



Education Resources



**Chatelherault Primary School Handbook
Information
Session 2021-2022**

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

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

1)	Introduction by the Head Teacher
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Dear Parent/Carer,

In this handbook you will find information which gives you a brief overview of the curriculum and activities available in school. Should you wish further information please do not hesitate to contact either me or a member of staff at the school.

Within Chatelherault Primary School and Nursery Class we have a strong commitment to raising attainment and achievement. We believe in working in partnership with Parents and Carers to ensure that the children in our care receive the highest quality of education.

The school has a very strong sense of pastoral care and we believe in promoting positive behaviour to promote better learning. We encourage all members of the school community to give their best at all times.

We are extremely proud of all our achievements and these include our fifth Eco Flag in the Eco School Programme, we are working towards being a Fairtrade School and having gained our recognition from right respecting schools award we are working towards our level 1. At all stages we focus on developing skills for learning, life and work and this session we have introduced an enterprise day which will help develop and foster enterprising attitude.

Our staff are very committed to the health and wellbeing of all the pupils and we offer a wide range of after school and lunchtime clubs to encourage our pupils to participate fully in the life of the school.

I look forward to meeting you in school so that we can work in partnership to begin the journey towards excellence.

Yours sincerely,

Lesley Winters-McCann
Head Teacher

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

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

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

Primary 3 pupils showing our Vision & Values display



School Information

Chatelherault Primary School
 Silvertonhill Avenue
 Hamilton
 ML3 7NT

Tel: (01698) 282929

Email: gw14clheraultoffice@glow.sch.uk

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

Current roll: 233 (plus 35 in nursery)

Status: Non-denominational

Stages provided for:

Nursery (3-5)
 P1 – P7 Mainstream
 P1 – P7 ASD Provision

Senior Leadership Team

Head Teacher
 Depute Head Teacher
 Depute Head Teacher
 Principal Teacher
 Principal Teacher

Mrs L Winters-McCann
 Mr R O'Neill
 Miss L Burns
 Mrs V McCreadie
 Miss L Munro

Teaching Staff

Primary 1
 Primary 2
 Primary 2/3
 Primary 3/4
 Primary 4/5
 Primary 5
 Primary 6
 Primary 7
 Primary 7
 CCC

Miss D Carberry
 Mrs L McIntyre
 Miss K Caffrey
 Mrs MC Corns
 Mrs McCreadie
 Mrs A Bovil
 Mrs Lochhead
 Miss Moore
 Miss G Cunningham
 Mrs K Stewart/Mrs J McDonald

Teaching Staff (Supported Classes)

Room 4
 Room 5
 Room 6
 Room 7
 Room 8
 Room 10
 Room11

Miss McInally
 Mrs Hughes
 Mrs M Chatterjee
 Mrs Stevenson
 Miss Munro
 Mr Gilligan
 Miss Healy

Nursery Staff

Early Years Teacher	Mrs A McAleaney
Early Years Team Leader	Miss A Laird
Early Years Worker	Miss M Bell
Early Years Worker	Miss S Bano
Early Years Worker	Miss N Cain
Early Years Worker	Mrs L Goldie
Early Years Worker	Miss H Hanlon
Early Years Worker	Miss K McMilian
Early Years Worker	Mrs A McReady

Speech and Language Therapist

Emma McAteer

Inclusion Teacher

Caroline Rice

Support Staff

Mrs E Crossan	Team Leader
Mrs L McGhee	Office
Mrs K Borland	Class
Mrs P Carboni	Class
Mrs S Cleland	Class
Mr J Coleman	Class
Mrs J Cowan	Class
Miss L Fullerton	Class
Mrs H Good	Class
Mrs M Livingston	Class
Mrs N Lyon	Class
Mrs R Marcuccilli	Class
Mrs M Milligan	Class
Miss J Nicholl	Class
Ms S Pringle	Class
Mrs E Robertson	Class
Mrs H Roseweir	Class
Miss K Singh	Class
Mrs L Scott	Class
Ms C Slater	Class
Mrs K Wallace	Class

