



# Braidwood Primary School Handbook 2022



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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](mailto:education@southlanarkshire.gov.uk)

# 1. Introduction by the Head Teacher

Welcome to Braidwood Primary School. It is a pleasure to be Head Teacher of Braidwood Primary. We are proud of our good reputation and very high standards. Braidwood Primary School is a warm and welcoming place to be, where everyone works together to ensure the best for our pupils. We look forward to getting to know you and your family.

Mrs Gwen Sinclair

## Our Vision

*To provide a happy, safe and fun environment where everyone is valued and shows respect for each other in our learning family. Pupils are proud of who they are and develop their own talents.*

*We remove barriers to the learning adventure, enabling us to have a 'can do' attitude and be the best we can be.*

## Our Values

Trust  
Happiness  
Respect  
Responsibility  
Friendship



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 to 'improve the quality of life for all within South Lanarkshire'.

For Education Resources this means delivering services of the highest quality as well as striving to narrow the gap. It is about continually improving the services for everyone at the same time as giving priority to children, young people, families and communities in most need. The priorities for schools and services are set out in the Education Resources Plan which confirms the commitment to provide better learning opportunities and outcomes for children and young people.

## 2. COVID-19 – Keeping children, young people, and staff safe

At the time of writing this guidance for the Handbook the Scottish Government and Public Health guidance still applies to schools and educational settings until further notice.

On the 19 October 2021 the Scottish Government announced that the existing COVID-19 safety mitigations in schools and educational settings are to remain for now, following the

advice from senior clinicians. It is worth noting that whilst for the general public a number of areas have changed in light of the roll-out of the vaccination programme, there continues to be restrictions in place for schools and educational settings. The public health message is that the safety of children and young people and all education staff, remains the overriding priority. Secondary aged pupils are expected to wear face-coverings and to undertake twice weekly lateral flow tests.

Our main focus remains on learning, teaching and the health and well-being of all learners. Schools/nurseries are adapting their ways of working and outdoor events can now take place without the restrictions that apply indoor. The infection control procedures in our schools such as, hand sanitisation when you arrive and leave, and by washing hands regularly has helped to mitigate against the spread of the virus as has the NHS roll-out of the vaccine to those who are eligible.

If there is a positive case involving a child and/or member of staff at the school then we will let you know by providing you with letter from NHSL Public Health which lets you know what you need to do.

So it is worth noting: -

There are still restrictions on who can visit schools, including parents/carers. In effect, parents/carers are not able to attend events that take place during the day in a school/nursery. Where virtual arrangements for parental meetings are already in place and working well, then these should continue to be used.

Assemblies and large gatherings are still not permissible under the current guidance. Schools are therefore asked to consider group sizes as bringing large groups together in educational settings is not advisable.

Community Lets are allowed out with the school day in line with COVID-19 guidance. If there is an intention to organise events in the evening by a parent group, they are required to make any booking through the community letting procedures as normal. A risk assessment must be undertaken in advance. This is to take account of the mitigations that require to be taken in what will be a confined space, the need for clear access and egress routes, the wearing of face coverings and infection controls, like hand sanitisation.

If a parent group is planning to host an activity then they are asked to be mindful that current restrictions at present still do not enable parents/carers to meet in a large gathering on school premises during the day.

COVID-related mitigations remain under regular review, and the Advisory Sub-Group on Education and Children's Issues and the COVID-19 Education Recovery Group (CERG) continue to work with Ministers to ensure mitigations in schools and educational settings are proportionate and appropriate.

