



Education Resources



Cathkin Primary School Handbook

January 2024

Contents

- 1. Introduction by the Head Teacher**
- 2. About our school**
- 3. School Ethos**
- 4. Staff List**
- 5. Attendance**
- 6. Parental Involvement/Parent Council**
- 7. The curriculum**
- 8. Assessment and Tracking**
- 9. Reporting**
- 10. Enrolment and Transitions**
- 11. Support for Pupils**
- 12. School Improvement**
- 13. School policies and practical information**
- 14. General Data Protection Regulation as supplemented by the Data Protection Act 2018 (GDPR)**

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

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

1. Introduction by the Head Teacher

Welcome from the pupils and staff of Cathkin Primary School and Nursery Class.

We are delighted that you are considering our school for your child's education. We hope this will be the beginning of a positive and long-lasting relationship between home and school, in which your child will benefit.

The school serves the areas of Cathkin and Fernhill and is housed in a building opened in 2006 with 2- 5 years nursery provision, an Additional Support Needs (ASN) department with 7 classes as well as 7 mainstream primary classes. The school is non- denominational and co-educational.

As Head Teacher, I am very proud of our school community and our efforts to build a happy, caring, nurturing and inclusive school.

My vision for Cathkin Primary School and Nursery Class is a school where parents want to send their children, pupils want to learn and where teachers wish to teach.

I want to ensure under my leadership Cathkin:

- Is a place where great learning and teaching take place.
- Has pupils, staff and parents who have a real sense of pride in their school.
- Promotes an ethos of care and respect.
- Has a motivational and inspirational style of leadership.
- Encourages everyone to try something new and be unafraid of failure.
- Is keen to search for hidden talents in its pupils and staff.
- Encourages everyone to set personal challenges and to share in the celebration of achievement.
- Continuously strives to identify areas of improvement and seeks to improve outcomes for all learners.

We are determined to equip our pupils for life in the 21st Century in a supportive and sensitive manner. Using a Curriculum for Excellence, we aspire to guide all our pupils towards being Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

At Cathkin we aim to develop the whole child to fulfil their potential in all areas and achieve both academically and in the wider context.

I look forward to sharing the school's targets and achievements with all those associated with Cathkin Primary School and Nursery Class.

Please contact the school if you would like any further information.

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

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

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

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

2. About our school

School Name: Cathkin Primary School and Nursery Class

Address: Burnside Road
Rutherglen
Glasgow
G73 4AA

Phone: 0141 634 4569

Fax: 0141 631 3393

Website: www.cathkin-pri.s-lanark.sch.uk

Email: office@cathkin-pri.s-lanark.sch.uk

Present Roll: 206 Nursery: 40

Maximum Capacity: 275 Nursery: 50

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: Primary 1 to Primary 7

Denominational Status: Non-Denominational

Community Facilities: Assembly Hall/Gymnasium, Dining Hall with separate Kitchen

School Hours (for pupils):

P1 to P7	9:00am	12:35pm
	1:20pm	3:00pm
Interval	10:30am	10:45am (P1-P3)
	10:45am	11:00am (P4-P7)
Lunch	12:35pm	1:20pm (P1-P7)

This session (2023-2024) the school has 7 mainstream classes and 7 ASN classes.

ASN Provision

Cathkin ASN Provision is situated within Cathkin Primary School, with a capacity of 58 children. There are seven classes within our ASN provision which provide appropriate provision for children with Additional Support Needs. Our children are all unique each bringing with them a wide range of differing skills, talents and additional support needs. We seek to provide opportunities to allow each child to develop a real enthusiasm for learning.

Each child who attends our ASN provision has an Additional Support Needs Plan. Children from any part of South Lanarkshire may attend. An ASN Forum will meet at regular intervals to decide how places will be allocated. The panel will consist of heads of other similar establishments and a representative from Council Offices.

Early Years

Our Early Years Provision provides a learning environment for young children. Parents from any area may apply to attend the nursery class. To find out more about the nursery, please contact the school. However, it should be noted that if you register your child for a nursery in a school this does not mean that they will automatically be enrolled at this school when they are ready to start primary school. All children who move from early years to primary education must register separately in the month of January.

Our nursery caters for 40 full-day places for 3- to 5-year-olds. We also have 10 full-day places for 2-year olds who meet the criteria of parents actively seeking employment. Details are available on request.