Music Tutors

Miss R Wilson - Cello
Mr M Phillips -Woodwind
Mr P Michael - Brass

Facilities Staff

Mr C Agnew	Janitor
Mrs K Anderson	Catering Manager
Mrs S White	Cleaning Supervisor

Parent Council

chatelheraultps.parentcouncil@outlook.com

The school caters for nursery children of 3 years and upwards and for all primary stages from P1 to P7, ages 4½ - 12 years. It is often necessary, and is usual for composite classes to be formed. Chatelherault is a non-denominational and co-educational school.

We have a comprehensive transition programme which encourages both parents and children to visit the school to participate in a wide range of activities to promote partnership and build pupil confidence before starting in August.

Out with the new term parents of new pupils should contact the school where a school visit will be arranged. This will include a tour of the school, meeting new class mates and information about our ethos, curriculum and achievements.

The school has an open door policy and should you have a concern about your child you should call the school office and ask to speak to the class teacher, Mr O'Neill (Acting Depute Head), Miss Burns (Depute Head), Mrs Walker (Principal Teacher), or Mrs Winters-McCann (Head Teacher). You are more than welcome to make an appointment for any member of staff by contacting our office on 01698 282929. All concerns will be dealt with in a prompt manner and we will, where at all possible, endeavour to get back to you within twenty-four hours.

Should your child be unable to attend school due to illness it is essential that you telephone the school as soon as possible. There is a twenty-four hour answer service to report absence or you can contact the office from 9.00 am. If no notification is received, the school will telephone the home number and all emergency contacts until we are informed of the reason for absence. This is to safeguard your child and ensure that if they do not arrive in school you are aware of the reason. In the event of us being unable to make contact a letter will be sent to the home address.

Schools and establishments should be the first point of contact for parents who wish to discuss issues about their child. Our aim is to resolve issues at a local level. Education Resources wishes to promote liaison among schools, members of Parent Councils, parents/carers and with other services. We wish to provide advice and support to Parent Councils, parents/carers.

All enquiries and concerns received from parents are taken seriously. In order to ensure that enquiries are dealt with effectively contact should be made in the first instance with the school.

- General Bullying and related issues, care and welfare issues parents@southlanarkshire.gov.uk
Classroom organisation and complaints
- Des Dickson Parental Involvement, Parent Council: procedural and administrative issues 01698 454375
des.dickson@southlanarkshire.gov.uk

Parental enquiries and concerns relating to parental involvement, class organisation, school transport, placing requests, property, additional support needs and inclusive education, and Early Years can be directed to the appropriate service manager:

- David Hinshelwood School transport (mainstream), placing requests and property issues 01698 454408
david.hinshelwood@southlanarkshire.gov.uk
- Alex MacLeod Inclusive Education Manager 01698 454455
alex.macleod@southlanarkshire.gov.uk
- Morag McDonald Early Years Manager 01698 454474
morag.mcdonald@southlanarkshire.gov.uk

3)	Parental involvement
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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

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 parents/carers we want you to be:

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

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

Some useful information contacts for parents to find out more on education are as follows:-

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

4)	School Ethos
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Our Vision

Aiming high, working together to achieve our potential in a happy, supportive and inclusive school.

To achieve this we aim at Chatelherault Primary School

- to encourage children to gain valuable information and have a desire to increase their knowledge through lifelong learning
- to build a wide range of skills to help our children to be able to apply these and to be adaptable in a range of circumstances

- to encourage everyone to believe in themselves and be able to cope positively in a wide range of situations
- to encourage everyone to be tolerant of one another and to treat others as you would wish to be treated
- to encourage everyone to be ambitious and work hard to achieve their goals
- to encourage everyone to take steps to ensure that they develop a healthy active lifestyle

Citizenship Awards



In school we enjoy lots of different activities ...

