



Education Resources



2024 Handbook



Contents

Introduction

About our school

School Ethos

Attendance

Parental Involvement/Parent Council

The curriculum

**Assessment and Tracking
Reporting**

Enrolment and Transitions

Support for Pupils

School Improvement

School policies and practical information

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

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

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.

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 lives and prospects for everyone in 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.

The priorities for all schools in South Lanarkshire are set out on the back page of the handbook.



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



• **Stages covered - P1- P7**

• **Present roll – 47**

• 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.
- 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 Claire MacIntyre

Class Teachers:

P1 – 3

P4 – 7

Mrs Lorna Jackson & Miss Gemma Scott
Mrs Claire MacIntyre (PT)

CCC Cover Teacher

Mrs Janice Murphy

Rural Additionalilty Teacher

Miss Gemma Scott

Specialist Support Teacher

Mrs Hazel Leggate

Support Staff:

Team Leader:

Mrs Avril Gibb

Support Assistants:

Ms Kate Beale
Mrs Lucy Rooney (Maternity leave Jan 24)
Ms Laura Davis
Mrs Alison Habasque

Caretaker/Cleaner

Mrs Karen Ownes

Cook in Charge

Ms Eleanor Smith

Active Schools Co-ordinator:

Ms Mhairi Lake

Quality Link Officer, Biggar Learning Community

Mrs Anne Jessimer

Parent Council

Chairperson – Ms Emma Ives: c/o school office

Email: blackmountparentcouncil@gmail.com

Parental Concerns / 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 Anne Jessimer (Quality Improvement Officer) at South Lanarkshire Council Headquarters.

If you have a concern about your child please phone the school and ask to speak to a Mrs Pennock or Mrs MacIntyre. Your concern will be logged and investigated. Mrs Pennock or Mrs MacIntyre 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 MacIntyre in person, please phone and make an appointment. Following your discussion with staff, your concern will be logged and investigated. Mrs Pennock or Mrs MacIntyre 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

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 early June 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. 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.

Both staff and pupils have made me very welcome and a valued member of the community.

Local Artist



Completely agree with the vision and values of Black Mount Primary. I would absolutely agree with all the statements of how amazing the small school environment is and how welcoming staff are in the school. I totally agree with how each child is provided with learning skills and supported through their journey.

A parent

Everyone was so friendly and welcoming – I don't think I have been to a better school. Staff and students were great.

Dumfries House Outworker

Attendance

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. It is important for the school to work with parents/carers in encouraging children to attend school. All absences 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:

- if you know in advance of any reason why your child is likely to be absent from school, please telephone or send an email to the school office.
- If you know they have a hospital/dental appointment, please let us know in advance.
- Please phone or email the school office before 9.15 am on the first day of absence
- Please indicate the anticipated length of absence
- Please phone again if this changes

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

Please keep the school informed of any changes to the following:

- Home telephone number
- Mobile number
- Work number
- Emergency contact details



Requests for your child to be absent from school to make an extended visit to relatives either in the UK or overseas must be made in writing to the head teacher, detailing the reason, destination and duration of absence and arrangements for their continuing education. On these occasions the pupil will be marked as an unauthorised absence.

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. (See section 7).

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 as soon as possible. We shall keep in touch by the most appropriate method at the time normally through text message, and via our social media channels.

In cases of severe weather in the morning such as snow and a heavy frost and if there is a reason the school cannot open in the morning at the normal time, we will adopt the protocol for a delayed start until 10am.

If this is the case a message via social media and on the council's website will be posted.

The Council's website www.southlanarkshire.gov.uk will be used to let you know if the school is closed or has a delayed start. Further information will be provided later in the day as to whether the school will be open as normal the next day.

Things we need you to do:

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

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

Your commitments

We ask that you:

- support and encourage your child's learning – ask them what they have been doing.
- respect and adhere to the school's policies and guidance.
- accept your responsibility to respect staff who work in the school and for the school to be proactive in taking forward its commitment to care for and educate your child.