Nursery Session 8:45am – 2:45pm

Cathkin Primary Nursery Class delivers 1140 hours of Early Education and Child Care. All nursery applications for August 2024 must be made by 31 of March 2024. Further information will be available on our school website and App.

Communication

Parents are always welcome in Cathkin and we believe good communication with parents and carers is of vital importance. We communicate in a variety of ways, including monthly newsletters, letters, phone calls, meetings, assemblies our school website www.cathkin-pri.s-lanarkshire.sch.uk, school app – Cathkin Primary School App and Twitter page: #cathkinps

Occasionally, parents may have a question or query regarding an aspect of their child's learning or school experience.

Parents can contact staff through the school office, either in person, by telephone or by email. If the question or query can be addressed by the class teacher, then a convenient time can be arranged via the school office.

If parents have a complaint or concern then they should contact the school and ask to speak to Mrs Black or in her absence Ms Harper, Mrs Gallacher, Mrs Sistrunk or Mrs Cruickshanks. Where possible, we will contact you on the same day to discuss your complaint or concern, and keep you informed of any action that we plan to take.

Should you wish further information about Cathkin, or just want to share a good idea or give of your time, then please do not hesitate to contact us, by phone, letter or e-mail. (office@cathkin-pri.s-lanark.sch.uk)

The Early Years and ASN Department also use on-line Learning Journals to communicate with parents.

It is important that parents and carers inform the school of any change to the following: -

- home telephone number
- mobile number
- work number
- emergency contact details

3. School Ethos

Our Vision



Working together to nurture every child providing opportunities for them to grow and achieve: a stepping-stone to their future.

At Cathkin Primary School and Nursery Class, we encourage pupils to be ready, kind and safe.

Our **mission** is to prepare pupils to develop skills for learning, life and work by:

- Ensuring a broad and varied curriculum ensuring continuity and progression.
- Providing learning environments that motivate, stimulate and challenge pupils.
- Promote the school ethos.
- Allow pupils to have opportunities for responsibility and leadership.
- Providing opportunities for pupils to work with others, develop their social and life skills.
- Promoting confidence, independence and risk-taking.
- Ensuring high standards of behaviour.
- Developing strengths and celebrating successes.

We promote positive relationships within the school and foster an ethos, which encourages all pupils to work cooperatively with others, show respect and strive to achieve their best. We work in partnership with parents/carers and other agencies to support us to achieve this ethos.

Partnership with parents and the wider community is an important feature of the learning and teaching process in Cathkin. We wish for all parents to feel welcomed and be given opportunities to be involved in the life of the school, that they are fully informed about their child's learning, that they are encouraged to make active contributions to their child's learning and that they can support learning at home.

At Cathkin we have a wide range of extra-curricular activities that our pupils can be involved in. Activities include homework club, netball, 'mucky boots', cooking and dodgeball.

We also work in partnership with our local community and have close links with Fernhill and Cathkin Parish Church. Staff also use Fernbrae Meadows as a context for learning beyond the classroom.

Primary 1 pupil QUOTES in Response to the question

“What do you like best about being at Cathkin Primary School?”

I get to play with my friends and do fun stuff.

Cali

Playing in the forest in the big playground.

Kara

Making a volcano in the sandpit with my friends.

Olivia

The best thing is building houses with the construction.

Faris

We learn to count using the apple game.

Elijah

I like doing homework.

Dani

I like doing sports at gym.

Harvey

We have lots of boxes and we make stuff with them. I made a dog home.

Payton

The fluffy cat makes me happy.

Carter

I have lots of friends to play with.

Megan

I like using the blocks to build really big castles.

Logan

I can run with my friends.

Wesley

The teachers teach me things like writing and numbers. I like that.

Mhirren

Learning numbers is fun.

Anton

School is great because I get to play with my friends.

Ellie

I like ipads.

Andrew

I like playing with my friend.

Om

I like letters and numbers.

Skyler

I like my class.

Leon

I like my school friends.

Emily

I like the toys.

