will firstly try to contact you. Failing this, we will use the emergency contact details that you have provided. In extreme circumstances we will contact your own family doctor. This procedure can only work if we have been provided with current contact details and phone numbers. It is important for parents/carers to let the school know of any change to your mobile/home telephone number and change of address. Medicines cannot be administered by staff in school without the appropriate paperwork being completed and signed by the parent. This paperwork can be accessed on our school website.

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 holiday Dates Session 2021/2022

Break	Holiday dates		
First Term	Teachers In-service	Thursday	12 August 2021
	In-service day	Friday	13 August 2021
	Pupils return	Monday	16 August 2021
September Weekend	Close on Re-open	Thursday Tuesday	23 September 2021 28 September 2021
October Break	Close on Re-open	Friday Monday	8 October 2021 18 October 2021
	In-service day	Monday	15 November 2021
Christmas	Close on Re-open	Wednesday Wednesday	22 December 2021 5 January 2022
Second Term			
February break	Close on Closed on	Friday Monday and Tuesday	11 February 2022 14 February 2022 15 February 2022
	In-service day	Wednesday	16 February 2022
Spring break/Easter	Close on Re-open	Friday Tuesday	1 April 2022 19 April 2022
Third Term			
Local Holiday	Closed Re-open	Monday Tuesday	2 May 2022 3 May 2022
	In-service day	Thursday	5 May 2022
Local Holiday	Close on Re-open	Thursday Tuesday	26 May 2022 31 May 2022
Summer break	Close on	Friday	24 June 2022
Proposed in-service days	August dates to be confirmed		

Notes

- ◆ Good Friday falls on Friday, 15 April 2022
- ◆ *Lanark schools will close Thursday, 9 June 2022 and Friday, 10 June 2022*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Wednesday, 22 December 2021 and Friday, 1 April 2022)
- ◆ Schools will close at 1pm on the last day of term 3 Friday, 24 June 2022)
*Two in-service days proposed for August 2022 to be confirmed.

Appendix A

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

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

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