### **3. About our school**

Braidwood Primary School  
Monks Lane, Braidwood,  
ML8 5PN

Phone Number  
01555 770279  
Fax Number  
01555 773439

E-mail  
[gw14braidwoodoffice@glow.sch.uk](mailto:gw14braidwoodoffice@glow.sch.uk)

Website  
[www.braidwood-pri.s-lanark.sch.uk](http://www.braidwood-pri.s-lanark.sch.uk)

## **School Staff**

<b>Head Teacher</b>	Mrs Gwen Sinclair	
<b>Principal Teacher</b>	Mrs Heather Naismith	
<b>Class Teachers</b>	Miss E Neil	P1
	Miss Aimee Mooney and Miss S Scott	P2/1
	Mrs A Patterson and Miss R McBride	P3
	Mrs J Baillie and Mrs R Fachie	P4
	Miss J Hansen	P5
	Mrs J Hardisty and Mrs V MacGregor	P6
	Miss M MacGlade	P7

## **Support Staff**

Support Assistant Team Leader	Mrs R O'Brien
Support Assistant:	Miss P McGlone
Support Assistant:	Mrs J Allan
Support Assistant:	Mrs M Wilson
Support Assistant:	Mrs J McBride
Classroom Assistant:	Mrs H Nutt

## **Facilities Staff**

Janitor	Mrs L Liddell
Catering Supervisor	Mrs J Napier
Catering Assistants	Mrs Sissan
Cleaning Staff	Mrs L Scott

## **Music Tuition**

Mr Bryans (percussion)  
Mr Pollock (brass)  
Mrs L Michael (woodwind)

We have 164 pupils on our current school roll, with seven classes from Primary 1 – Primary 7. Braidwood Primary School does not have a Nursery Class but we have links with several Early Years establishments within the local area.

Braidwood Primary is a non-denominational school.

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

The school accommodation can be made available as far as possible outwith school hours for use by the community and in accordance with approved letting procedures.

Requests should be made in advance to: Lifestyles Carluke.

Carnwath Road,  
Carluke.  
Phone: 01555 770308

## **Attendance at School**

It is important for the school to work with parents in encouraging all children to attend school. All absences from school are required by law to be recorded. Absences will normally fall

under two categories – authorised or unauthorised absence. In cases where your child is unable to attend school parents are asked to:-

- inform the school by letter or telephone if your child is likely to be absent and to give a reason for the absence
- notify the school first thing in the morning when your child is going to be absent. Let the school know the likely date of return and keep them informed if the date changes
- inform the school of any change to the following:  
home telephone number  
mobile number  
emergency contact details

### **Family holidays during term time**

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



school possible

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

In our approach to raising 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 attending school.

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

[www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

### **Contacting the school**

You may wish to contact the school to discuss your child or if you have any queries. Please do so by contacting the school office, who will then put you in touch with the class teacher, Principal Teacher or Head Teacher. All enquiries will be taken seriously. Our aim is to resolve issues at a local level, and we are keen to work with parents as partners to do this at the earliest opportunity. The SLC complaints procedures can be found on Have Your Say on the Council website.

### **Information to proposed transfer of school**

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

If you are proposing a change of school for your child please provide as many contact details as possible in relation to the new school so that we can ensure a smooth transfer of information relating to your child. This will help us all to ensure the continued wellbeing and progress of your child. If you wish to visit the school, please be mindful of the current Covid 19 procedures, and contact the school office before hand.

### **Health and Safety**

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

### **Medical and Health Care**

At the beginning of each session parents are asked to give emergency contacts and any relevant information about their child's health.



If a pupil has an accident or becomes ill he/she will be seen by school staff. All incidents are recorded. If necessary a parent is contacted. If he/she is unavailable the next emergency contact will be called.

### **Medicine**

Parents should complete a form available from the school office or as a download from our website, if their child requires medicine during school hours. All medication must be handed in at the School Office.

### **Extra Curricular Activities**

We greatly value the development of skills and talents in our young people (article 29 UNCRC) and we run Master Classes in school from which pupils chose an activity to do for a 4 week block. Pupils and staff love Master Classes!

Our pupils are offered a varied selection of extracurricular activities and clubs throughout the school session. Some activities last for a specific period of time e.g. a term or a block of 4 to 6 weeks, while others continue throughout the session. Over the course of the school session, all classes will have had the opportunity to attend a club.

