



2023/2024

Castlefield Primary School & Nursery Class



School Handbook

School Tel No: 01355 230810

Nursery Tel No: 01355 247236

Email: gw18cpsparentmail@glow.sch.uk

Website: www.castlefield-pris-lanark.sch.uk



Contents

1. **Introduction**
2. **About our School**
3. **Parental Involvement/Parent Council**
4. **School Ethos**
5. **The Curriculum**
6. **Assessment & Tracking Progress**
7. **Reporting**
8. **Transitions (Change of school / Placing requests)**
9. **Support for Pupils (Additional Support Needs)**
 - **Getting it Right for every child**
 - **Enquire**
 - **Attachment Strategy**
10. **School Improvement**
 - **Pupil Equity Funding**
11. **School Policies and Practical Information**
 - **Nursery**
 - **Free meals**
 - **Uniform/dress code**
 - **Clothing Grant**
 - **Transport**

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

On behalf of everyone at Castlefield Primary School, welcome to our school handbook. This handbook contains information about all aspects of school life that will be helpful for pupils, parents and staff.

We are happy to welcome you and your child to our school and hope that this will be the beginning of a happy and positive experience for you both.

At Castlefield Primary we take pride in creating a safe, secure and stimulating learning environment where pupils are given the opportunity to achieve their full potential. In line with the Scottish Curriculum for Excellence we aim to support children to develop the four capacities: 'Successful Learners', 'Confident Individuals', 'Effective Contributors' and 'Responsible Citizens'. We aim to ensure that there is a positive, welcoming and inclusive ethos where all are valued and have a voice. A whole school consultation was carried out to agree on a set of values. Five values were chosen as the most important. **C**alm, **A**chieve, **R**espect, **E**ncourage and **S**upport. We are working hard as a school community to embed these values and strive to achieve our vision: at Castlefield we aim to provide a community where everyone feels nurtured, respected and included and to support the whole child in their path to lifelong learning.

Our experience has shown us that in order to fulfil these outcomes a strong partnership between school and home really helps to enhance a child's positive experience of school and make their time with us much more worthwhile. We see the community as an extension of our school, and we aim to develop relationships in an atmosphere of trust and respect. We take pride in the high level of pastoral care we are committed to providing. We welcome the opportunity for you to be a partner in your child's learning and encourage you to be part of an extremely supportive Parent Forum within the school. We pride ourselves in having very positive partnerships with our families and celebrate a very supportive and proactive Parent, Carer Council (PCC) who work very hard to support the work of the school.

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

The Council's Plan Connect sets out the Council's vision which is, "to improve the lives and prospects for everyone in South Lanarkshire".

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

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

Through this partnership, we hope we can all work together to make everyone feel a part of the Castlefield Primary School community.



2. About Our school

Castlefield Primary School and Nursery Class

25 Lickprivick Rd
EAST KILBRIDE
G75 9DH

Phone: 01355 230810

Nursery Tel No: 01355 247236

School Email: gw14cfieldpsoffice@glow.sch.uk

Parent Email: gw18cpsparentmail@glow.sch.uk

School Website: www.castlefield-pri.s-lanark.sch.uk

School Twitter Feed: @Castlefieldprim

Parent Council Email: castlefieldpcc@gmail.com

Present Roll: 156 pupils (plus 33 nursery children)

Capacity of School: 250 pupils (not including nursery)

The capacity of the school is based on the number of spaces available, i.e. 25 pupils in P1, 30 pupils in P2 and P3, 25 pupils in a composite class and 33 pupils in P4 - P7 giving a maximum of 250. Parents should note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which the classes are organised.

Stages covered: Nursery and Primary 1 - Primary 7

Nursery class: up to 72 children.

Castlefield Primary School is a non-denominational co-educational school. We teach in English and children learn French throughout, with Spanish from P5 onwards. Gaelic is only available at specified schools in South Lanarkshire.

The school has a wide variety of community links, e.g. Library, community police, Universal Connections, etc.