"I do lots of shows, such as Chatelherault's got talent."

"There's good clubs at lunchtime and after school like Football, Netball, TKD, Duathlon, Choir, Baking, Construction and Tennis ."

Choir singing at
Buchanan Galleries



What we like in our school ...

"We have a Health Committee, Pupil voice, Rights Respecting Group and ECO to help make our school a good place."

"I love learning in school"

"Learning in school helps in the future and with getting better jobs"

"Teachers make different strategies to make learning easier for you."



Forest School



We set personal learning targets every week and these are displayed on the wall in our classrooms.

"Setting targets is good because whatever you're focusing on, when you've achieved you're good at it."

"My PLP is good because I can set targets to achieve. I use traffic light to record how well I've done, then I put evidence in my PLP."

We enjoy celebrating our pupil's achievements in and out of school

Our Eco Committee launched our DVD throughout SLC on Sustainable Development.

"Representing my class, school and/or wider community encourages my self-worth and confidence and allows me to contribute to and participate in society."



Pupil Groups

In Chatelherault Primary School, all pupils are encouraged to participate actively in school life. One of the ways children do this is by joining a pupil group. The pupil groups

meet once a month to discuss their priorities and each member is given the chance to feedback to their class.



The Digital Learning Pupil Group Nov 2019

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

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

In taking this forward our school will work closely with South Lanarkshire Education Resources and other services to enrich the curriculum, to provide the best possible education for all children and young people. We wish you to feel confident that your child is encouraged and supported to develop their literacy, numeracy and other skills whilst they attend our school. The curriculum 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 website <http://www.educationscotland.gov.uk/thecurriculum> www.parentzonescotland.gov.uk

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

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

Health and Wellbeing

Learning in health and wellbeing ensures that children and young people develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future.

Health and Wellbeing is organised into 3 sections:

- Mental and emotional wellbeing
- Social wellbeing
- Physical wellbeing

Language and Literacy

In Chatelherault Primary School we believe that children and young people should experience an environment which is rich in language and which sets high expectations for literacy and use of language. Children and young people need to spend time with stories, literature and other texts which will enrich their learning, develop their language skills and enable them to find enjoyment. Spoken language has particular importance in the early years. Teachers balance play-based learning with more systematic development and learning of skills and techniques for reading, including phonics.

Literacy is organised into 3 sections, namely listening and talking, reading and writing. Within these children are taught a number of sub-divisions:

- Enjoyment and Choice- exploring texts and explaining reasons for enjoyment
- Tools- teaching children skills and knowledge about language e.g. spelling and reading strategies
- Finding and Using Information- teaching children critical literacy skills e.g. making notes to understand and use information
- Understanding, Analysing and Evaluating- teaching children how to understand texts
- Creating texts- teaching children to develop their ability to communicate effectively e.g. by writing clear, well-structured explanations

Mathematics and Numeracy

We also believe that from the early stages onwards, children and young people should experience success in mathematics and develop the confidence to take risks, ask questions and explore alternative solutions. Numeracy is a skill for life, learning and work. Having well-

developed numeracy skills allows young people to be more confident in social settings and enhances enjoyment in a large number of leisure activities.

Numeracy and maths is organised into 8 sections:

- Estimation and rounding
- Number and number processes
- Fractions, decimal fractions and percentages
- Money
- Time
- Measurement
- Data and analysis
- Ideas of chance and uncertainty

Other curricular areas include

- Expressive Arts
- Sciences
- Social Studies
- Technologies

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

Rights of Parents / Carers

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

There is a statutory provision for parents to withdraw children from participation in religious observance. This right of parents' wishes will be respected.

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 absentee in the register.

In Chatelherault Primary School we recognise that religion and moral education is an essential part of every child or young person's educational experience. The school chaplain, Rev. John Carswell, visits the school regularly to speak to individual classes and also conducts services in the school.