Tyler



4. Staff List

Head Teacher	Mrs N. Black	Nursery – P7
Senior Leadership Team		
Depute Head Teacher	Ms L. Harper	Nursery – P2
Depute Head Teacher	Mrs W. Gallacher	Additional Support Needs (ASN)
Principal Teacher	Mrs J. Sistrunk	Mainstream
Acting Principal Teacher	Mrs L. Cruickshanks	ASN
Class Teachers		
P1	Miss S. Sweeney	
P2	Mrs A. Donaldson/ Mrs A. Robertson	
P3	Mrs A. Taylor	
P4	Mr K. Grainger/ Mrs J. Sistrunk	
P5	Mr S. Bell	
P6	Miss J. Miller	
P7	Mrs E. Stark	
ASN 1	Mrs L. Cruickshanks	
ASN 2	Miss K. Woodford/ Mrs S. Ritchie	
ASN 3	Miss A. Middleton	
ASN 4	Mrs G. Leckie	
ASN 5	Mr C. McCadam	
ASN 6	Ms E. Young	
ASN 7	Mrs L. Hendry	
Class Contact Teachers	Mrs C. McLellan/ Ms K. MacMillan/ Mrs E. Finnigan/ Miss S. Devlin	
PEF (Pupil Equity Fund)	Mrs J. Sistrunk/ Mrs C. McLellan	
Inclusion Teacher	Miss S. Devlin	
Janitor	Mr J. Malloney	
Support Staff	Mrs A. Kirkwood and Mrs G. McLellan (Team Leaders) Miss H. Thomas Miss C. Gold Mrs J. Rennie Mrs N. Parker Mrs K. Neish Mrs K. Wilson Mrs L. Mulvey Mrs Y. Cunningham Miss E. Loney Ms C. Chandler Mrs D. Hill Miss C. Moore Ms D. MacKenzie Ms A. Roberts Ms L. Ward Miss K. Woodley Mrs K. Lang Mrs F. O'Donnell Ms C. Cavin Mrs. A. Mackie Mrs A. Jess Mrs P. Hull	

Early Years Staff

Team Leader

Mrs L. McDonald

Early Years Workers

Ms M. Fahey

Mrs A. Brolly

Miss L. Irons

Miss D. Wood

Mrs E. Campbell

Miss L. Finlay

Ms D. Gilmour

Ms K. Murray

Miss N. Cullen

Early Years Support Staff

Mrs L. Mitchell

5. Attendance

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

- if you know in advance of any reason why your child is likely to be absent from school, please tell someone at the school, telephone us or let us know in writing.
- notify the school first thing in the morning, by 10am, when your child is going to be absent. Let the school know the likely date of return and keep the school informed if the date changes.

Please note that school staff will contact parents and carers if your child is absent and there has been no communication from home.

If children become ill while they are at school, we will make contact using the contact details provided and ask that you plan for your child to be taken home.

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

Parents may request that their children be permitted to be absent in order to celebrate recognised religious events. Advance notice should be provided to the school when children will be absent. Appropriate requests will be granted, and the pupil noted as an authorised absentee in the register. (See section 7).

Information on emergencies

We make every effort to ensure the school remains open during term-time for pupils. However, on occasions, circumstances may arise which can affect the school. Schools may be affected by, for example, severe weather, power failures or through any other circumstances that may impact on the school day. In such cases, we shall do all we can to let you know as soon as possible. We shall keep in touch by the most appropriate method at the time normally through text message, and via our social media channels.

Should there be any reason why the school cannot open at the normal time, such as in the case of severe weather, we will adopt the protocol for a delayed start.

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

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

Things we need you to do:

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

Your commitments

We ask that you:

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

Family holidays during term time

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

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

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

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

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

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

www.southlanarkshire.gov.uk

6. Parental involvement/Parent Council

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

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

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

As a parents/carers we want you to be:

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

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

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

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 and 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.

7. The Curriculum

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

The curriculum places learners at the heart of education and at its centre are four fundamental capacities - successful learners, confident individuals, responsible citizens, and effective contributors. It includes all of the experiences that are planned for children and young people to support the development of their skills, wherever they are being educated, for example in the family and community, pre-school centre, nursery and school.

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

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

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

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

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

As a school community we work to develop a curriculum, which ensures that all children are provided with learning opportunities that recognise and celebrate their uniqueness, develop their potential, allow them to fulfil their aspirations within and beyond school boundaries and prepare them for the future that lies ahead.