Our school badge is made up of four quadrants. The top quadrant represents Lickprivick Castle, which was in the ground adjoining the school. The right-hand quadrant – the book – denotes the times in the Lickprivick family history when they were printers to King James VI. The lower quadrant – Beacon Hill – denotes the highest point in East Kilbride, where fires were lit long ago to warn the surrounding areas of enemy advances. The left-hand quadrant – Bruce's spider – denotes his sergeancy over the castle.





Learning Community

Castlefield Primary is part of the Duncannrig Learning Community. A learning community is made up of schools and education establishments from the area including the secondary school, primary schools, early years establishments, early years partners and schools and bases which provide specialist additional learning services. It is about working together to plan better outcomes for children and young people. The learning community develops ways of working between establishments and with other agencies and organisations to ensure services are responsive, accessible and are delivered as effectively as possible.

Each learning community is managed by a Head of Education (Area). All the establishments and services in a Learning Community share priorities for improvement and are involved in the deployment of additional support to meet the needs of the child and family.

School Hours

Start	Interval	Lunch	End
9.00am	10.45am – 11.00am	12.30pm-1.15pm	3.00pm

Holiday dates are in the appendices.

Nursery Class hours: 9.00am to 3.00pm, with lunch served from 11.30am.

Breakfast Club

Our Breakfast Club is open from 8.15am – 8.45am Monday to Friday. Toast, cereal and milk are examples of what is available on the breakfast club menu. There is no charge for breakfast club.

After School Care

We do not operate an after-school care facility within the school but there are a number of after care and child minding facilities available within the local area.

Attendance at school - arrangements

Every effort should be made to ensure that your child attends school during term time. Please contact the school as soon as possible if your child is unable to attend school. It is important for the school to work with parents/carers in encouraging children to attend school. All absences are required by law to be recorded. Absences will normally fall under two categories – authorised or unauthorised absence. In cases where your child is unable to attend school parents are asked to:

- if you know in advance of any reason why your child is likely to be absent from school, such as a hospital or doctor's appointment, please write to us or inform our office by calling in or phoning. You can leave a message on our automated answering service at any time. If you are collecting your child during the school day to take them out of school for any reason, they must be signed out at the school office. Please call for them in plenty of time for this to be done.
- 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

Where no notification of absence has been received, we will make all reasonable attempts to contact parents by text or by phone. Where this is not successful, we will call emergency contacts. If this is still unsuccessful, we will send you a letter asking you to get in touch with us. However, in some circumstances we may seek advice from other agencies to ensure your child is safe.

This next section is to tell you about the attendance procedures from South Lanarkshire Council and set out the steps we are asked to take. "...as absence from school, whatever the cause, disrupts learning and can have an adverse impact on participation, attainment, peer relationships, health and wellbeing and ultimately positive life outcomes for children and young people."

The focus of the policy is to work with families to maintain a high level of attendance for children and to provide agreed supports where these are required. A staged, early intervention approach supports schools in monitoring attendance and engaging with families before situations reach crisis point. Attendance at, for example 90% across a school year, may seem high but this is equal to 19 days absence or 3 weeks & 4 days of missed learning. Where a child maintains attendance at 90% across their school career (to end of S5) this is the equivalent of over one lost year of education.

A series of letters has been provided to support this process. The intention is to highlight current attendance to parents/carers to open a dialogue about the reasons for absence and, where appropriate, to identify any supports required. If your child's attendance is less than 95% you may receive a letter about it. Please be in touch with us to discuss how we can support you.

Child Unwell

If you have advised us that your child is unwell, it will be recorded as an authorised absence - this will impact on their attendance record.

Parental Concerns

If at any time you have a concern about your child's education or their progress at school, you can make an appointment to speak to the class teacher or a member of the management team by calling or emailing the school or coming in and asking for one.

Complaints

We hope that your concerns will be answered to your satisfaction. However, we know that there may be times when you are unhappy, or you may want to suggest ways to improve things. We can normally resolve concerns, mistakes and misunderstandings quickly. However, if we cannot sort out your problem this way, the complaints procedure is here to help you.



When should I complain?

Our complaints procedure is intended for those times when you feel we have failed to deliver what we should.

How can I complain?

We want to make it as easy for you as possible to let us know if you feel something has gone wrong. You can complain:

- By telephone to the Head Teacher or via the office staff if head teacher is not available.
- In writing either by letter or by emailing: gw18cpsparentmail@glow.sch.uk

What will we do?