Assessment is an integral part of learning and teaching. It helps to provide a picture of a child's or young person's progress and achievements and to identify next steps in learning.

Assessment approaches in Chatelherault Primary promote learner engagement and ensure appropriate support so that all learners can achieve their aspirational goals and maximise their potential.

As with all aspects of Curriculum for Excellence, assessment practices are seen from the perspective of the learner. Learners are engaged in all aspects of assessment processes and are afforded an element of choice and personalisation in showing that they have achieved the intended outcomes.

All children set personal targets for learning on a Monday morning and these are displayed in all classrooms. The targets focus on Literacy, Numeracy and Health and Wellbeing. During the course of the week all children are encouraged to reflect on the achievement of the target and gather evidence from their class work to demonstrate that they have achieved their learning goal.

As learners move through the curriculum, they will experience a range of approaches to assessment. From the learner's perspective, assessment will begin in pre-school by focusing on personal development and feedback with experiences built around the developing child while in addition at the senior phase young people will experience assessment practices which lead to qualifications.

Assessment supports learning by focusing on the process of children and young people moving from where they are in their learning towards their desired goals. Assessment is also used to identify and plan any support they will need to achieve these goals.

Staff discuss with learners what they are expected to learn. They clarify and share learning intentions and success criteria and appropriate experiences for achieving these. Both staff and learners foster a sense of achievement by sharing challenging and realistic expectations. Sharing success criteria along with learning intentions allows learners to 'see what success looks like'.

High quality interactions between learners and staff lie at the heart of assessment as part of learning and teaching. These interactions promote thinking and demonstrate learning and development. They are based on thoughtful questions, careful listening and reflective responses and effective feedback strategies. Conversations about learning between teachers

and children and young people, among teachers and among learners are part of the planned activities or experiences.

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

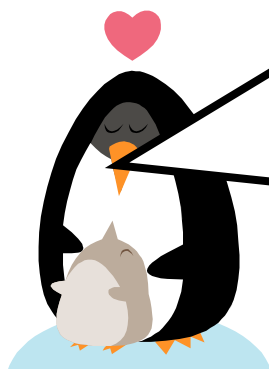
Reporting will be ongoing and comprise of a range of activities which can include children presenting their learning, newsletters, and ongoing oral discussions.

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's 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 visit in person to discuss your child's education.

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

Each month you will have an opportunity to comment on your child's learning by reviewing Learning Logs, Literacy or Numeracy work. The curricular area will be sent home accompanied by a comments sheet.

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



What our Parents say about our school

- "Chatelherault is an excellent environment for children to learn in. It is immaculate and bright. The office/ reception/ janitorial staff are always positive and welcoming."
- "Teaching staff work hard and are innovative with tasks and support."
- "Child attends ASD base – extremely happy with support given and home/ school communication."
- "Pupils are working well with weekly targets."
- "It was good to get Literacy and Numeracy folders home to see how they are working in class."

8)	Transitions
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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 and on events designed to let P7 children visit the secondary school, meet up with other P7 children from other schools so that the transition period is as smooth as possible.

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 out with your catchment primary school a 'request to remain form' must be completed. If you move out with 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 0303 123 1023.

9)	Support for Pupils
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Getting it right for every child, (GIRFEC)

Getting it right for every child is a partnership commitment to ensure that your child has the best possible start in life, based on a shared understanding of their wellbeing. Most of the time, most children get all of the support they need from their families, with help from universal education and health services. When needed, the named person in education can offer help and support to children and families to make sure that the child's wellbeing is developing and that any issues are being addressed.

If you have any concerns about your child's wellbeing, you can speak to the named person who will work with you to ensure that your child gets the right help from the right person at the right time. 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.girfecinlanarkshire.co.uk and www.scotland.gov.uk/gettingitright

Support for All (Additional Support Needs)

Many children experience learning challenges or difficulties from time to time and may require additional support. The Class Teacher plans to meet the learning needs of all children within the class by tailoring the curriculum to support learning and celebrating pupil achievements.