Our Curriculum Rationale takes account of the three provisions that make up our school community – Early Years. Mainstream and ASN.

Our stimulating, varied and relevant curriculum supports the appropriate development of a wide range of knowledge, skills and experiences, building upon our children's unique talents and strengths.

Using the Early Years Framework, a Curriculum for Excellence and Milestones for Complex Learners as our guide, we aim to provide opportunities to allow each child to develop a real enthusiasm for learning. We strive to deliver an inclusive curriculum and to continually improve our practice to ensure the best outcomes for all learners.

The development of communication and language lies at the heart of our curriculum, focusing on creating opportunities, reasons and means of communication through personalised plans (where appropriate) and learning opportunities, recognising that our children learn and respond in different ways using both sensory experiences, outdoor learning, play and STEAM (science, technology, engineering, art and maths) to support this.

Each achievement is celebrated and staff plan carefully for each child, ensuring progress is measured and informs next step in learning, supporting our children to achieve their true potential through nurturing approaches and personalised support.

Our children bring with them a wide range of differing skills, talents and additional support needs. Where appropriate, children are supported to attend classes with mainstream peers, and all children engage with peers at lunchtime break times, assemblies and school events.



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

Activities are planned for Early, First and Second Level based on the Curriculum for Excellence Experiences and Outcomes.

The religions, which are included, are Christianity, Islam and Judaism. At each level pupils will learn about one or more aspects of each religion. By the end of Primary 7, pupils should have the skills to begin to make informed choices and decisions about faith and religion.

Whole school assemblies take place regularly and are intimated in the School Newsletter.

Harvest, Christmas and our End of Year closing service are celebrated with a special service in school and our Easter service takes place in Fernhill and Cathkin Parish Church. Parents, grandparents and friends of the school are warmly invited to attend these services.

Reflection assemblies are conducted by the Cambuslang and Rutherglen Reachout Trust Team and the Minster from Fernhill and Cathkin Parish Church.

Under the terms of the Education (Scotland) Act 1980, parents/carers have the right to ask for their child(ren) to be withdrawn from religious observance and/or religious and moral education. Requests should be made in writing to the Head Teacher.

If a pupil is withdrawn then arrangements will be made, in consultation with parents, for the pupil to participate in a worthwhile 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.

8. Assessment and tracking progress

We want to share with you on how your child's learning is progressing. We do this through conducting assessments.

By assessment we refer to all those activities undertaken by teachers and their pupils in self/peer assessment – that provide information to be used as feedback to modify teaching and learning activities.

Formative Assessment

Our pupils are encouraged to develop skills in formative assessment strategies. At Cathkin, assessment is integral to learning and is incorporated into planned learning experiences. Effective approaches to assessment actively involve learners in identifying challenging learning outcomes, reflecting on what they have learned and enabling them to plan the next steps in their learning.

Summative Assessment

Regular progress checks are made in all areas of the curriculum to ensure pupils are successfully progressing at an appropriate pace with both the development of their skills and knowledge and understanding of programme content.

Diagnostic Assessment

If a child does not make satisfactory progress, we have a range of diagnostic assessment, which may support our staff or support agencies in determining appropriate support learning activities. This would be in consultation with parents. Children with additional support needs may be referred to relevant other agencies for further assessment.

Useful websites:

Building the Curriculum 5: a framework for assessment provides guidance around the assessment framework – http://www.educationscotland.gov.uk/Images/BtC5Framework_tcm4-653230.pdf

Information about Curriculum for Excellence levels and how progress is assessed – <http://www.educationscotland.gov.uk/thecurriculum/howisprogressassessed/stages/index.asp>

9. Reporting

We will provide parents with reports so that you can see what your child is doing and how they are progressing. In addition, there will be parents' meetings which offer you the opportunity to discuss how your child 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 speak with your child's class teacher to discuss your child's progress and achievements.

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.

10. Enrolment and Transitions

Enrolment – how to register your child for school.

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

www.southlanarkshire.gov.uk/info/200186/primary_school_information/392/enrolling_your_child_for_school

If you have any difficulty in identifying your catchment school, please email:

Edsuppserv.helpline@southlanarkshire.gov.uk

The online registration form will ask you to provide each child's full birth certificate and two pieces of recent official documentation both containing your permanent home address for example a utility bill, council tax statement, housing rent card, child benefit documentation.

