



Education Resources



Carmichael Primary School Handbook 2023



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If you need this information in another language or format, please contact us to discuss how we can best meet your needs.

Phone: 0303 123 1023 Email: education@southlanarkshire.gov.uk.

1) Introduction by the Head Teacher

Dear Parent / Carer

I would like to take this opportunity to welcome you to Carmichael Primary School. This handbook has been written to give you some information about Carmichael Primary School while reflecting the aims and principles upon which our approach to education is based.

We aim to foster an ethos which makes our school a place,

- where children develop a love for learning,
- where kindness and respect for others is at the centre of our community,
- where each individual is challenged and supported to meet their full potential,
- where people feel safe and cared for.

At Carmichael Primary School, all members of staff have high expectations for our pupils who respond with excellent behaviour and positive attitudes in an environment where everyone is valued.

I hope this handbook will answer many of the questions which you may have about our school. Please get in touch if you would like any further information. We will be delighted to help you.

Yours sincerely

Lisa Glashan
Head Teacher

December 2022

South Lanarkshire Council is the fifth largest authority in Scotland. It covers the following main areas; Clydesdale in the south which features extensive rural areas, Cambuslang, Rutherglen, Blantyre and Uddingston to the north as well as the towns of East Kilbride and Hamilton.

The Council's Plan Connect sets out the Council's vision which is, "to improve the quality of life for all within South Lanarkshire".

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

2) About our school

Carmichael Primary School
School Road
Carmichael
Biggar
ML12 6PG

Tel: 01555 880216

E-mail: office@carmichael-pri.s-lanark.sch.uk
headteacher@carmichael-pri.s-lanark.sch.uk

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

Stages P1-P7
Present Roll 37 children

Carmichael Primary School is a non-denominational school.

School Staff

Head Teacher
Principal Teacher

Ms Lisa Glashan
Miss Pauline Holt

Primary 1-4 **Class Teachers**
Primary 5-7 **Class Teacher**

Mrs Alison Cardwell/Miss Holt
Mrs Karen Thomson

Support Staff

Mrs Janet Mitchell
Mrs Margaret Telfer
Mrs Fiona Lombard

Specialist Support Teacher
Instrumental Instruction (Brass)
Cleaner/Caretaker

Miss Eleanor Yorkston
Mr Paul Michael
Mrs Margaret Telfer

Catering
School Chaplain

Mrs Elaine Campbell
Vacancy

Parent Council Chairperson

Mrs Danielle Nisbet

Parent Council Chairperson Contact

danielle.marie.young@gmail.com

Arrangements for Contacting the School

By Phone:

Should you wish to contact the school about your child please phone the school and ask to speak to a member of the Management Team; either the Head Teacher or Principal Teacher. Your concern will be logged and investigated. A member of the Management Team will make contact with you later that day or the following day to explain the findings.

In Person:

If you wish to speak to a member of the Management Team in person, please contact the school office to arrange an appointment.

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 follow the procedures below.

- If you know in advance of any reason why your child is likely to be absent from school, please let us know either in writing or by telephoning the school.
- 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 changes to the following:
 - Home telephone number
 - Mobile number
 - Emergency contact details

Complaints Procedure

You can make your complaint by phone, by email or in writing. We will always try to deal with your complaint quickly however if the matter will need a detailed investigation we will keep you informed of our progress.

We take all complaints seriously and will make every effort to make sure 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 Kathleen McCormick (Quality Improvement Officer) at South Lanarkshire Council Headquarters.

School Visits

If you are seeking a place for your child in Carmichael Primary School, please phone the school to make an appointment with the Head Teacher, she will show you and your child around the school, explain the enrolment procedures and offer you a school handbook. She will outline school procedures, details regarding school uniform and answer any questions you may have about the placement.

Our Pupil Views

We are a small school in a rural area.

We have lots of fun at school and make lots of friends.

We love all the outdoor learning we do.

Teachers always listen to what we have to say and help us to be better.

Our Parent Views

The head teacher works alongside staff to create an exciting and fun loving learning environment.

The expertise and dedication of all the staff is excellent.

The focus on outdoor learning.

Our Staff Views

We enjoy using outdoor learning to promote understanding throughout the curriculum.

We work hard to develop challenging and stimulating programmes of work for all pupils.