Clubs have started back in line with covid guidelines, and this session have included football, athletics, multi sports and netball.



## 4. Parental Involvement

South Lanarkshire Council recognises the importance of parents as partners in the education of their child and has published a strategy entitled, 'Making a difference – working together to support children's learning'. This is available from the Council's website: [www.southlanarkshire.gov.uk/downloads/file/13457/parents\\_as\\_partners\\_-\\_strategy\\_2019](http://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.

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](http://www.parentzonescotland.gov.uk)
- Engage Parent Forum – [www.engageforeducation.org](http://www.engageforeducation.org)
- National Parent Forum for Scotland – [www.educationscotland.gov.uk/parentzone](http://www.educationscotland.gov.uk/parentzone)
- South Lanarkshire Council – [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

### **Our current Parent Council Committee**

Chairperson	Mr A Morrison
Treasurer	Mrs C Smith
Secretary	Mrs J McGarry

## 5. School Ethos

**Be the best you can be!**

This aim underpins everything we do in Braidwood Primary School. Our school values are at the heart of our school and we all strive to exemplify these in our daily practice.

Trust, Happiness, Friendship, Responsibility and Respect

We believe we need these values to 'Be the best we can be'. We pride ourselves on our culture of mutual respect where everyone works together.





Pupil Voice and the Rights of the Child are incredibly important to us in Braidwood, and we develop these in a variety of ways:

- School Captains and Vice Captains
- House System
- Buddies
- Masterclasses
- Termly Achievement Assemblies
- Gold and Silver Star Awards
- Let's Do Lunch with Mrs Sinclair
- Eco Committee/Rights Committee/ Pupil Council
- Peer Mediation
- Restorative Conversations
- Class Assemblies
- Showcases of Learning



## 6. The Curriculum

Curriculum for Excellence is the name given to the new curriculum in Scotland for all children and young people ages 3 – 18. It is a forward looking, coherent, more flexible and enriched curriculum that provides young people with opportunities to engage with the knowledge, skills and attributes they will need if they are to flourish in life, learning and work, now and in the future.

The curriculum includes 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 21<sup>st</sup> Century.

In taking this forward, our school will work closely with South Lanarkshire Education Resources and other services to enable Curriculum for Excellence to be fully embedded, ensuring the best possible education for all children and young people. We wish you to feel confident that your child is encouraged and supported to develop literacy, numeracy and other skills whilst they attend our school.

The curricular areas are as follows...

- Expressive Arts
- Language 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...

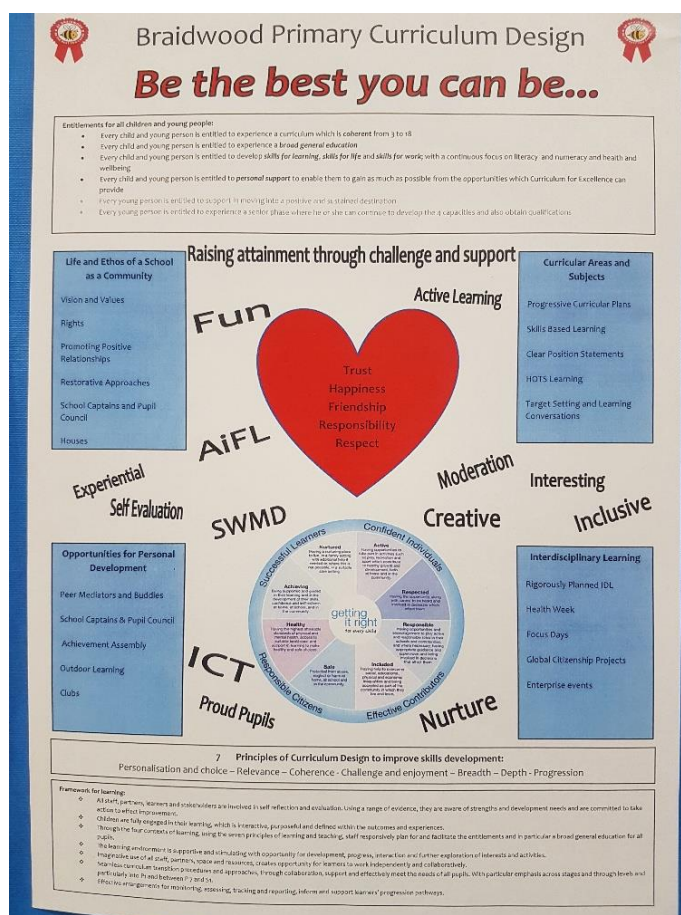
<http://www.educationscotland.gov.uk/thecurriculum/> or [www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk).