When a child requires assistance parents will be consulted, kept fully informed and encouraged to help their child at home. Close liaison between staff, parents and carers is essential. We work in partnership with many outside agencies to ensure that we can offer the highest level of support for all of our pupils. These include Educational Psychologist, Integrating Children's Services, Social Work, and Specialist Support Teachers (Behaviour and Learning).

Within the school support is offered in a wide variety of ways and is designed to meet the needs of each individual. These include:

- One to one support from school support assistant
- Differentiated curriculum
- Visual Timetable
- Reduction in the number of tasks
- ICT – access to computer for written work
- Specialist Support Teacher
- Focus Groups – Keyboard Skills, Write from the Top, Phonics Support
- Listen To Me – Pupils can access support for either learning or emotional

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 Additional Support for Learning Act
- Requesting an Assessment
- Planning for Learning – ASP
- Planning for Learning – CSP
- Transitions
- Future Planning
- Information for Parents and Carers about moving on from school.
- Inclusive Education
- ICT Assessment
- Visual Impairment Support
- Early Years Specialist Support
- Independent Adjudication

Enquire is the Scottish advice service for additional support for learning. It 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 was launched in March 2019 and supports the action in the Getting It Right for Every Child in South Lanarkshire's Children Services Plan 2017-20 – 'Develop an attachment strategy and to inform training for staff working with early years to secondary aged children and young people on attachment-informed 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 for parents/carers which aim to share information on attachment theory and on how this can inform the ways in which we support children and young people.

These are available from schools and on the SLC Staff Learning Centre Sway.

10)	School Improvement
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All parents have an opportunity to contribute to the school improvement plan by completing an annual questionnaire, participating in our termly School focus groups or joining our School Improvement Plan committee.

Our improvement plan identifies areas of improvement and how as a school we are going to overtake the targets set within an agreed timescale. A copy of the Improvement Plan is available from the school office.

Examples of some of our areas of improvement this session are detailed below

- Increased our pace of learning in mathematics by introducing new planners to support learning
- Introduced a more comprehensive approach to Active Maths which encourages more pupil choice
- Revised our additional Support for learning programme to ensure we are 'Getting it Right for Every Child'
- Introduced new Learning Logs which increase pupil ownership of target setting and evidence collecting.
- New literacy planners introduced across the school
- Opportunities for Interdisciplinary Learning are increasing and staff endeavour to make learning relevant and engaging
- Raised attainment in literacy through the introduction of reading and writing assessments that promote teacher/pupil dialogue about learning.
- Baseline assessment to support learning and track pupil progress introduced in P1,P3,P4 and P7
- Help Your Child Succeed parent partnership programme has helped to promote increased partnership with parents.

11)	School policies and practical information
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Free School Meals

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

- Income Support, Universal Credit (where your take home pay is less than £610 per month), Job Seeker's Allowance (income based), Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £6,900 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £16,105 as assessed by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

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

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

South Lanarkshire Council also offers a free Breakfast service, the service runs from 8.15am to 8.45am each school day.

School Meals

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

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

Pupils in:

- Primary 1 - 3 receive a free school lunch.
- Primary 4 - 7 meal cost is £1.75

Milk is available free of charge to all nursery age children and is provided by the establishment.

Free School Meals

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

- Income Support, Universal Credit (where your take home pay is less than £610 per month), Job Seeker's Allowance (income based), Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £7,330 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £16,105 as assessed by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

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

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

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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.