3) Parental involvement

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

www.southlanarkshire.gov.uk/downloads/file/13457/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
- Engage Parent Forum – www.engageforeducation.org
- National Parent Forum for Scotland – www.educationscotland.gov.uk/parentzone
- South Lanarkshire Council – www.southlanarkshire.gov.uk

We have a very supportive Parent Council who are actively involved in the life of our school supported by our other parents/ carers. They organise and run a range of fundraising activities allowing us to enhance the education of all of our pupils. A sub-group from the Parent Council looks specifically at school improvement, the School Improvement Team are involved in self-evaluation and in the co-creation of the school improvement plan.

4) School Ethos

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

Features of our positive school ethos include:

- A strong sense of community
- Good interpersonal relationships
- Appropriate pastoral care for pupils and staff
- An atmosphere that encourages citizenship
- Pupil voice valued and celebrated

At Carmichael Primary we are committed to creating an ethos of achievement, where everyone is encouraged to reach their academic potential and is helped to develop their knowledge and understanding of their own community as well as the wider world. In doing so we would hope that all our pupils acquire the attitudes and skills that are necessary to become the informed citizens of the future and valuable members of the society in which they are growing up.

We reward and celebrate individuals' achievements both within and out with school and provide a welcoming, safe, secure and healthy environment for all. The children have many opportunities for personal achievement and contribute to the ethos and life of the school by taking on roles and responsibilities on various different committees, allowing them to work in an enterprising and creative way. Achievements are also celebrated at our weekly assemblies, through our achievement wall display in school and on our school app.

At Carmichael Primary School our vision, values and aims underpin everything that we do. They are at the heart of our curriculum and the way we interact with each other.

Our children, staff, parents and community partners work together to promote a culture of mutual respect and lifelong learning where children are happy, highly motivated, have high self-esteem and confidence to enable them to realise their potential.

We aspire to provide the highest quality teaching and learning environment to allow our children and young people to develop the skills for life, learning and work.

Carmichael Primary School Values:

Effort – We have high expectations and we believe that all of our pupils can fulfil their potential.

Resilience – We are a nurturing school. We support all to develop the life skills to 'bounce back' from challenges.

Kindness – We aim to treat everyone the way we would like to be treated ourselves.

Individuality – We recognise that we are all different and we accept and celebrate those differences.

Our vision at Carmichael Primary school is to prepare children for life in the 21st century. We aim to equip them with skills for learning, life and work developing values of effort, kindness and resilience in all that they do.



Pupil Leadership Teams

In Carmichael we encourage pupil voice and facilitate the children to become leaders of learning. We do this through the various committees we run. Pupil views are important to us and we encourage all committees to participate in self-evaluation with a view to continually improving learning and teaching in the school.

Making Rights Real:

Here at Carmichael Primary, we believe through teaching children about their own rights according to the United Nations Convention on the Rights of the Child and the rights of others in turn will raise



achievement in school and improve the quality of their lives and the lives of others.

South Lanarkshire Council's Making Rights Real Award is an effective way of inspiring and supporting schools who want to provide children and young people with a rights respecting guide to living.

Our class charters demonstrate the respect we have for others and how we all try to ensure that everyone's rights are met.

Life of the School:

Our children are encouraged to contribute to the life and work of the school and, from the earliest stages, to exercise their responsibilities as members of the community. Our children are encouraged to exercise their right to participate in decision making that affects them. We believe all children regardless of their age or ability can offer experience and knowledge, new perspectives, skills, time and both creative and practical ideas. They are encouraged to contribute as leaders and role models, to offer support and service to others and to play an active part in putting the values of the school community into practice.

Committees:

All children are developing as effective contributors, responsible citizens and confident individuals by fully contributing to the life of the school and the wider community. Children have active roles in the various committees and working parties throughout the school, e.g. Eco Committee, Making Rights Real Committee, School Improvement Team, JRSO, and Reading Schools Group. These committees meet regularly in order to gain pupil views and have their voices heard.



Restorative Practice:

In Carmichael Primary we are committed to using Restorative Practice techniques in the school particularly when dealing with challenging behaviour and conflict. It focuses on building and repairing relationships rather than on managing and controlling behaviour.

It is really about asking the following questions:

- What happened?
- What were you thinking?
- How did you feel?
- Who else has been affected?
- What do you need/to do?

The emphasis on 'we' is crucial, because it implies that all those affected by what has happened are also involved in finding the way forward.