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.

A wide variety of teaching methods and strategies are utilised to enhance learning including whole class teaching, teaching in ability groups, mixed ability groups and individual teaching, depending on the subject, situation, needs and abilities of the children. We also seek to ensure that we adopt approaches that will cater for the variety of learning styles within each class.

Our curriculum design takes in to account the four contexts for learning within Curriculum for Excellence. If you require further information on specific areas of the curriculum please contact the school.



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

### **Rights of Parents / Carers**

In the Scottish Government Guidance (2011) and the Education (Scotland) Act 1980 ministers consider that religious observance complements religious education and is an important contribution to pupils' development. Here in Braidwood Primary we have a programme of study which encompasses other world religions as well as Christianity.

In line with national advice set out in SEED Circular 1/2005 and the Education (Scotland) Act 1980, parents may withdraw their child from Religious Education and/or Religious Observance. If you would like to withdraw your child from religious observance please contact the Head Teacher and arrangements will be made together.

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 are absent. Appropriate requests will be granted and the pupil noted as an authorised absence.

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

## **7. Assessment and tracking progress**

Pupil progress is assessed using both formative methods and summative methods.

Assessment for Learning approaches are used in every class allowing pupils to become skilled in understanding what they are learning and why, and also developing the ability to identify the progress they have made and their own next steps.

- Learning Intentions and Success Criteria
- Self-Assessment
- Peer Assessment
- Effective Feedback
- Effective Questioning

A variety of assessments such as check ups, end of topic quizzes, explaining their learning to others through showcases of learning, creating posters, presentations etc. allow staff to assess pupil progress.

Summative standardised assessments are carried out annually in maths, spelling, writing, and reading for all pupils.

Pupil progress is planned for carefully, assessments are part of the planning stage and evidence is gathered from 'say, write, make and do' activities.

Staff alongside the HT and PT track pupil progress throughout the year against Curriculum for Excellence levels.

## 8. Reporting

In Braidwood Primary we report to you on the work of the school and your child's progress informally and formally. On a regular basis we update our website and our school app allowing you to see what is happening in school.

Termly 'What's On!' letters and monthly newsletters keep you regularly updated on events and dates for your diary.

Our homework diaries also contain information on weekly target setting and review. They provide parents/carers with the opportunity to engage with their youngsters about what they are learning in school and reflect on that learning. The diaries also facilitate communications both from and to school.

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 is progressing in school. You will be given an appointment time to allow you to discuss your child's progress with the class teacher. This may be done over the phone or in person.

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 that 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.

## 9. Transitions

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

A full programme of transition from Nursery into P1 is in place. The transition activities vary depending on covid 19 restrictions.

### **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](mailto:edsuppserv.helpline@southlanarkshire.gov.uk) or **0303 123 1023**.

## **10) Support for Pupils**

### **Getting it right for every child**

Getting it Right for Every Child is (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 the Principal Teacher (pupil support) in a secondary school.