Proof of where the child lives may also be needed.

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

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

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

Change of School/Placing Request

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

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

If you move outwith your catchment primary school a 'request to remain form' must be completed. If you move outwith your catchment primary, this may affect your right to transfer to the associated secondary school. Please note the secondary school is determined by the pupil's permanent home

address and chosen denomination. If you require further information, please contact Education Support Services on edsupportserv.help@southlanarkshire.gov.uk or **0303 123 1023**.

Transition from primary to secondary school

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

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

11. 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)

It is our aim to assist all pupils to achieve their full potential through the provision of an appropriate curriculum for the full range of pupils. We recognise the importance of motivation and encouragement in developing our pupils' confidence in their own progress.

We aim to identify difficulties as soon as they occur. Once identified, many difficulties are solved within the classroom situation by the class teacher, under the guidance of promoted staff. Where severe or long-term difficulties occur, regular assistance will be provided on an individual basis, or in a small group situation. Children who are encountering this level of prolonged difficulty will be supported through a programme of small attainable targets using specific differentiated resources and a range of teaching methodologies.

For children with additional support needs, the school will work in close co-operation with parents/cares, psychological services and other agencies, where appropriate, to identify additional support.

Cathkin Primary School has seven classes which provide appropriate provision for children with Additional Support Needs. Children from any part of South Lanarkshire may attend. An ASN Forum will meet at regular intervals to decide how places will be allocated. The panel will consist of heads of other similar establishments and a representative from Council Offices.

Each child who attends our ASN provision has an Additional Support Needs Plan. This plan is created in consultation with parents/carers, and when possible, children, in the September of the year a child starts the school. The plan outlines how to meet the needs of the individual child and is reviewed 3 times a year with progress and next steps shared with parents/carers and children.

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 – 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 Informed, Trauma Sensitive 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.

12. School Improvement

At Cathkin Primary School and Nursery Class our School Improvement Plan focuses on the following key priorities:

- To further develop our curriculum to reflect the uniqueness of our school community with a focus on supporting skills development.
- Continue to raise attainment across the curriculum, with a particular focus on writing (Phase 3 – Talk for Writing) and communication skills.
- To continue to embed attachment informed approaches across the school community.
- To continue to improve the quality and use of observations of children’s learning to enable the progress children are making in their learning to be demonstrated more effectively.

Further information on our school’s main achievements and how we used funding to support pupil equity can be found in our Standards and Quality Report. Our School Improvement Plan for Session 2023-2024 contains further information on how we plan to achieve our priorities. Both documents are available on our school website.

13. School policies and practical information

School/Nursery Meals

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.

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

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

Pupils in:

Primary 1 - 5 receive a free school lunch.

Primary 6 - 7 meal cost is £2.05.

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

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

Adapted Diets

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

Free School Meals

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

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

If you are in receipt of Housing Benefit and/or Council Tax Reduction from us there is no need for you to apply online, we will use the information we hold to automatically award free school meals (P6 to S6) and/or school clothing grants (P1 to S6) to eligible families.

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

Breakfast Club

The school also runs a breakfast club Monday – Friday from 8.30a.m. – 8.50a.m. Pupils can receive a breakfast of cereal, toast, fruit and water or milk to drink.

This provision is free for all children and supported by South Lanarkshire Council.

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.



Allergies

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

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

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

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

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

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

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

Support for parent/carers

Clothing grant

In certain circumstances the Council provides support to parents/carers for the purchase of school wear. This also now includes nursery children aged 3 and 4 years old.

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

School hours/holiday dates

P1 to P7	9:00am 1:20pm	12:35pm 3:00pm
Interval	10:30am 10:45am	10:45am (P1-P3) 11:00am (P4-P7)
Lunch	12:35pm	1:20pm (P1-P7)



Education Resources

School holiday Dates Session 2024/2025

Break	Holiday dates		
First Term	Teachers In-service	Monday	12 August 2024
	In-service day	Tuesday	13 August 2024
	Pupils return	Wednesday	14 August 2024
September Weekend	Closed on Re-open	Friday Tuesday	27 September 2024 01 October 2024
October Break	Closed on Re-open	Monday Monday	14 October 2024 21 October 2024
	In-service day	Monday	11 November 2024
Christmas	Closed on Re-open	Monday Monday	23 December 2024 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 Re-open	Monday Tuesday	07 April 2025 22 April 2025
Third Term			
	In-service day	Thursday	1 May 2025
Local Holiday	Closed	Monday	5 May 2025
Local Holiday	Closed on Re-open	Friday Tuesday	23 May 2025 27 May 2025
Summer break	Close 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)