We will contact you and talk about what we can do to ensure we are delivering the best possible service and if you do not feel the matter is resolved then we will put you in contact with our quality improvement officer who can assist with this.



Staffing

The staffing allocation for Session 2023/24 is as follows:

Senior Leadership Team

Head Teacher (Acting)	Abi Hilley
Principal Teacher	Eilidh McGilvray

Class Teachers

Jennifer MacGregor	P1
Rowan Cochrane	P1/2
Craig McKenzie	P2/3
Jenna Conroy	P3/4
Laura Stefani	P4/5
Gillian Love	P5/6
Eilidh McGilvray	P6/7 Mon/Tue
Karina McKissock	P6/7 Wed-Fri
Deborah Mair	CCC Teacher
Clare Whalin	Specialist Support Teacher
Marie-Clare Allan	Educational Psychologist

School Support Staff

Lesley Ritchie	Team Leader
Amanda Brown	School Support Assistant
Allison Collard	School Support Assistant
Sharon Plews	School Support Assistant

Facilities Community Resource Team

Janitor	Bill Penman
Catering Manager	Lyndsay Muir
Catering Assistants	Donna Brunton, Jennifer Bruce
Cleaning Supervisor	Margaret Kenny
Facilities Assistants	Isobel Mack & Laura Lawson

Nursery Class

Nursery Depute Head of Centre	Carole McCrudden
Early Years Workers	Paula Brown (on Maternity Leave), Karin Connolly, Danielle Connor, Nicola Gowran, Claire Harvey, Ashliegh Kerr, Michael McKiernan, Leanne McLarty, Melissa Murphy, Sarah Savilaakso, Colette Seenan & Lisa Smith (on Maternity Leave)
Early Years Assistant	Marie Gallagher



3. Parental Involvement/Parent Council

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

www.southlanarkshire.gov.uk/downloads/file/13457/parents_as_partners_-_strategy_2019

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

As a parents/carers we want you to be:

- welcomed and given an opportunity to be involved in the life of the school
- fully informed about your child's learning
- encouraged to make an active contribution to your child's learning
- able to support learning at home
- encouraged to express your views and involved in forums and discussions on education related issues

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

To find out more on how to be a parent helper, or a member of the Parent Council, 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

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

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

Our Parent Carer Council

Castlefield Primary School has an extremely active Parent Carer Council (PCC) whose members are dedicated to working in partnership with the school to enhance the children's educational experiences. The Parent Carer Council meet every month at the school.



As the Primary 7 children move on to secondary school, we lose some of our parent members. In order for the Parent Carer Council to continue to actively support the school, we are always looking for new members. The Parent Council meetings are informal and very welcoming so do not worry about coming along to any meeting. Being a member means you are only expected to give what you can in terms of your time, help and support. There is something for everyone!

If you would like to find out how to join or wish to find out more about parental involvement please contact our Parent Council by email: castlefieldpcc@gmail.com

Clare Baillie	Parent Council Chairperson
Sarah Deacon	Vice-Chairperson
Jen Brannan	Secretary
Donna Hadden	Treasurer
Nicola Taylor	Parent Member
Shona Findlay	Parent Member
Joan McQueen	Co-opted member
Eilidh McGilvray	Teacher Member
Archie Buchanan	Councillor
Mathew Buchanan	Councillor
Geri Gray	Councillor

4. School Ethos

In Castlefield Primary School we aim to ensure that there is a positive, welcoming and inclusive ethos where all are valued and have a voice. The way we work, talk and interact with each other is based on our agreed core values of: Calm, Achieve, Respect, Encourage and Support.

We will work hard together, as a whole school community, to fulfil this expectation. The decisions we make as a school will be based on the fact that our children's health, wellbeing, progress, attainment and achievement are central to our work. Our intention is to provide the very best learning experiences and opportunities for our children. To support them in achieving all that they can, to be successful and confident life-long learners and helping them to be active and responsible citizens who make an effective contribution to their community. This focus will support our children in developing the essential knowledge, skills and attitudes for lifelong learning and will prepare them to enjoy a full and varied life.