5) The Curriculum

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

The curriculum includes all of the experiences that are planned for children and young people to support the development of their skills, wherever they are being educated, for example in the family and community, pre-school centre, nursery and school. This broad, general education will allow them to become successful learners, confident individuals, responsible citizens and effective contributors to life in the 21st century.

In taking this forward our school will work closely with South Lanarkshire Education Resources and other services to enrich the curriculum, to provide the best possible education for all children and young people. We wish you to feel confident that your child is encouraged and supported to develop their literacy, numeracy and other skills whilst they attend our school. The curricular areas are as follows:

- Expressive arts
- Languages and literacy
- Health and wellbeing
- Mathematics and numeracy
- Religious and moral education
- Science
- Social studies
- Technologies



If you want to know more about Curriculum for Excellence, please visit [Scotland's Curriculum for Excellence \(scotlandscurriculum.scot\)](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.

At Carmichael Primary School we aim to actively engage our children in their learning as this is when learning is the most meaningful for them. Children experience **challenge and enjoyment** in all that they do; **breadth** in relation to the different learning experiences the children engage with; **progression** throughout their learning, building upon prior knowledge at a steady, challenging and relevant pace for each individual; **depth** of learning to allow children to develop specific skills that they can transfer to other aspects of learning; **personalisation and choice** in what and how they want to learn; **coherence** in their learning which allows children to see the links between what they are learning and the real world; and **relevance** of what they are learning and why it is important for them now and in the future.

Approaches to learning

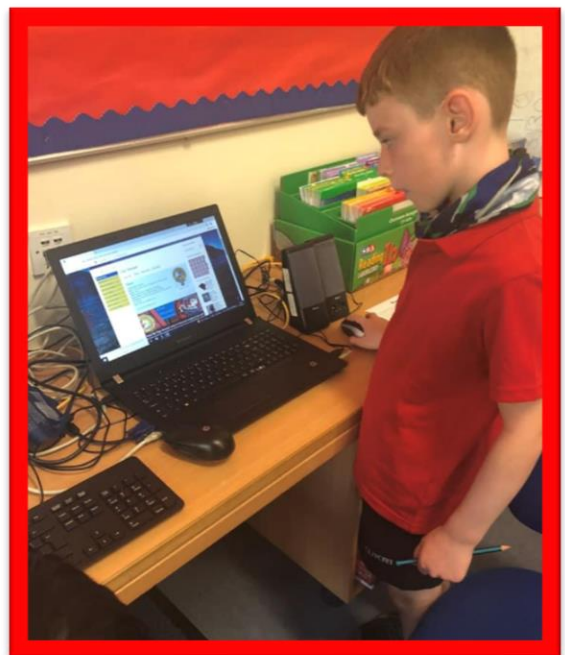
We use a variety of different approaches to teaching and learning to engage our learners. **Active learning** is part of daily teaching and learning in our school where children are actively engaged in all aspects of their learning across all curricular areas. All activities are created to stimulate, motivate and appropriately challenge our pupils and relevant links are made across curricular areas and to real life contexts to make learning more meaningful.

Interdisciplinary learning allows topics to encompass other curricular areas. This year some of our P1-4 class topics have been 'the farm' and 'Forces'. In our Primary 5-7 class pupils have studied 'The Human Body' and 'The Titanic'. Learning in these topics has made links in many curricular areas and allows children to apply learning from one context to another.



ICT

As a school we use **ICT across the curriculum** which involves using different types of technology to engage learners and provide different ways of learning. We are very well resourced and have PCs, iPads, laptops, chrome books, interactive whiteboards and GPS tracking devices for Geocaching. We strive to keep up to date with new developments in technology and use these in every day learning and teaching.



Outdoor Learning

We take advantage of our beautiful, local, rural surroundings to embrace **Outdoor Learning**. All of our pupils make good use of the woodland area to the rear of our school where an outdoor learning classroom has been set up in Carmichael Estate. In our recent inspection our outdoor learning was highly praised as a high-quality provision which allows children to apply their knowledge and skills across their learning in a stimulating and exciting way.



All staff within the school are highly motivated. Teaching staff use **responsive planning** which allows them to incorporate what the children want to learn and build on prior knowledge ensuring the motivation, interests and individual needs of children are being met. Responsive planning allows teachers to reign in on the particular interests of children and gear learning experiences towards these whilst still teaching the required elements of what they have to learn.

