



Coalburn Primary School Handbook January 2021

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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: 01555 820221

Email: gw14coalburnpsoffice@glow.sch.uk

1 Introduction by the 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.

The vision of South Lanarkshire Council is to '*Work Together to improve the quality of life for everyone in South Lanarkshire*'.

The purpose of Education Resources is to support this vision through ensuring that all learners:

- are effectively supported to raise their attainment and achieve their full potential;
- benefit from an appropriate range of learning opportunities which match their individual needs;
- are actively engaged, as appropriate, in evaluating the quality and impact of their learning experiences, and
- are safe and feel valued when using Education Resources premises.

This will be achieved by ensuring that all learners:

- access a curriculum which reflects national and council priorities and best practice in education;
- experience a motivated and professional workforce who demonstrate best practice in providing opportunities for learning;
- have access to modern resources which are used effectively to maximise the impact of learning experiences, and
- benefit from partnership working and the integration of services.

(Revised in 2011 following consultation)

Welcome

Coalburn Primary School truly is in the centre of the village and community. The school and nursery class benefit from excellent links with local groups, individuals, businesses and facilities. The work of the school is also greatly enhanced by supports of parents and families and a proactive Parent Council.

The school and nursery class are both Gold Health Promoting Establishments and have recently achieved another Eco flag. The school is also a Rights Respecting School and a Fairtrade establishment. Children throughout the school are encouraged to take

responsibilities and to strive to attain the capacities in Curriculum for Excellence. Children also participate in a wide range of curricular and extra-curricular events in sports, arts, music and drama.

School staff are committed to the care and welfare of all children in the school and nursery, ensuring that all children have full access to all curricular and extra-curricular activities. Stimulating and fun lessons and activities are organised to ensure that all children give their best and enjoy their experiences in school. All children are encouraged to work hard and every opportunity is taken to celebrate successes.

We work as a team at Coalburn Primary School and operate an open door policy. Our team believe strongly in the benefits of partnership working in order to achieve the very best for our young people.

If you have any questions or queries please do not hesitate to get in contact with us. We look forward to getting to know you and your child throughout the course of your time with us at Coalburn Primary School.

Lorna Hyslop
Head Teacher

2 About our school

Contact Details

Coalburn Primary School
Coalburn Road
COALBURN
ML11 0LH
Tel No: 01555 820221 Fax No: 01555 820819

gw14coalburnpsoffice@glow.sch.uk

We have a school website: www.coalburnprimaryschool.co.uk and parents may wish to refer to this for dates, documents and current events.

School Hours

The school day is arranged as follows:

Daily	09:00 – 15:00
Interval	10:30 – 10:45
Lunch	12:15 – 13:00

The school, which is non-denominational, currently has 5 classes with a role of 96. Parents should note that the working capacity of the school may vary depending on the number of pupils at each stage and the way in which the classes are organised. There is also a nursery class with places currently for 32 children. Our school does not cater for the Gaelic provision.

Coalburn Primary's School Vision

Coalburn Primary School is a place where everyone can come to feel safe and to learn.

The school, with community support, encourages everybody to do the best they can and to rise to challenges. Every pupil and staff member is valued and treated respectfully. Achievements and successes are shared and celebrated. Last session we undertook a consultation process to update our school vision, values and aims.

Our Motto

"Be the best that you can be"

the values that underpin our vision are:

Respect, Resilience, Confidence, Determination, Inspiration

Parental Concerns / Complaints

Any parent with a concern or complaint should contact the Head Teacher either by letter or phone. If the Head Teacher is unavailable, then a message should be left with a member of the Coalburn Primary team for the Head Teacher to return the call as soon as possible. All concerns or complaints will be dealt with at the earliest possible convenience with advice being sought from the Education Department in Hamilton, if necessary.

Pupil Absence or Sickness

It is important that parents let us know if a child is going to be off school for any reason. This can be done at any time out with school hours by leaving a message on the answer phone stating the child's name, class and reason for absence. During school hours a member of Support Staff will be able to take the message.