More information can be found on:

[www.scotland.gov.uk/gettingitright](http://www.scotland.gov.uk/gettingitright)

### **Support for All (Additional Support Needs)**

In Braidwood Primary, it is the responsibility of all staff to provide a curriculum that ensures the needs of all pupils are met and that pupils benefit from education and realise their full potential at each stage of learning. In line with South Lanarkshire guidelines, we have appointed an Additional Support Needs Co-ordinator (currently our Principal Teacher) and we operate a staged intervention approach in providing appropriate social, emotional, behavioural and learning support to pupils.

The Additional Support Needs Coordinator is Mrs Naismith who is responsible for liaising with the class teachers, the head teacher, parents/carers and specialist support agencies and personnel in order to best meet the needs of pupils requiring support. The Learning Community Senior Manager Pupil Support is also available to offer advice and recommendations where appropriate.

Most needs will be met at classroom level by the class teacher based on observations, assessments, discussions and appropriate target setting and planning for individuals.

Where a teacher identifies that a pupil requires further support, he/she will seek advice from the Additional Support needs Co-ordinator.



Support plans will be created and targets shared. Plans will allow children to progress at their own rate by ensuring that the content, method, pacing, resources and organisation are appropriate for the child.

Parents will be kept informed and involved at all stages of development. If appropriate, following parental consultation, specialist help may be sought from other support agencies such as Psychological Services, Speech and Language therapy, Occupational Therapy or Behaviour support.

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 Enquire service: [info@enquire.org.uk](mailto:info@enquire.org.uk)

Advice and information is also available at [www.enquire.org.uk](http://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](mailto: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 2021-2023', 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 and how positive relationships can make a difference to outcomes.

***How can I find out more?***

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

These are available in schools and on the SLC Staff Learning Centre Sway accessible by teachers and staff.

## **10. School Improvement**

We have a strong ethos of distributed leadership within the school. All pupils, staff and partners are encouraged to use their skills and areas of interest to develop pupils’ learning experiences, with a key focus on impact and outcomes. Over the past year we have continued to work on our Recovery Planning from Covid 19.

This session we are developing three particular areas:

<b>Emotion Works</b>	<b>Number Talks</b>	<b>Family Engagement</b>
We are introducing Emotion Works as part of our Health and Wellbeing programme. Emotion Works allows pupils to explore feelings, body behaviours and regulation strategies.	We are going to further develop the use of Number Talks across the school. Number Talks allow pupils to develop an understanding of number, and make connections across maths.	We will consider how we can engage families in learning at home, and also revisit The Cost of the School Day.

For further details of our achievements this session please see our website for our School Improvement Plan and our Standards and Quality Leaflet.

Some of the comments from this session include...

Pupils (Gathered through Let’s Do Lunch, and our Interactive SIP assembly)  
‘We’re treated fairly and feel safe’ ‘It’s fun! Lots of clubs.’

Parents (Gathered from the coffee afternoon)  
‘Friendly, enthusiastic and inclusive school’ ‘Positive environment, encourages children to feel proud to be at school’

Staff (Gathered during a collaborative session)

'There's mutual respect between pupils and staff' 'Happy and friendly school'

Partners (comments from visiting specialists as part of wellbeing week )

'An amazing school! – lovely staff and pupils who are open and engaged. Great learning environment'

## **12. School policies and practical information**

### **School Meals**

Healthy eating is something that the school supports and a range of meals are available at lunchtime that meet the Schools (Health Promotion and Nutrition) (Scotland) Act 2007 and the Nutrient Requirements for Food and Drink in Schools (Scotland) Regulations 2008.

The menu consists of a three course meal and all meals include fresh chilled drinking water and milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at lunchtime. The children also have access to unlimited bread, salad and vegetables to supplement their meal.

Pupils in:

- Primary 1 - 4 receive a free school lunch.
- Primary 5 - 7 meal cost is £1.95

In January 2022 Primary 5 pupils will also receive a free lunch and by August 2022 all primary school pupils will be eligible for a free lunch.