Health and Wellbeing's Relationships, Sexual Health and Parenthood Programme (RSHP)

Our local authority is committed to the provision of quality sex education in accordance with National Guidance and we have introduced a new programme of activities to our school. This will form a key element of our personal, social and health education and will provide knowledge and understanding of the nature of sexuality and the processes of human reproduction within the context of relationships based on love and respect. All parents have the right to withdraw their children from RSHP lessons. Please notify the school in writing if you wish to do so at the time. If you wish to view the materials we use, please contact the school.

Our programme for RSHP covers:

Early years of primary school:

- Awareness of the ways in which bodies grow and change
- Uniqueness of their body
- Where living things come from
- Family and special people who care for them

Middle stages:

- Exploring changes in the body
- How human life begins
- Being part of a family
- Dealing with bullying situations

Upper stages:

- Physical and emotional changes at puberty
- Body image and self-worth
- Understanding of own developing sexuality
- Developing an awareness of gender identity
- Changing nature of friendship
- Dealing with sexual feelings
- Menstruation, pregnancy and birth

Religious and moral education

Religious and moral education allows children to explore the world's major religions and views and to consider the challenges posed by these beliefs and values. Through developing awareness and appreciation of the value of each individual in a diverse society, religious and moral education promotes responsible attitudes to other people. This awareness and appreciation assists pupils in counteracting prejudice and intolerance.

A programme of study for religious and moral education has been devised for our school based on the Curriculum for Excellence National Guidelines. Integral to this guidance is the principle of mutual respect. The diversity of belief and tradition provides an ideal context in which pupils can learn about, and so learn from, what is important in the lives of themselves and others. South Lanarkshire's guidance recognises and welcomes diversity and promotes respectful understanding.

The school programme is very largely based on Christianity and Christian Festivals as well as looking at customs and celebrations of several other main world religions. We focus mainly on Judaism and Islam for our study of other world religions.

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

Rights of parents / carers

Scottish Government Ministers consider that religious observance complements religious education and is an important contribution to pupils' development. It should also have a role in promoting the ethos of a school by bringing pupils together and creating a sense of community.

There is a statutory provision for parents to withdraw children from participation in religious observance. This right of parents' wishes will be respected and where a child is withdrawn from religious observance, schools will make suitable arrangements for the child to participate in a worthwhile alternative activity.

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 how your child's learning is progressing. We do this through two parent information evenings per session and two formal reporting periods per session.

Assessment is an integral part of day to day learning and teaching for children and staff. Assessment is vital to ensure children are progressing in a challenging and progressive way, assessing not just what they know but how well they know it. Assessment is a tool used by teachers to help plan and prepare programmes of study and learning activities that challenge and extend children's' knowledge. It also allows teaching staff to evaluate the effectiveness of their teaching and the resources that they use.

Throughout all learning activities children will always:

- Know what they are learning, why they are learning it and how they can be successful,
- Be given feedback on how well they have done and what they can do to make it better,
- Be involved in the decision making process of their next steps in learning.

As a school, we use a variety of formative assessment techniques on a daily basis to help inform next steps for all children. We carry out regular summative assessment to allow pupils to build a portfolio of evidence of achievement of a level within Curriculum for Excellence.

Tracking learners' progress

Carmichael Primary School tracks all learners' progress across core curricular areas of literacy, numeracy and health and wellbeing. This allows us to have a clear understanding on how well learners are progressing. It enables next steps in learning to be identified and informs the planning and reporting process while ensuring appropriate support and challenge are in place for all pupils.

7) Reporting

We will provide parents with a written report each session so that you can see what your child has been learning and how they are progressing. In addition, there will be two parents' meetings across the session which offer you the opportunity to discuss how your child is progressing. As well as these opportunities to hear how your child is progressing there will be informal feedback provided throughout the school session in the form of social media updates, class showcases, assemblies and opportunities to share pupil achievements.

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

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

8) Transitions

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

We will also provide you with information at this time on events designed to support P7 children before they move on to secondary school.

Change of School/Placing Request

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

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

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

The associated secondary school for pupils who live within the Carmichael Primary School catchment area is Lanark Grammar.