If we do not receive a message from parents then we will use the numbers we have on our system to contact parents. It is important that we can account for all of our children.

Staffing

Head Teacher

Miss L Hyslop

Principal Teacher

Ms. A Kelly

Class Teachers

Mr E Carlton

P1

Ms Kelly / Mrs E Melville (NQT)

P2

Mr W Straiton

P3/4

Mrs F Fleming

P5/6

Mrs L Ferguson

P6/7

Mrs R Montague

Mon/Tues – Intervention

Wed/Thu/Fri – P6/7

Nursery staff

Mrs J Houston

Teacher

Miss H Scott

Team Leader

Mrs L Frame

Early Years Practitioner

Miss C Stewart

Early Years Practitioner

Mrs V Kerr (MAT Leave)

Early Years Practitioner

Mrs L Low

Early Years Practitioner

Support Staff

Mrs J Walker

School Support Assistant

Mrs J Bernard

School Support Assistant

Mrs A Goodwin

School Support Assistant

Mrs S Whitefield

School Support Assistant

Ms S McGrath

School Support Assistant (PEF)

Community Resources Staff

Facility Janitor

Mr C Stevenson

Cleaning Supervisor

Mrs S Strang

Cleaner

Mrs M Fleming

Mrs G Tweedlie

Catering Manager

Mrs M Reid

Catering Assistant

Mrs T Meikle

Outside Agencies

Educational Psychologist

Mrs. K. Allen

Area Support for Learning Teacher

Miss. E. Yorkston

Early Years Support for Learning Teacher

Miss. M Imray

3 Parental involvement

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

www.southlanarkshire.gov.uk

Parents, carers and family members are by far the most important influences on children's lives. Children between the ages of 5 and 16 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.

All parents of children at school are automatically members of the Parent Forum and are entitled to have a say in what happens at the school. Our school also has a Parent Council. To find out more on how to be a parent helper, or a member of the Parent Council and/or the Parent Teacher Association just contact the school or visit our website.

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

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

Home School Links

The school ensures close working relationships with parents in various ways. We operate an open door policy and are happy to have parent/teacher formal or informal conversations when necessary. We have two report cards per year followed up with formal parent consultations. In addition, we welcome the parent's in to participate in showcase events and open mornings.

Throughout the school year parents are invited along to various pupil events, usually held in our school hall. You will be informed of such events by letter and / or the fortnightly newsletter. Please remember to check your child's bag for letters throughout the school week.

We have the School App. This is downloadable on to any mobile phone or electronic device. It is a means of sending messages to families quickly. News and events are also on the App. There is a weekly calendar for our families to refer to as well.

Pupil homework diaries are another means of communication and promote positive home school links. We ask that these are referred to every evening and that children are supported with their homework. Diaries can also be used for short notes to and from school, as required.

4 School Ethos

We strive to achieve a warm, nurturing atmosphere at Coalburn Primary School. We encourage all of our children to be the very best that they can be. Children know that we want them always to be confident.

Staff in Coalburn Primary School strive to ensure that all children attain the 4 capacities from Curriculum for Excellence and enjoy all experiences described and attain related outcomes. Children are expected and encouraged to play a full part in the work of the school, sharing their attainment and achievements, with peers and families.

The school makes particular use of the local community and, in turn, involves the community in curricular and extra-curricular activities. The school makes special use of local facilities, including Coalburn Leisure Centre, the James Hamilton Memorial Heritage Society, Coalburn Miners Welfare and other local groups.

The school enjoys excellent relationships with neighbouring schools and businesses. Children are very well supported by professionals from South Lanarkshire Council, Lanarkshire Health Board and other agencies.

Coalburn Primary School operates a Behaviour Policy based on a system known as Assertive Discipline, where each child is expected to take responsibility for their own actions, being rewarded for good behaviour and accepting consequences if they have misbehaved. The policy has been developed over a number of years with improvements discussed by staff, pupils and parents before being implemented. The school firmly believes that children behave better when everyone agrees and works together. Research has also clearly demonstrated that when children behave, their learning greatly improves.