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 able to demonstrate they have been 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

4. Parental involvement/Parent Council

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/parents_as_partners_-_strategy_2019

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.

Every parent with a child at school is automatically a member of our parent forum. The Parent Council is a formal group, with a constitution, and acts as the Parent Voice of the school.

To find out more on how to be a parent helper, or a member of the Parent Council and/or the Parent Teacher Association contact the school or visit our website. We have also produced a guide on the role of a Parent Council which was produced by parents for parents.

https://www.southlanarkshire.gov.uk/downloads/file/13458/parents_as_partners_-_introductory_guide_for_parent_councils_2019)

Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education.

Parentzone Scotland also has details about schools, including performance data for school leavers from S4-S6 and links to the national, local authority and school level data on the achievement of Curriculum for Excellence levels.

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 forward looking, coherent, flexible and an enriched curriculum that provides young people with opportunities to engage with the knowledge, skills and attributes they will need to flourish in life, learning and work.

The curriculum places learners at the heart of education and at its centre are four fundamental capacities - successful learners, confident individuals, responsible citizens, and effective contributors. It 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.

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 \(scotlandscurriculum.scot\)](http://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)

Spiritual, social, moral and cultural values are expressed through the ethos of the school, through Religious Education and through the curriculum in general.

Our Religious and Moral Education Programme support pupils to develop a consistent set of beliefs, values, attitudes and practices. Pupils learn about Christianity and other world religions to encourage understanding and celebrate diversity.

In Religious Observance the children celebrate important occasions such as Christmas, Easter and Harvest while respecting the different beliefs of pupils, parents and staff.

Calum Keys, the Children and Youth Worker from 2CY Trust makes a valuable contribution throughout the course of the session. He visits the school and undertakes whole school assemblies on a regular basis.

Parents have the right to withdraw their child from religious education and requests should be made in writing to the head teacher. Pupils who have been withdrawn will be given other learning tasks in school during religious studies or religious observance activities.

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

We want to share with you on how your child's learning is progressing. We do this through informal and formal conversations, the use of email, annual progress and achievement reports cards and parental consultations.

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.

Assessment is tracked for learners throughout their time in Black Mount Primary which enables us to build a clear and coherent picture of their individual learning journey. Children's progress is tracked and monitored throughout their school life so that gaps in individual pupil learning are identified and addressed. 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' consultations which offer you the opportunity to discuss how your child's progressing and how you can contact the school if you wish further information.

Usually, the school will offer you an appointment time so that you can visit in person to discuss your child's education.

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. Enrolment and Transitions

Enrolment – how to register your child for school.

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

If your child is due to start school in August 2024, you can enrol online from Monday 8 January 2024. Your catchment school will contact you between Monday 15 to Friday 19 January 2024 to confirm your enrolment.

If your child attends the nursery of your catchment school, please do not assume that they will automatically be transferred. You must register them as normal at the school that is in the catchment area for your home address.

If parents want their child to go to another school, they must enrol in the first instance with their catchment school and intimate that they wish to make a placing request. An online placing request form is available from the SLC website – www.southlanarkshire.gov.uk or by contacting edsuppserv.helpline@southlanarkshire.gov.uk or phone **0303 123 1023**.

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**.

Transition from primary to secondary school

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.

Biggar Learning Community has a robust transition programme which allows pupils to meet up and work together throughout their P6 and P7 years. P7 pupils usually have 3 days at Biggar High school towards the end of P7 to familiarise themselves with the building as well as meet staff and their future peers. Our aim is to make the transition as seamless as possible.

9. Support for Pupils

Getting it right for every child.

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. 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.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.

In keeping with duties set out in the Education (Additional Support for Learning) (Scotland) Act 2004 (as amended) the guidance states that handbooks should specifically mention 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 – 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 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 informs 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

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.