Education in school is dependent on a good ethos. One where the school is caring, warm and accepting, where values enable pupil's self-esteem and confidence to develop, where the curriculum is interesting and stimulating to encourage effort, good behaviour, self-discipline and self-esteem.

We work in partnership with parents, and it is important that the child knows that this cooperation exists between parent and teacher.



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 Understanding Distressed Behaviours) 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.

At Castlefield we are updating our whole school relationships policy based on promoting positive relationships. We are consulting with pupils, parents and staff to ensure everyone is involved in the creation of a positive school ethos that encourages good behaviour. High expectations are set at the beginning of every school year and we have three school rules for all... be safe, be kind, be ready.

We hold a weekly 'Spotlight Assembly' where we highlight children's achievements both inside and outside of school and choose someone from each class to receive a spotlight award for being an Effective Contributor, Successful Learner, Confident Individual or Responsible Citizen. Each week Carlos, the Castlefield bear, visits a class who have demonstrated our rules and values to a high standard. We also have a Castlefield Cup, for any individual who stands out.

This session we have also introduced a Castlefield Crown. This award was introduced as part of our Outdoor Play and Learning (OPAL) development.

In order to achieve all of this we work hand in hand with a number of others: local organisations such as the library and Barnardo's, other schools in the Duncanrig Cluster and our local authority.

All staff promote positive relationships within the school and foster an ethos which encourages pupils to respect themselves and others. We aim to provide an appropriate, balanced curriculum to suit the needs and abilities of individual pupils. We also strive to give our pupils the knowledge and skills they will need to enable them to become active and valuable members of the Community.

Our Pupil Council, Play Leaders and Junior Road Safety Officers (JRSOs) help to promote children's views in school. In a questionnaire, almost all children used only positive comments about their



learning, saying they enjoyed lessons, teachers knew them well, they felt safe, they knew what to do when they were stuck and that they were happy in school. A few wanted the behaviour of others to be better, some wanted less homework and several wanted a swimming pool in their class! Staff thought these were all good ideas too!

5. The Curriculum

- Curriculum for Excellence is the name given to the curriculum in Scotland for all children and young people aged 3-18. It is forward looking, coherent, flexible and an enriched curriculum that provides young people with opportunities to engage with the knowledge, skills and attributes they will need to flourish in life, learning and work.
- The curriculum places learners at the heart of education and at its centre are four fundamental capacities - successful learners, confident individuals, responsible citizens, and effective contributors. It includes all of the experiences that are planned for children and young people to support the development of their skills, wherever they are being educated, for example in the family and community, pre-school centre, nursery, and school.
- In taking this forward our school will work closely with South Lanarkshire Education Resources and other services to enrich the curriculum, to provide the best possible education for all children and young people. We wish you to feel confident that your child is encouraged and supported to develop their literacy, numeracy and other skills whilst they attend our school. The curricular areas are as follows:
 - Expressive arts
 - Languages and literacy
 - Health and wellbeing
 - Mathematics and numeracy
 - Religious and moral education
 - Science
 - Social studies
 - Technologies

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

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

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



Spiritual, Social, Moral and Cultural Values (Religious Observance)

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

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

Equalities

Integral to this guidance is the principle of mutual respect. The diversity of belief and tradition provides an ideal context in which pupils can learn about, and so learn from, what is important in the lives of themselves and others. South Lanarkshire's guidance recognises and welcomes diversity and promotes respectful understanding.

Parents may request that their children be permitted to be absent in order to celebrate recognised religious events. Advance notice should be provided to the school when children will be absent. Appropriate requests will be granted and the pupil noted as an authorised absence in the register.

6. Assessment & Tracking Progress

At Castlefield we want to share with you how your child's learning is progressing. We do this through teacher judgement, moderation and using assessment in order to track, monitor and plan for your child's future progress. This will include some regular assessments such as 'Check-ups' in Numeracy or spelling tests, but will also include teachers moderating one another's work (i.e. looking over work to ensure fairness).

Our school takes part in 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.

In addition, we buy in standardised tests and administer them at different times during the school year in order to compare our children with national statistics.

7. Reporting

The school's arrangements and approached for tracking and assessing pupils' progress and planning their future learning.