In the 'Curriculum for Excellence', used in all Scottish schools, all members of staff within the school have a duty to encourage all pupils to become:

- Responsible Citizens,
- Confident Individuals,
- Effective Contributors, and
- Successful Learners.

Teachers continually review their teaching to ensure that lessons are interesting, cooperative, active, challenging and purposeful and that various children's learning styles are considered. 'Assessment is for Learning' techniques are used to ensure that children are involved in the learning and teaching process and that all children are challenged in class. Every opportunity is taken to celebrate success in curricular and extra-curricular activities to raise every child's self-esteem.

5 The Curriculum

Curriculum for Excellence is the name given to the curriculum in Scotland for all children and young people aged 3-18. It is a forward; looking, coherent, more flexible and enriched curriculum that provides young people with 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

We love learning at Coalburn Primary School, examples of our learning experiences are shown in the following photos.



School Choir entertaining the local community at Christmas.



Sporty Kids making club links







Knitting

PIC•COLLAGE



Saving Finnegan

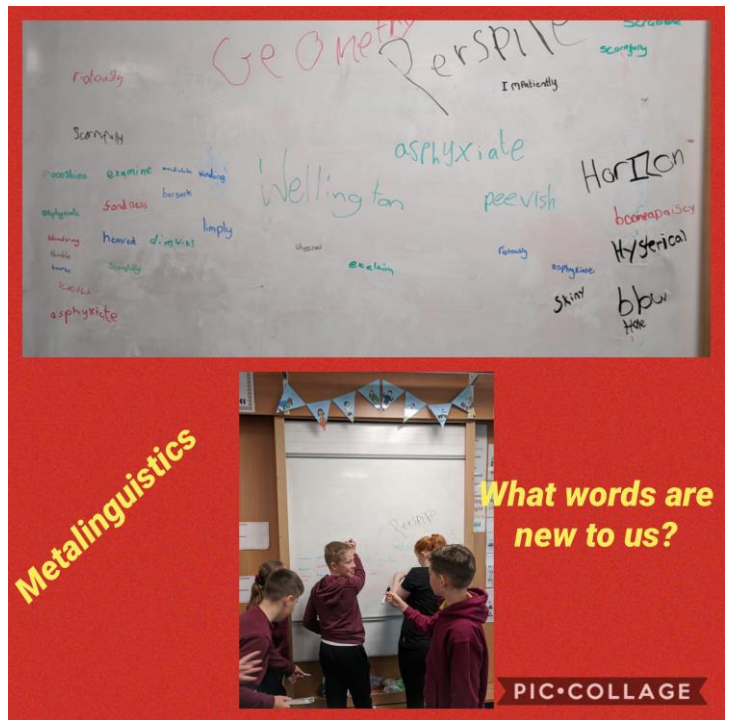
Mixed media pictures

PIC•COLLAGE



Number work

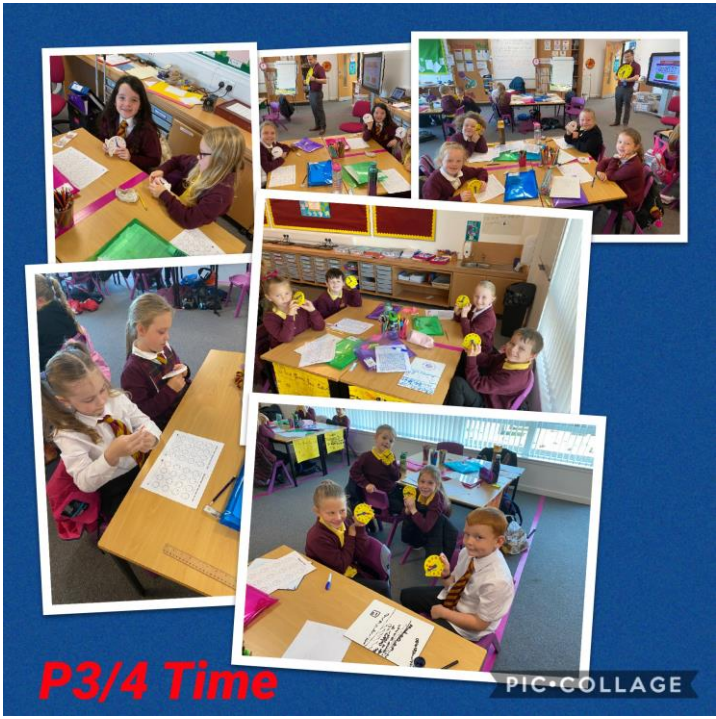
PIC•COLLAGE



Metalinguistics

What words are new to us?

PIC•COLLAGE



P3/4 Time

PIC•COLLAGE



**Earth, Moon
and Sun**

PIC•COLLAGE



P6/7 Ball Skills

PIC•COLLAGE



Bird hunt

PIC•COLLAGE

If you want to know more about Curriculum for Excellence, please visit these websites: www.curriculumforexcellence.gov.uk or www.parentzonescotland.gsi.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.

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

Pupils are taught Religious Education usually through study of a theme or by looking at a particular celebration. As well as Christianity our children study other World Religions.

In this area of learning we hope to encourage our children to become aware of family, caring, and friendship while developing an awareness of and respect for the beliefs of other cultures.

We hold regular services, most of which are led by the children. Generally, school assemblies are held weekly with a mixture of religious, moral or spiritual stories. Opportunity is taken to share successes enjoyed by the children and a range of certificates is distributed to demonstrate attainment and achievement.

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

6 Assessment and tracking progress

Assessment is an integral and vital part of high quality, effective teaching and learning. It helps us to understand pupil progress and achievements and is a vital tool in helping staff and pupils identify next steps in learning.

Teaching and Learning in Coalburn Primary School is greatly enhanced by the use of a great variety of Formative Assessment techniques. These include involving the children and parents in planning and evaluating the work of the school by sharing learning intentions and giving feedback, deciding next steps and target setting, the use of Quality Questioning, tracking pupil work and various other techniques.