Staff will engage in the Learning, Teaching and Assessment Cycle as support for improving the quality of learning and teaching resulting in all pupils being exposed to high quality teaching and learning experiences, leading to improvements in pupil progress and attainment.

All staff will know cycle and use it to confidently plan, teach and assess learning across the curriculum.

The school will have a collegiate approach to supporting the Learning, Teaching and Assessment Cycle.



Staff will engage with the expressive arts curriculum with a focus on music.

Staff attended training in May 2023 for a music resource called Charanga.

This scheme will ensure pupils:-

- Experience a range of musical genres and develop an appreciation of these
- Develop an understanding of notation
- Experience melodic use of instruments
- Express self through music

Drivers for School Improvement



The Biggar Learning Community (BLC) are working in partnership to develop skills P1-P7.

BLC staff will work together to develop a shared approach to embedding skills development across the curriculum.

Staff will ensure skills are discussed during each lesson and when evaluating learning experiences.

Staff will enable pupils to understand the links between skills and the four capacities and how these link into the world of work.

BLC staff will work together to share good practice.

School Improvement 2023/24

11. School policies and practical information

School Meals

Primary pupils

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

For their lunch each day pupils have the option to choose from two hot meal options plus a snack 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 £2.05.

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

Adapted diets

If your child within Nursery, Primary or Secondary requires an adapted diet for medical reasons please speak to the school/nursery office who will provide the request form for you to complete. In addition, if you have a halal or vegan diet request for your child, please speak to the 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 £726 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 £8,717 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £18,725 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 (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.

South Lanarkshire Council also offers a free Breakfast service. At Black Mount Primary, the service runs from 8.15am to 8.45am each school day, however to cater for those pupils who arrive by school transport, toast is available to all pupils until 9.00am each 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.



Our uniform consists of a grey polo shirt, a royal blue sweatshirt, cardigan or jumper and black or grey trousers, skirt, shorts or leggings. Please note we do not require pupils to wear polo shirts or jumpers etc. with the school logo on.

However, if you wish to buy these items, they can be purchased from our uniform providers, **ALJ Work and Leisurewear of Lanark**. You can view their range on their website: www.aljonline.co.uk or visit their shop at 18 Bloomgate, Lanark.

We also require pupils to have footwear they can change into when they enter the building each morning. This helps to keep the school carpets free

debris.

Your child will also need a PE kit, which needs to consist of a t-shirt, with either shorts or leggings along with footwear suitable for being physically active. Your child will be provided with a bag in which to store their PE kit in school and this will be sent home regularly for washing. There will be times when we request that your child brings along footwear suitable for taking part in PE outside.



Upon starting school at Black Mount Primary, your child will be provided with a bookbag, this will be used to carry any belongings they need between home and school, so your child will not require a separate school bag. Please note that we provide all equipment your child will need for the school day so they do not require a pencil case or any pens or pencils, this ensures that there is equity of equipment across the whole school.



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Allergies

A significant number of children and young people in our schools will have allergies and it is important that parents the school fully informed on these matters.

Allergies can present in a variety of ways and can occur at 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 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 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.



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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. This also now includes nursery children aged 3 and 4 years old.

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

The start time, lunch time and closing time for each day should be listed.

Information on holiday dates (including in-service days) should be provided for the forthcoming session.

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

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 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**.

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: KC Coaches 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:

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 is done so 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.

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

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.

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 literary, 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 with an update on school inspection outcomes being available via the Education Scotland website.

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
March/April 2024	
Spring break/Easter	Schools close at 2.30pm on Thursday 28 March 2024* Schools re-open on Monday 15 April 2024
May 2024	
In-service day - all schools	Thursday 2 May 2024
May day	Monday 6 May 2024
Local holiday	Friday 24 and Monday 27 May 2024**
June 2024	
Summer break	Schools close at 1pm on Wednesday 26 June 2024

* Good Friday falls on Friday 29 March 2024

** Lanark schools will close on 6 and 7 June 2024

Pupils attend school for 190 days and teachers attend for 195 days.