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

### **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. Our school breakfast club runs daily from 8.15am to 8.45am.

### **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 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 and any proposals on the dress code and what constitutes the school uniform will be the subject of consultation 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.

Here in Braidwood Primary School we recognise our own school uniform as:

- White polo shirts
- White shirt with school tie
- Black or grey trousers, shorts, skirt or pinafore, or tartan pinafore
- Red sweatshirt, pullover or cardigan



### **P.E. Dress Code**

Pupils will take part in PE indoors and also outdoors. Indoors pupils should ideally wear black gym shorts or leggings, a polo shirt and indoor shoes/trainers. When outdoors pupils should wear clothing to suit the weather! Leggings, jogging bottoms or shorts are suitable. They can wear outdoor shoes, or trainers.





## **Support for Parents / Carers**

### **Clothing Grant**

In certain circumstances, the council provides support to parents/carers for the purchase of school wear.

Applications can be made on line at: [www.southlanarkshire.gov.uk](http://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).

### **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.

## **School Hours and Holiday dates**

School starts at 9.00am each day and finishes at 3.00pm

Interval from 10.30am-10.45am

Lunch from 12.15pm-1.00pm

Please see the attached lists for forthcoming school holidays at the back of the handbook.

## **Enrolment – how to register for school**

Prospective parents may, at any time, contact the school and we will be happy to speak to them about their child starting 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](http://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](mailto: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 attends nursery of your catchment school don't assume that they will be automatically transferred. You must register them as normal.

If your child is starting school for the first time you must enrol your child at their catchment school in January. If 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. An online placing request form is available from the SLC website –

[www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or by contacting [edsuppserv.helpline@southlanarkshire.gov.uk](mailto:edsuppserv.helpline@southlanarkshire.gov.uk) or phone **0303 123 1023**.

Enrolment date for 2022 is week commencing 17 January 2022.



### **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](http://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](http://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 limits for school transport.

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

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

### **Insurance for schools – Pupil's 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:

#### **1. Theft/loss of personal effects**

The council is not liable for the loss or theft of pupils' clothing or personal effects and any items are therefore brought into the school at the pupil/parents' own risk.

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

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

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

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

#### **2. 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 staff, 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.

Our school values are key in promoting positive behaviour in our school, and pupils are very proud of themselves when they receive values bands in recognition of the choices they have made.



### **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](http://www.childprotectionsouthlanarkshire.org.uk)

### **Information on Emergencies**

We make every effort to ensure the school is open during term time for pupils. However, on occasions circumstances arise which can affect the school. Schools may be affected by, for example, severe weather, power failures or through any 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 using telephone, text (where appropriate), letters, web news and local radio stations particularly if there are prolonged periods of severe weather. The Council's website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) will be used to let you know if the school is closed and when it will re-open.

Please find further information on our Adverse Weather Procedures on our website.

<http://www.braidwood-primary.org.uk>

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](http://www.southlanarkshire.gov.uk) or e-mail at [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk)

### **Your commitments**

We ask that you:

- Support and encourage your child's learning;
- Respect and adhere to the school's 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 its 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](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 2022/2023

Break	Holiday dates		
<b>First Term</b>	<b>Teachers In-service</b>	<b>Monday</b>	<b>15 August 2022</b>
	<b>In-service day</b>	<b>Tuesday</b>	<b>16 August 2022</b>
	Pupils return	Wednesday	17 August 2022
September Weekend	Closed on Re-open	Friday Tuesday	23 September 2022 27 September 2022
October Break	Closed on Re-open	Monday Monday	17 October 2022 24 October 2022
	<b>In-service day</b>	<b>Monday</b>	<b>14 November 2022</b>
Christmas	Close on Re-open	Friday Monday	23 December 2022 (2.30pm) 9 January 2023
<b>Second Term</b>			
February break	Closed on	Monday and Tuesday	13 February 2023 14 February 2023
	<b>In-service day</b>	<b>Wednesday</b>	<b>15 February 2023</b>
Spring break/Easter	Close on Re-open	Friday Monday	31 March 2023 (2.30pm) 17 April 2023
<b>Third Term</b>			
Local Holiday	Closed	Monday	1 May 2023
	<b>In-service day</b>	<b>Tuesday</b>	<b>2 May 2023</b>
Local Holiday	Closed on Re-open	Friday Tuesday	26 May 2023 30 May 2023
Summer break	Close on	Tuesday	27 June 2023 (1pm)
Proposed in-service days	Monday 14 August 2023 Tuesday 15 August 2023		