At Coalburn Primary, we have a variety of assessment procedures. Teachers assess pupils informally on a daily basis, during pupil / teacher dialogue and daily marking of pupils' efforts. These situations provide frequent opportunities for pupils to receive feedback on their learning and progress and how to continue to move forward. Our pupils are encouraged to self-assess against given success criteria and are also encouraged to engage in peer assessment. Staff also use more formal assessment procedures.

The school's Quality Management Annual Timetable allows teaching staff to have termly tracking and monitoring meetings with the Head Teacher. Appropriate discussions and interventions are put in place throughout the course of the school year, depending on children's needs.

7 Reporting

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 (October and June) 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 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.

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

8 Transitions

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

We will also provide you with information at this time 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 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 0303 123 1023

9 Support for Pupils

Getting it right for every child.

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)

Coalburn Primary School has a very effective Staged Intervention Policy that is designed to support any problems with appropriate and early intervention. Class teachers will offer immediate and appropriate supports, often with inputs from the Support Staff, on an individual, group or whole class basis. Advice and help can also be obtained from other South Lanarkshire professional staff, including the Educational Psychologist, Learning Support Staff, or other members of the extended or central support teams. Professionals from Lanarkshire Health Board, including the School Paediatrician, Physiotherapists and Occupational Therapists also work closely with the school. Other agencies, including charities, are regularly involved to offer the most specific support for the child's individual needs. The named Person for children in the school is Miss. L Hyslop, Head Teacher.

The Speech and Language Therapist, works in the school regularly to offer support to children with speech and language difficulties.

Parents are fully involved in supporting their child and will always be consulted when a problem is identified, especially when a support plan is prepared.

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.

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.

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 and 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

As part of the Improvement Planning process, following consultations with staff, parents and pupils, staff identify areas for improvement across all aspects of the work of the school. This forms the basis for the Improvement Plan, produced annually and submitted to South Lanarkshire Council, who will offer appropriate supports.