Lanark Grammar School
Kirklands Road
LANARK
ML11 9AJ
Phone: 01555 667520

Children currently in P7 will receive a copy of Lanark Grammar School's handbook in January and, be able to visit Lanark Grammar School for two days in June preceding their transfer as part of the transition programme. They have the opportunity to meet Lanark Grammar School staff at Carmichael Primary when staff visit our school. Some of our pupils fall in the catchment for Biggar High, or parents choose to make a placing request to Biggar High, in these instances we will do everything we can to liaise with Biggar High and ensure pupils access all transition activities.

Every two years our P6/7 pupils take part in a residential outing to an outdoor centre allowing them the chance to work with other pupils from local schools who will be transferring onto secondary education at the same time as them. In spring 2024 we plan to take our P6/7 pupils to visit Lockerbie Manor Outdoor Centre in Dumfries. This allows our pupils to try out a range of challenging activities they normally do not have access to and helps to build self-esteem, resilience and confidence.

We also participate in a range of activities giving our pupils the opportunity to get to know other pupils from local schools. Our P4-7 pupils also take part in netball, football, and cross country events which are organised for pupils within Clydesdale schools by Active Schools.

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)

In Carmichael primary staff ensure that all pupils are challenged and supported to achieve their full potential, recognising the importance of motivation, positive relationships, and confidence for our pupils. Teachers and support staff use a range of teaching approaches and resources to ensure pupils progress academically, socially, and emotionally. Some pupils may require interventions to support their learning at points during their time at primary school. Where support is required, we work closely with parents and partners across Education, Health and Social work as appropriate, to ensure the best outcomes for our pupils.

All of our actions are guided by South Lanarkshire Council's Additional Support for Learning guidelines. Any parental enquiries about Additional Support for Learning can be directed to the Head Teacher, who will be happy to discuss your concerns.

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

Following a period of self-evaluation with regards to pupil attainment and school improvement, every session Carmichael Primary School produces a School Improvement Plan highlighting the areas the school will focus on the following session. This plan is then worked on throughout the following school year and reviewed and reported on in the school's annual Standards and Quality Report.

The school's main progress and achievements of 2021/2022 can be read in our Standards and Quality Report found via the following link:

[SQ-Carmichael-2022.pdf \(glowscotland.org.uk\)](#)

Our planning for session 2022/2023 focuses on raising attainment in literacy, developing a whole school approach to Learning for Sustainability, and reconnecting with our community in Carmichael and our partners across Clydesdale.

Below is the link to our summarised School Improvement Plan for 2022-2023

[Carmichael-Primary-SIP-Page-2022-2023.pdf \(glowscotland.org.uk\)](#)

11) School policies and practical information

Nursery

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

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

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

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

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

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

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

Pupils in:

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

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

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

Special diets

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

Free School Meals

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

- Income Support, Universal Credit (where your take home pay is less than £660 per month), Job Seeker's Allowance (income based), Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £7,920 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £17,105 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 (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. The service runs from 8.15am to 8.45am each school day.

School uniform

We ask all parents/carers to support the school by encouraging your child(ren) to adhere to the agreed dress code and the wearing of our school uniform. The wearing of a school uniform helps promote the identity of the school in the local community and helps create an ethos of sharing and pride in the school.

In addition, the wearing of a uniform helps towards increasing the protection of all pupils. The wearing of a uniform helps staff and the pupils to distinguish between who belongs to the school and those who may be visitors. This enables staff to approach and identify visitors more readily and helps in trying to offer a safer environment for pupils and teachers alike.

Equality of opportunity is an important aspect of the life of the school. Any proposals on the dress code and on what constitutes the school uniform will be the subject of discussion with the Parent Council and where appropriate consultation with parents, pupils and staff.

There are forms of dress which are unacceptable in all schools such as:

- the wearing of football colours
- clothing with slogans that may cause offence (anti-religious, symbolism or political slogans)
- clothing which advertises alcohol, tobacco or drugs
- clothing which can be deemed unsuitable in terms of health and safety grounds such as shell suits, combat style clothing, dangling earrings, loose fitting clothes particularly in practical classes
- articles of clothing that could be deemed to inflict damage on other pupils or be used by others to do so
- footwear that may damage flooring.

For the benefit of new entrants the uniform is listed below:-

Black/Grey	Skirt/trousers
Red/white/grey tartan	Pinafore/Skirt
White	Shirt/blouse
White	Polo shirt
Red	V neck sweatshirt/cardigan (school badge optional)
Red Fleece	(school badge optional)
Red Showerproof Jacket	(school badge optional)

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. Please inform the school of any allergies your child may have.