Reporting will be ongoing and comprise of a range of activities which can include children presenting their learning, newsletters, and ongoing oral discussions.

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 and how you can contact the school if you wish further information. The school will offer you an appointment time so that you can discuss your child's education.

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

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

8. 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**.



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 Head Teacher who will work with you to provide support and decide how to move forward.

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

Support for All (Additional Support Needs)

From time to time during their school career, a child may require added support in his/her learning programme. The policy of the school is that such children will be given individual attention by his/her class teacher. We use a Staged Intervention procedure to help access the best support for individual children. The ASN Coordinator will advise teachers in this area and monitor progress.

The school also has help from the area network team, which is organised by the local education authority. A Specialist Support Teacher from the area network team visits the school once per week. We can also call on the support of Psychological Services and of teachers with expertise in visual or hearing impairments. We embrace a whole school approach to additional support, and to this end we encourage active participation of all concerned with the education of our pupils.

Parents will be informed at the earliest stage when concern is expressed about a child's learning. By working in partnership with parents, we believe we can maximise a child's learning experiences.

Some children requiring additional support will have an Additional Support Plan (ASP). Targets are set and reviewed each session, with short term targets set and reviewed termly. The views of the child and the parent/carer are included in the ASP. Where the level of support a child requires is co-ordinated with agencies other than education, a Co-ordinated Support Plan (CSP) is established.

South Lanarkshire Education Resources have published a series of leaflets available which cover information for parents and carers about the Additional Support for Learning Acts. These are available through the school or on the South Lanarkshire Council website www.southlanarkshire.gov.uk. The leaflets available are:

- The Additional Support for Learning Act
- Requesting an Assessment
- Planning for Learning – ASP
- Planning for Learning – CSP



- Transitions
- Future Planning
- Inclusive Education
- ICT Assessment
- Visual Impairment Support
- Early Years Specialist Support
- Independent Adjudication
- Information for Parents and Carers about moving on from school

Enquire

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

Phone Helpline: 0345 123 2303

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

Email Enquiry service: info@enquire.org.uk

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

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

Session 2023/24

Our areas of development for this session have been formulated in line with the priorities of South Lanarkshire Council. These priorities form the basis of our **School Improvement Plan** for this session, full details of which can be found in the *Publications* section of our school website (<http://www.castlefield-pri.s-lanark.sch.uk/>). This also includes information on how we plan to use **pupil equity funding**. Our pupils, parents and staff are also consulted on how the **Participatory Budget** is spent each session.

11. School policies and practical information

Nursery class

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.

Primary pupils

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



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 plus a snack option. These are all served with vegetables or side salad. All meals also come with fresh chilled drinking water, salad, seasonal fruit and depending on the day - soup or a dessert.

Milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at morning break or lunchtime or can be bought (current cost 29p).

Pupils in:

Primary 1 - 5 receive a free school lunch.

Primary 6 - 7 meal cost is £2.05.

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

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

Adapted diets

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

Free School Meals

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

- Income Support, Universal Credit (where your take home pay is less than £726 per month)
- Job Seeker's Allowance (income based)
- Employment and Support Allowance (income related)
- Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £8,717 as assessed by the HM Revenues and Customs)
- Child Tax Credit Only (where your gross annual income does not exceed £18,725 as assessed by the HM Revenues and Customs)
- Receive support under Part VI of the Immigration and Asylum Act 1999.

If you are in receipt of Housing Benefit and/or Council Tax Reduction from us there is no need for you to apply online, we will use the information we hold to automatically award free school meals (P4 to S6) and/or school clothing grants (P1 to S6) to eligible families.

We would encourage parents of children who are in receipt of any of the above benefits to take up this opportunity of having a meal provided for their child when they are at school. Arrangements are in place so that children who receive free meals are not singled out and we encourage all children to remain in school at lunch time.



South Lanarkshire Council also offers a free Breakfast service. The service runs from 8.15am to 8.45am each school day. All pupils are welcome to attend and do not need to book in advance.

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 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.