In Coalburn Primary School and Nursery Class, all staff strive to provide children with challenging, purposeful and enjoyable activities to ensure that all children are presented with a broad and progressive curriculum covering all Experiences and Outcomes in the Curriculum for Excellence.

Staff will continue to review and reflect on their teaching, using a variety of AifL techniques to ensure that all children are fully involved in the Learning and Teaching process. Staff will further develop transition arrangements, from nursery to P1, from stage to stage, at the end of each level and from P7 to S1.

Key priorities for 2019-2020 were as follows:

- Raise attainment in Literacy with a specific focus on Active Spelling and Reading
- Build a Curriculum Rationale that reflects the needs of the School Community.
- Extend Tracking and Monitoring to all areas of the Curriculum

Our Standards and Quality Report details our main achievements within these three areas. The Standards and Quality Report can be found on the school website.

Due to the Coronavirus Pandemic, Coalburn Primary School closed its doors to pupils on Friday 20th March. During the week on the lead up to the school closure staff put the following measures in to place:

- ✓ Pupils were reassured that one day they will be able to tell people that they were a child during the Coronavirus Pandemic, the fact that there was a national school closure would go down in history. They were told that the Coronavirus would be an interdisciplinary topic for many children in the future and that they were making history. They were encouraged to keep a diary.
- ✓ Pupils were already familiar with Google Classrooms as the resource was widely used in the school. All passwords and usernames were checked, and double checked. Pupils were reassured that they would have daily contact with their teacher through Google Classroom. Parents were also reassured of this.
- ✓ Children used Google Classrooms as part of their teaching and learning towards the end of the week to ensure that there were no difficulties and any home devices were set up for the children whilst they were still in school.
- ✓ Home learning packs were made up for every child in the school and nursery. These included workbooks, worksheets, pens, pencils, magnetic boards, word lists, rulers etc. Children who were not confident with ICT were provided plenty of physical resources to get them started with home learning.
- ✓ Parents were given as much information as possible as soon as it became available.
- ✓ Head Teacher ensured all staff had access to ICT resources
- ✓ Head teacher established clear lines of communication to all members of staff.

During the period of school closures, the following measures were put in place:

- ✓ Parents were kept informed through the use of the School App, Newsletters, Twitter and the School Website.
- ✓ Each class were provided with a weekly home learning plan. These included spelling word lists for each group of children in each class, numeracy work, IDL work and skills-based learning activities.

- ✓ Weekly calls home from HT to targeted families, these were tracked, and information fed back to class teacher. These calls informed the following actions to be taken:
- Food shops done for families
 - ICT resources dropped off at doors
 - Prescriptions collected for families
 - Home packs delivered to families.
 - 'How to' video tutorials / PowerPoints sent to some parents re use of Google Classroom.
 - Video messages were sent out by staff to pupils in Google Classroom.
 - Whole staff team put a Cha Cha Slide video together for families to enjoy (light relief)
 - Head Teacher sent out 'You Got This' postcards to all children and families in the school and nursery with a personal message.
 - Staff all received a postcard / card from the Head Teacher too.
 - Google meets set up with staff throughout closure.

The Head Teacher volunteered to be one of the managers at Carnwath Hub and members of staff throughout the school supported Coalburn's vulnerable children in the Hub at Woodpark Primary. All staff from Coalburn Primary (who did not need to shield) were happy to volunteer their services to the Hubs.

The Head Teacher and Community Development officer worked together to provide fun activities for families to do throughout lockdown. These activities were delivered to family's doors through the help of volunteers in the community.

Throughout the lockdown staff were overwhelmed by the positive response from our families and young people. The parents were hugely appreciative of the efforts from the staff team and have acknowledged on numerous occasions how well they felt that we met the needs of their children. A questionnaire regarding our home learning approach was put out to parents and the following comments were received:

"It's good to experience with them how much they are actually capable off and be surprised at some of the things they can do that us as parents may not even be aware of."