Our Uniform



Pupils at Chatelherault Primary normally wear: - navy blazer or school jacket, navy trousers, skirt or pinafore, school tie, blue blouse or shirt and a navy sweat shirt with the school badge may be worn together with a blue polo shirt. For P.E. We ask parents, if at all possible, to provide gym shoes, a T-shirt and shorts. The wearing of school uniform is recommended by the staff, and the Parent Council as it encourages equality, pride in the school and neat appearance. All items of clothing should be clearly marked with the pupil's name and class. Sweatshirts and Polo shirts can be purchased online from Scotcrest Uniforms in Hamilton, www.scotcrestschools.co.uk and click on Chatelherault PS link.

- Blue polo shirt (with school logo)
- Blue sweatshirt (with school logo)
- Blue jumper (with school logo)
- Blue cardigan (with school logo)
- School tie

We request that all pupils wear gym shoes inside the school building and these are renewed as necessary.

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.

Application 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

Primary 1 – 7	Morning session	9:00am - 12:35pm
	Afternoon session	1:20pm - 3:00pm
	Morning Interval	10:40am – 10:55am
	Lunch Interval	12:35pm – 1:20pm
Nursery	All day	9:00am - 3:00pm

See attached list showing school holiday dates.

Enrolment – how to register your child for school

If your child is starting school for the first time you must enrol your child at their catchment school in January. If parents want their child to go to another school, they must enrol in the first instance with their catchment school and ask for an information leaflet that provides details on how to make a placing request. Forms are available from the SLC website – www.southlanarkshire.gov.uk, schools, Q and A offices or by contacting Education Resources, Almada Street, Hamilton, telephone 01698 454102. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

Enrolment date for 2020 is week commencing 18th January 2021. Please contact the school for dates.

In 2020, pupils return to school on Thursday, 13th August 2020.

Transport

(i) 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 obtain an application form from the school or Education Resources, Hamilton, telephone 0303 123 1023 or web www.southlanarkshire.gov.uk. 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 paid 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. For more information on school transport contact Education Resources telephone 0303 123 1023.

(ii) 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.

Any information on transport appropriate to the school should be mentioned.

Insurance for schools – pupils' personal effects

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

(i) Theft/loss of personal effects

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

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

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

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

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

(ii) Damage to clothing

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

Family Holidays During Term Time

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

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

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

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

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

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

Promoting Positive Behaviour

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

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

A range of systems are in place to ensure that children are rewarded for positive attitude, effort, good work and good behaviour whenever it is appropriate. The school has a weekly assembly whereby each class identifies a pupil to receive the award for that week. This includes Star Writer, Good Work, Health & Wellbeing and Rights Respecting Award.

Achievements awarded outside of school are also recognised at the assembly, as well as being displayed on our Curriculum for Excellence board and included in the pupil's individual portfolios. We encourage all pupils and parents to keep us informed of these achievements.

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

The vision for children and their families in South Lanarkshire is to ensure that they live in a community where they are safe, healthy, active, achieving, respected, responsible and included. They should be part of a society where they have the opportunity to maximise their full potential and have access to good health care, education and leisure services. In order to achieve, South Lanarkshire's children's services and its partners will work jointly to support children, young people and their families and are committed to continuously improve our services to ensure children, young people and their families get the support that is appropriate for them.

The Chief Officers and Child Protection Committees of North and South Lanarkshire Councils are the driving force for ensuring that agencies individually and collectively work to protect children and young people as effectively as possible.

The Council has a duty in law to report suspicions that a child has been abused or is at risk of harm, in terms of the Children (Scotland) Act 1995. Therefore, Council staff have a professional and contractual obligation to report concerns to the head of establishment or the child protection coordinator immediately.

Education Resources staff and visitors from other agencies and services are required to follow these Child Protection Procedures to protect and support children and to fulfil their professional obligations to report all allegations or suspicions of child abuse.