Support for Parent/Carers

Clothing grant

In certain circumstances the Council provides support to parents/carers for the purchase of school wear. This also now includes nursery children aged 3 and 4 years old. Applications can be made online at www.southlanarkshire.gov.uk. If you are required to submit evidence of your Tax Credit income it is important that a copy of this evidence is attached to your online application. Should you require further information or you are unable to submit an application online then please contact the helpline number 0303 123 1011 (option 5).

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 at 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 at:

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

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

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

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

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

Things we need you to do:

- It is important for parents/carers to let the school know of any change to your mobile/home telephone number and change of address.
- If for any reason, you are unsure if the school is open visit the website www.southlanarkshire.gov.uk or email education@southlanarkshire.gov.uk

Your commitments

We ask that you:

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

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

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



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

Privacy Notice

Introduction

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

The Council has a legal obligation to deliver effective education services to children, young people and adult learners in South Lanarkshire. In order to do this we need to collect personal information about children, young people and their families so that we can help them to learn and keep them safe.

Using your personal information

The Council is a “controller” of the personal information you provide when enrolling for a nursery or school, applying for an education service or participating in groups or activities provided by Education Resources.

Information we collect from you about you and your child at enrolment

When you enrol for a nursery or school, we ask for the following information:

- parent/carer contact details (name, address, phone, email);
- the child’s name, date of birth, gender and address;
- information about medical conditions, additional support needs, religion and ethnicity;
- any information you may wish to provide about family circumstances.

Information we collect at other times

We will also collect information at other times such as when you apply for a benefit, request a services or other support. We will provide an additional privacy notice at these times.

If you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.

If you make a request for additional support such as an educational psychologist or other support for learning we will ask for more detailed information to allow us to provide the most appropriate support for your family. This may include information about family circumstances or medical conditions.



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

We require this information to ensure that children and young people are educated appropriately, supported, and that we take account of their health and wellbeing. We will also ask you to update this information annually and to tell us when there are changes to your details.

Information that we collect from other sources

As an education authority and as part of our statutory function in accordance with our legal obligations, we receive information from other sources such as the SQA, the NHS or Social Work about you or your child, this includes:

- exam results and assessment information;
- information about health, wellbeing or child protection.

Why do we need this information?

We need this information so the Council can ensure it is delivering education services appropriately to all learners:

- for the education of children, young people and adult learners;
- for teaching, enrolment and assessment purposes and to monitor the educational progress of children, young people and adult learners ;
- to keep children and young people safe and provide guidance services in school;
- to identify where additional support is needed to help children, young people and adult learners with their learning;
- to maintain records of attendance, absence and behaviour of children and young people (including exclusions);
- to support children and young people moving on each year from nursery to primary, primary to secondary and when they move or leave school;
- to help us develop and improve education services provided for young people, adult learners or families
- In accordance with our legitimate interests as an education authority we will also use your information to create statistical reports.

We will share your information with:

As an education authority and as part of our statutory function in accordance with our legal obligations we will share information with other bodies or parts of the Council, including:

- The Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland and other organisations that support children and young people's learning;
-
-



- Other parts of the Council when required for services such as school meals, school transport, education benefits and with Social work in connection with any child protection concerns we become aware of;
- The NHS, to support health initiatives in accordance with the legal obligation on the Council in terms of section 39(3) of the National Health Service (Scotland Act 1978);
- South Lanarkshire Leisure and Culture Limited, where children and young people are participating in sports and leisure activities;
- Other schools/local authorities – if a child moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school/local authority.

You have the right to access your personal information as well as the rights of rectification, erasure, restriction and the right to object. For information on these rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice from our website:

https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general_privacy

Our full privacy notice will also provide information on how to make a complaint or to request a paper copy of the privacy notice from the Data Protection Officer.



Education Resources

School holiday Dates Session 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	Friday	22 September 2023
	Re-open	Tuesday	26 September 2023
October Break	Closed on	Monday	16 October 2023
	Re-open	Monday	24 October 2023
	In-service day	Monday	13 November 2023
Christmas	Closed on	Monday	25 December 2023
	Re-open	Monday	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	Friday	29 March 2024
	Re-open	Monday	15 April 2024
Third Term			
	In-service day	Thursday	2 May 2024
Local Holiday	Closed	Monday	6 May 2024
Local Holiday	Closed on	Friday	24 May 2024
	Re-open	Tuesday	28 May 2024
Summer break	Close on	Wednesday	26 June 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.