School holiday dates and in-service dates are also available from the website:

www.southlanarkshire.gov.uk

Transport

School transport

South Lanarkshire Council has a policy of providing school transport to primary pupils who live more than one mile by the recognised shortest walking route from their catchment school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should complete a form online www.southlanarkshire.gov.uk or contact **0303 123 1023**. These forms should be completed and returned before the end of March for those pupils starting the school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year and will be considered by Education Resources.

A privilege transport scheme is operated for mainstream school contracts where a pupil is not entitled to free school transport. Privilege transport will only be granted providing there is spare capacity on an existing school contract and will be from and to designated pick up and drop off points. Privilege transport will not be provided where a service bus is used on the school run. Any spare capacity will be allocated using agreed priorities. More information on school transport is available www.southlanarkshire.gov.uk/info/200188/secondary_school_information/545/school_transport or phone **0303 123 1023**.

Pick-up points

Where school transport is provided, it may be necessary for pupils to walk a certain distance to the vehicle pick-up point. Walking distance in total, including the distance from home to the pick-up point and from the drop-off point to the school in any one direction, will not exceed the authority's distance limit for school transport.

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

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

Insurance for schools – pupils' personal effects

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

Theft/loss of personal effects

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

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

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

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

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

Damage to clothing

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

Promoting positive behaviour

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

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

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

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

Child Protection

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

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

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

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

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

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

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

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

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

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

Privacy Notice

Introduction

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

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

Using your personal information

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

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

When you enrol for a nursery or school, we ask for the following information: parent/carer contact details (name, address, phone, email).

- the child’s name, date of birth, gender, and address.
- information about medical conditions, additional support needs, religion, and ethnicity.
- any information you may wish to provide about family circumstances.

Information we collect at other times.

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

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

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

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

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

Information that we collect from other sources.

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

exam results and assessment information.

information about health, wellbeing, or child protection.

Why do we need this information?

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

for the education of children, young people and adult learners.

for teaching, enrolment, and assessment purposes and to monitor the educational progress of children, young people and adult learners;

to keep children and young people safe and provide guidance services in school;

to identify where additional support is needed to help children, young people and adult learners with their learning;

to maintain records of attendance, absence and behaviour of children and young people (including exclusions);

to support children and young people moving on each year from nursery to primary, primary to secondary and when they move or leave school;

to help us develop and improve education services provided for young people, adult learners, or families

In accordance with our legitimate interests as an education authority we will also use your information to create statistical reports.

We will share your information with:

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

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

Other parts of the Council when required for services such as school meals, school transport, education benefits and with Social work in connection with any child protection concerns we become aware of.

The NHS, to support health initiatives in accordance with the legal obligation on the Council in terms of section 39(3) of the National Health Service (Scotland) Act 1978.

South Lanarkshire Leisure and Culture Limited, where children and young people are participating in sports and leisure activities.

Other schools/local authorities – if a child moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school/local authority.

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

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

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

Appendix A

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

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

The list is not intended to be exhaustive, and authors may wish to consider additional sources of school, local and national information, material, and resources.

Contact Details

Education Scotland's Communication Toolkit for engaging with parents.

The Scottish Government Guide Principles of Inclusive Communications provides information on communications and a self-assessment tool for public authorities.

Choosing a School: A Guide for Parents - information on choosing a school and the placing request system

A guide for parents about school attendance explains parental responsibilities with regard to children's attendance at school.

Parental Involvement

Guidance on the Scottish Schools (Parental Involvement) Act 2006 provides guidance on the act for education authorities, Parent Councils, and others.

Parentzone provide information and resource for parents and Parent Councils
National Parent Forum for Scotland; www.npfs.org.uk

School Ethos

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

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

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

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

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

Curriculum

Information about how the curriculum is structured and curriculum planning.

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

Advice, practice, and resources to support the experiences and outcomes on 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 with an update on school inspection outcomes being available via the Education Scotland website.