For more information, or if you 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 information for parents/carers on how to help ensure their child is safe. The website is: www.childprotectionsouthlanarkshire.org.uk

Information on Emergencies

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

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

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

Your Commitments

We ask that you:

- support and encourage your child's learning
- respect and adhere to the schools policies and guidance
- let the school know if you change your mobile/telephone number and/or address
- enjoy and take part in school activities
- accept your responsibility to respect staff who work in the school and for the school to be proactive in taking forward 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 2021/2022

Break	Holiday dates		
First Term	Teachers In-service	Thursday	12 August 2021
	In-service day	Friday	13 August 2021
	Pupils return	Monday	16 August 2021
September Weekend	Close on Re-open	Thursday Tuesday	23 September 2021 28 September 2021
October Break	Close on Re-open	Friday Monday	8 October 2021 18 October 2021
	In-service day	Monday	15 November 2021
Christmas	Close on Re-open	Wednesday Wednesday	22 December 2021 5 January 2022
Second Term			
February break	Close on Closed on	Friday Monday and Tuesday	11 February 2022 14 February 2022 15 February 2022
	In-service day	Wednesday	16 February 2022
Spring break/Easter	Close on Re-open	Friday Tuesday	1 April 2022 19 April 2022
Third Term			
Local Holiday	Closed Re-open	Monday Tuesday	2 May 2022 3 May 2022
	In-service day	Thursday	5 May 2022
Local Holiday	Close on Re-open	Thursday Tuesday	26 May 2022 31 May 2022
Summer break	Close on	Friday	24 June 2022
Proposed in-service days	August dates to be confirmed		

Notes

- ◆ Good Friday falls on Friday, 15 April 2022
- ◆ Lanark schools will close Thursday, 9 June 2022 and Friday, 10 June 2022
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Wednesday, 22 December 2021 and Friday, 1 April 2022)
- ◆ Schools will close at 1pm on the last day of term 3 Friday, 24 June 2022)
*Two in-service days proposed for August 2022 to be confirmed.

Appendix A

This annex provides links that schools and local authorities may find helpful when developing a School Handbook. 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 – <http://www.educationscotland.gov.uk/learningteachingandassessment/partnerships/engagingparents/toolkit/index.asp>

The Scottish Government guide Principles of Inclusive Communications provides information on communications and a self-assessment tool for public authorities – <http://www.scotland.gov.uk/Publications/2011/09/14082209/0>

Choosing a School: A Guide for Parents - information on choosing a school and the placing request system – <http://www.scotland.gov.uk/Publications/2010/11/10093528/0>

A guide for parents about school attendance explains parental responsibilities with regard to children's attendance at school – <http://www.scotland.gov.uk/Publications/2009/12/04134640/0>

PARENTAL INVOLVEMENT

Guidance on the Scottish Schools (Parental Involvement) Act 2006 provides guidance on the act for education authorities, Parent Councils and others – <http://www.scotland.gov.uk/Publications/2006/09/08094112/0>

Parentzone provide information and resource for parents and Parent Councils – <http://www.educationscotland.gov.uk/parentzone/index.asp>

SCHOOL ETHOS

Supporting Learners - guidance on the identification, planning and provision of support – <http://www.educationscotland.gov.uk/supportinglearners/>

Journey to Excellence - provides guidance and advice about culture and ethos – <http://www.journeytoexcellence.org.uk/cultureandethos/index.asp>

Health and wellbeing guidance on healthy living for local authorities and schools – <http://www.scotland.gov.uk/Topics/Education/Schools/HLivi>

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 – <http://www.scotland.gov.uk/Publications/2010/06/25112828/0>

Scottish Catholic Education Service's resource 'This is Our Faith' which supports the teaching and learning of Catholic religious education – <http://www.sces.uk.com/this-is-our-faith.html>

CURRICULUM

Information about how the curriculum is structured and curriculum planning – <http://www.educationscotland.gov.uk/thecurriculum/>

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 –

<http://www.educationscotland.gov.uk/thecurriculum/howisthecurriculumorganised/experiencesandoutcomes/index.asp>

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

<http://www.educationscotland.gov.uk/learningteachingandassessment/learningacrossthecurriculum/responsibilityofall/index.asp>