Education Resources

School holiday Dates Session 2024/25

Break	Holiday dates		
First Term	Teachers In-service	Monday	12 August 2024
	In-service day	Tuesday	13 August 2024
	Pupils return	Wednesday	15 August 2024
September Weekend	Closed on	Friday	27 September 2024
	Re-open	Tuesday	1 October 2024
October Break	Closed on	Monday	14 October 2024
	Re-open	Monday	21 October 2024
	In-service day	Monday	11 November 2024
Christmas	Closed on	Friday	20 December 2024
	Re-open	Monday	6 January 2025
Second Term			
February break	Closed on	Monday & Tuesday	17 February 2025 18 February 2025
	In-service day	Wednesday	19 February 2025
Spring break/Easter	Closed on	Monday	7 April 2025
	Re-open	Tuesday	22 April 2025
Third Term			
	In-service day	Thursday	1 May 2025
May Day	Closed	Monday	5 May 2025
Local Holiday	Closed on	Friday	23 May 2025
	Re-open	Tuesday	27 May 2025
Summer break	Close at 1pm on	Wednesday	25 June 2025



Notes

- ◆ Good Friday falls on Friday, 18 April 2025
- ◆ *Lanark schools will close Thursday, 12 June 2025 and Friday, 13 June 2025*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 20 December 2024 and Friday, 4 April 2025)
- ◆ Schools will close at 1pm on the last day of term 3 Wednesday 25 June 2025)



Appendix A

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

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

Contact Details

- Education Scotland's Communication Toolkit for engaging with parents. The Scottish Government guide Principles of Inclusive Communications provides information on communications and a self-assessment tool for public authorities
- Choosing a School: A Guide for Parents - information on choosing a school and the placing request system.
- A guide for parents about school attendance explains parental responsibilities with regard to children's attendance at school.

Parental Involvement

- Guidance on the Scottish Schools (Parental Involvement) Act 2006 provides guidance on the act for education authorities, Parent Councils and others
- Parentzone provide information and resource for parents and Parent Councils. National Parent Forum for Scotland; www.npfs.org.uk

School Ethos

- Supporting Learners - guidance on the identification, planning and provision of support
- Journey to Excellence - provides guidance and advice about culture and ethos
- Health and wellbeing guidance on healthy living for local authorities and schools
- Building Curriculum for Excellence Through Positive Behaviour and Relationships outlines the Scottish Government's priority actions around positive behaviour in schools and is also a source of support
- Scottish Catholic Education Service's resource 'This is Our Faith' which supports the teaching and learning of Catholic religious education

Curriculum

- Information about how the curriculum is structured and curriculum planning
- Information about the outcomes a learner can expect to experience and achieve across literacy, numeracy and health and wellbeing, as well as the 8 curricular areas
- Advice, practice and resources to support the experiences and outcomes on literacy, numeracy and health and wellbeing
- Broad General Education in the Secondary School – A Guide for Parents and Carers
- Information on the Senior Phase
- Information on Skills for learning, life and work
- Information around the Scottish Government's 'Opportunities for All' programme
- Information for organisations responsible for the planning, management and delivery of career information, advice and guidance services.
- The Skills Development Scotland website 'My World of Work' offers a number of tools to support career planning

Assessment and Reporting

- Building the Curriculum 5: a framework for assessment provides guidance around the assessment framework
- Information about Curriculum for Excellence levels and how progress is assessed
- Curriculum for Excellence factfile - Assessment and qualifications
- Information on recognising achievement, reporting and profiling



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
- The Scottish Survey of Literacy and Numeracy (SSLN) is an annual sample survey which will monitor national performance in literacy and numeracy
- Scottish Credit and Qualifications Framework (SCQF)
- Scottish Qualifications Authority provides information for teachers, parents, employers and young people on qualifications
- Amazing Things - information about youth awards in Scotland
- Information on how to access statistics relating to School Education

School Policies and Practical Information

National policies, information and guidance can be accessed: from the Scottish Government website on www.gov.scot with an update on school inspection outcomes being available via the Education Scotland website.