Allergies can present in a variety of ways and can occur at any point in a person's life. Symptoms range from mild to severe. Children and young people known to have an allergy with moderate to severe symptoms will likely have a Health Care Plan drawn up by the NHS. This will detail symptoms and appropriate interventions.

It is vital that parents share this information with the school and continue to provide any updated information.

Where symptoms are mild and a Health Care Plan is not in place, parents should still continue to liaise regularly with the school on any new triggers, medications and actions required.

In all cases, our employees need to know your child's symptoms, treatments and any actions required to help prevent exposure to the allergen and minimise the risk of allergic reactions.

Employees in schools will receive training on allergies and will liaise with parents and NHS on any additional specialist training required.

In supporting children and young people with allergies, school employees will operate in accordance with South Lanarkshire Council's Safe Systems of Work / risk assessment and national guidance on the administration of medicines.

Support for parent/carers

Clothing grant

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

Applications can be made online at www.southlanarkshire.gov.uk. If you are required to submit evidence of your Tax Credit income it is important that a copy of this evidence is attached to your online application. Should you require further information or you are unable to submit an application online then please contact the helpline number **0303 123 1011** (option 5).

School hours/holiday dates

Opening	9.00 am	
Interval	10.30 am	- 10.45 am
Lunch	12.15 pm	- 1.00 pm
Closing	3.00 pm	

See attached list showing school holiday dates.

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.

Parents within the catchment area will be advised via social media that they can begin using the online registration form to enrol their child for school in August 2023. The registration form along with the child's full birth certificate and 2 proofs of residency will be sent directly to the office email address will be available from 9 January 2023.

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 or by contacting edsuppserv.helpline@southlanarkshire.gov.uk or phone **0303 123 1023**.

Enrolment date for 2023 is week commencing 16 January 2023.



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 on: 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.

Insurance for schools – pupils' personal effects

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

(i) Theft/loss of personal effects

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

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

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

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

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

(ii) Damage to clothing

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

Family holidays during term time

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

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

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

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

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

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

Promoting positive behaviour

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

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

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

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

Child Protection

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

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

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

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

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

If you would like more information, or have a concern of a child protection nature, please contact the head of the educational establishment which your child attends.

The Child Protection Committee's website has a range of useful information for parents/carers to help them keep their children safe.

www.childprotectionsouthlanarkshire.org.uk

Information on emergencies

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

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

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

Your commitments

We ask that you:

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

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

Information on pupils, parents and guardians is held by the school to enable the teaching, registration and assessment of pupils as well as associated administrative duties. The information is stored and used as per the requirements of the GDPR, with South Lanarkshire Council defined as the data controller. The Council have established a data protection policy that applies to all of its school.

Education Resources has also prepared a privacy notice (below) which sets out how we will deal with personal information as part of our statutory function as an education authority. For more information please contact the school.

Privacy Notice

Introduction

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.

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 2023/2024

Break	Holiday dates		
First Term	Teachers In-service	Monday	14 August 2023
	In-service day	Tuesday	15 August 2023
	Pupils return	Wednesday	16 August 2023
September Weekend	Closed on Re-open	Friday Tuesday	22 September 2023 26 September 2023
October Break	Closed on Re-open	Monday Monday	16 October 2023 24 October 2023
	In-service day	Monday	13 November 2023
Christmas	Closed on Re-open	Monday Monday	25 December 2023 8 January 2024
Second Term			
February break	Closed on	Monday & Tuesday	12 February 2024 13 February 2024
	In-service day	Wednesday	14 February 2024
Spring break/Easter	Closed on Re-open	Friday Monday	29 March 2024 15 April 2024
Third Term			
	In-service day	Thursday	2 May 2024
Local Holiday	Closed	Monday	6 May 2024
Local Holiday	Closed on Re-open	Friday Tuesday	24 May 2024 28 May 2024
Summer break	Close on	Wednesday	26 June 2024
Proposed in-service days	15 & 16 August 2024		

Notes

- ◆ Good Friday falls on Friday, 29 March 2024
- ◆ *Lanark schools will close Thursday, 6 June 2024 and Friday, 7 June 2024*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 22 December 2023 and Thursday, 28 March 2024)
- ◆ Schools will close at 1pm on the last day of term 3 Wednesday 26 June 2024)
*Two in-service days proposed 15 & 16 August 2024.

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

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