Notes

- ◆ Good Friday falls on Friday, 7 April 2023
  - ◆ *Lanark schools will close Thursday, 8 June 2023 and Friday, 9 June 2023*
  - ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 23 December 2022 and Friday, 31 March 2023)
  - ◆ Schools will close at 1pm on the last day of term 3 Tuesday, 27 June 2023)
- \*Two in-service days proposed for August 2023 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](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](http://www.npfs.org.uk)

### **School Ethos**

Supporting Learners - guidance on the identification, planning and provision of support

Journey to Excellence - provides guidance and advice about culture and ethos

Health and wellbeing guidance on healthy living for local authorities and schools

Building Curriculum for Excellence Through Positive Behaviour and Relationships outlines the Scottish Government's priority actions around positive behaviour in schools and is also a source of support

Scottish Catholic Education Service's resource 'This is Our Faith' which supports the teaching and learning of Catholic religious education

## **Curriculum**

Information about how the curriculum is structured and curriculum planning

Information about the outcomes a learner can expect to experience and achieve across literacy, numeracy and health and wellbeing, as well as the 8 curricular areas

Advice, practice and resources to support the experiences and outcomes on literacy, numeracy and health and wellbeing

Broad General Education in the Secondary School – A Guide for Parents and Carers

Information on the Senior Phase

Information on Skills for learning, life and work

Information around the Scottish Government's 'Opportunities for All' programme

Information for organisations responsible for the planning, management and delivery of career information, advice and guidance services

The Skills Development Scotland website 'My World of Work' offers a number of tools to support career planning

## **Assessment and Reporting**

Building the Curriculum 5: a framework for assessment provides guidance around the assessment framework

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

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

## **Transitions**

Curriculum for Excellence factfile - 3-18 Transitions - provides information on the transitions children and young people will face throughout their education and beyond

Career Information, Advice and Guidance in Scotland - A Framework for Service Redesign and Improvement provides guidance on career information, advice and guidance strategy

Choices and changes provides information about choices made at various stages of learning

The Additional support for learning page provides links to relevant legislation and guidance, including the arrangements that should be in place to support pupils with additional support needs

Supporting Children's Learning Code of Practice includes specific requirements on education authorities and others under the new legislation in relation to transition

Enquire is the Scottish advice service for additional support for learning

Parenting Across Scotland offers support to children and families in Scotland

### **Support for Pupils**

The Additional support for learning page provides links to relevant legislation and guidance, including the arrangements that should be in place to support pupils with additional support needs

Information about the universal entitlement to support that underpins Curriculum for Excellence

Supporting Children's Learning Code of Practice (Revised edition) - provides Statutory guidance relating to the Education (Additional Support for Learning) (Scotland) Act 2004 as amended

Getting It Right For Every Child and Young Person, is essential reading for anyone involved or working with children and young people, including practitioners working in adult services with parents and carers

### **School Improvement**

Scottish Schools Online - provides a range of school information, including contact details, school roll, facilities, website, inspection reports

Education Scotland's Inspection and review page provides information on the inspection process

Scottish Credit and Qualifications Framework (SCQF)

Scottish Qualifications Authority provides information for teachers, parents, employers and young people on qualifications

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

### **School Policies and Practical Information**

**National policies, information and guidance can be accessed from the Scottish Government website on [www.gov.scot](http://www.gov.scot)**