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

http://www.educationscotland.gov.uk/resources/b/genericresource_tcm4725663.asp?strReferringChannel=parentzone&strReferringPageID=tcm:4-634353-64

Information on the Senior Phase –

<http://www.educationscotland.gov.uk/thecurriculum/whatcanlearnersexpect/seniorphase.asp>

Information on Skills for learning, life and work –

<http://www.educationscotland.gov.uk/thecurriculum/whatcanlearnersexpect/skillsforlearning.asp>

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

<http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-individuals/opportunities-for-all.aspx>

Information for organisations responsible for the planning, management and delivery of career information, advice and guidance services – <http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/career-management-skills-framework.aspx>

The Skills Development Scotland website 'My World of Work' offers a number of tools to support career planning – <http://www.skillsdevelopmentscotland.co.uk/>

ASSESSMENT AND REPORTING

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>

Curriculum for Excellence factfile - Assessment and qualifications –

http://www.educationscotland.gov.uk/publications/c/publication_tcm4624968.asp

Information on recognising achievement, reporting and profiling –

<http://www.educationscotland.gov.uk/learningteachingandassessment/assessment/achievement/index.asp>

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 –

http://www.educationscotland.gov.uk/publications/c/publication_tcm4660285.asp

Career Information, Advice and Guidance in Scotland - A Framework for Service Redesign and Improvement provides guidance on career information, advice and guidance strategy – <http://www.scotland.gov.uk/Publications/2011/03/11110615/0>

Choices and changes provides information about choices made at various stages of learning – <http://www.educationscotland.gov.uk/supportinglearners/choicesandchanges/index.asp>

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 – <http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL>

Supporting Children's Learning Code of Practice includes specific requirements on education authorities and others under the new legislation in relation to transition – <http://www.scotland.gov.uk/Publications/2011/04/04090720/21>

Enquire is the Scottish advice service for additional support for learning – <http://enquire.org.uk/>

Parenting Across Scotland offers support to children and families in Scotland – <http://www.parentingacrossscotland.org/>

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 – <http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL>

Information about the universal entitlement to support that underpins Curriculum for Excellence – <http://www.educationscotland.gov.uk/supportinglearners/whatisupport/universalsupport/roleofkeyadult.asp>

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 – <http://www.scotland.gov.uk/Publications/2011/04/04090720/21>

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 – <http://www.scotland.gov.uk/Topics/People/Young-People/gettingitright>

SCHOOL IMPROVEMENT

Scottish Schools Online - provides a range of school information, including contact details, school roll, facilities, website, inspection reports – <http://www.educationscotland.gov.uk/scottishschoolsonline/>

Education Scotland's Inspection and review page provides information on the inspection process – <http://www.educationscotland.gov.uk/inspectionandreview/index.asp>

Scottish Credit and Qualifications Framework (SCQF) – <http://www.scqf.org.uk/>

Scottish Qualifications Authority provides information for teachers, parents, employers and young people on qualifications – <http://www.sqa.org.uk/>

Amazing Things - information about youth awards in Scotland –
<http://www.awardsnetwork.org/index.php>

Information on how to access statistics relating to School Education –
<http://www.scotland.gov.uk/Topics/Statistics/Browse/School-Education>

SCHOOL POLICIES AND PRACTICAL INFORMATION

Schools and local authorities should consider the most relevant school, local and national policies and include details or links for parents to sources of further information.

National policies, information and guidance can be accessed through the following sites:

<http://www.scotland.gov.uk/Topics/Education>

<http://www.scotland.gov.uk/Topics/Health>

<http://www.scotland.gov.uk/Topics/People/Young-People>

Children (Scotland) Act 1995 – <http://www.legislation.gov.uk/ukpga/1995/36/contents>

Standards in Scotland's Schools (Scotland) Act 2000 –
<http://www.legislation.gov.uk/asp/2000/6/contents>