"I'm really impressed with the creativity of teachers to provide distant teaching to young people who may not have the discipline."

"Thank you for trying your best to support the children with their learning"

"Our teachers are amazing, and my kids are defiantly missing them."

The strong team spirit at Coalburn has seen the whole school community through this strange period of time. The community spirit has strengthened, and we will continue to build on this in the new school session.

This school session, our improvement plan focusses on 'Recovery' following the Coronavirus Pandemic. A copy of our 'Recovery Plan' can be found on the school website.

11 School policies and practical information

School Meals

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

The menu consists of a three course meal and all meals include fresh chilled drinking water and milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at 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 costs 20p

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.

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

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 the NHS. This will detail symptoms and appropriate interventions.

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

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

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

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

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

School uniform

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

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

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

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

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

Our school uniform consists of a burgundy school sweatshirt, burgundy or yellow polo shirts and grey or black trousers / skirt. In addition there is an opportunity to purchase a tartan pinafore / skirt. ALJ Work Wear (Lanark) keep a supply of goods with our school badge on and offer a quality service.

For safety and hygiene reasons, we ask that pupils bring shorts and t-shirt to change into on gym days. We ask for parental support in ensuring that children do not wear jewellery that they cannot remove themselves on gym days. All jewellery must be removed for participation in gym. Soft shoes (ie. Plimsolls) should be supplied and left in school for use every day. We ask

that sturdier gym shoes are supplied on gym days to support that delivery of high quality physical education.

Clothing grant

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

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

Support for parent/carers

School hours/holiday dates

The school operates the following daily timetable:

Daily	9am – 3pm
Interval	10:30 – 10:45am
Lunch	12:15 – 1pm

Refer to attached holiday sheet for dates for the year.

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, phone 0303 123 1023. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

Enrolment date for 2021 is week commencing 18th January 2021.

Transport

- (i) Transport to Coalburn Primary School may be provided for those children who live in Westoun, Lintfieldbank/Braefoot, Bellfield, Muirburn and surrounding farms.

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, phone 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 phone 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.

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

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

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

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

Promoting positive behaviour

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

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

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

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

Child Protection

All staff in educational establishments in South Lanarkshire Council 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 shared vision for Lanarkshire's children is: "all children and young people in Lanarkshire have the right to be cared for and protected from abuse and harm in a safe environment in which their rights are respected." All agencies will work together in a collaborative way to promote the safety and wellbeing of children and young people in Lanarkshire.

The Chief Officers and Child Protection Committees of North and South Lanarkshire Council's 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 Council has produced an information leaflet – ‘stay safe’ for parents/carers on how to help ensure their child is safe when using the internet and mobile devices.

Copies are available from the school or the web: www.southlanarkshire.gov.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 in touch by telephone, text, where appropriate, letters, web news, the School App 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 school's policies and guidance
- let the school know if you change your mobile/telephone number and/or address
- enjoy and take part in school activities
- accept your responsibility to respect staff who work in the school and for the school to be proactive in taking forward it's commitment to care for and educate your child.

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

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

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

Privacy Notice

Introduction

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

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

Using your personal information

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

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

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

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

Information we collect at other times

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

- If you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.
- If you make a request for additional support such as an educational psychologist or other support for learning we will ask for more detailed information to allow us to provide the most appropriate support for your family. This may include information about family circumstances or medical conditions.
- If there are concerns about your child’s wellbeing and/or your child has needs that may require additional support, we will wish to work with you to collect and consider information to enable us to help you get the right support at the right time in line with the Getting it right for every child approach.

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

Information that we collect from other sources

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

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

Why do we need this information?

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

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

We will share your information with:

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

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

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

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

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



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.

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>

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/>

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>

The Scottish Survey of Literacy and Numeracy (SSLN) is an annual sample survey which will monitor national performance in literacy and numeracy – <http://www.scotland.gov.uk/Topics/Statistics/Browse/School-Education/SSLN>

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