



Education Resources



***Crawford Primary School
Handbook
Jan 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: 0303 123 1023 Email: education@southlanarkshire.gov.uk.

1) Introduction by the Head Teacher

Dear Parents/Carers,

This handbook has been written to provide you with some basic information about how your children are cared for and educated in Crawford Primary School. I hope you will find this handbook to be informative and useful. Should you wish clarification of any point please do not hesitate to contact the school.

In Crawford Primary School we have our vision statement:

**Caring – Conscientious – Creative
To be the best we can be**

Our pupils are also encouraged to follow our values

Respect Ourselves, Respect Others and Respect the Environment

Staff in school will endeavour

- To provide a happy, caring and stimulating environment in which children can learn to their maximum potential. We will work in partnership with pupils, parents and the community to achieve this.
- To encourage each child to develop according to age, aptitude and ability through a structured learning programme which will provide knowledge and understanding in a range of curricular areas and develop skills for learning, work and life.
- To encourage children to be active learners with a positive attitude towards their work and who will increasingly take responsibility and leadership of their own learning.
- To foster within the child a positive attitude to both himself/herself and others and to celebrate success and achievement at every opportunity.

We aim to provide a variety of experiences to educate, build your child's skills and self-confidence to be the best that they can be. We can only accomplish this in partnership with you and we hope that you will keep in close contact with us. We welcome all parental visits and are happy to discuss matters of mutual concern related to your child's progress and welfare. You can easily arrange a visit and/or speak to us by telephoning the school office (Tel: 01864 502686) or dropping an email to : gw14crawfodpsoffic2@glow.sch.uk

As parents / carers of our children, you will always be made welcome at the school.

Yours sincerely



Mrs Hazel Orr
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.

2) About our school

Crawford Primary is a non-denominational primary school catering for children from Primary 1 to Primary 7. It is a fantastic new build, which opened its doors on 14th May 2018. The head teacher shares her time with nearby Abington Primary School. Crawford Primary School is part of the Biggar Learning Community and its associated secondary school is Biggar High School.

Crawford Primary
Carlisle Road
Crawford
Biggar
ML12 6TP

Phone 01864 502686

Email gw14crawfordpsoffic2@glow.sch.uk
gw14crawfordpsht2@glow.sch.uk

Web site: www.crawford-pri.s-lanark.sch.uk

Present Roll: 21

Meet the Staff

Crawford Primary School Staff

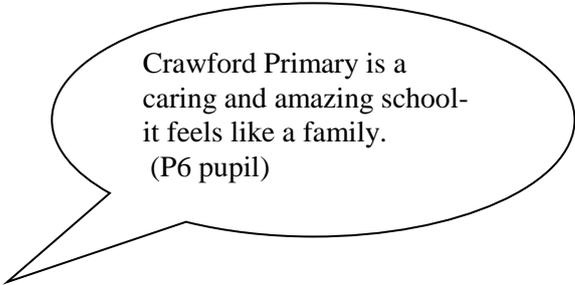
Head Teacher	Mrs Hazel Orr
Principal Teacher P4-7	Mrs Joyce wood
Class Teacher P1-3	Mrs Wendy Wales
CCC Teacher P1-7	Ms Ilene McCartney
Music Initiative	Mr Steven Johnstone

Support Staff

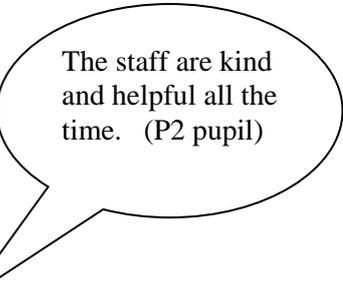
Support Staff Team Leader	Mrs A MacArthur
Support Assistant	Mrs May Nunes

Facilities Staff

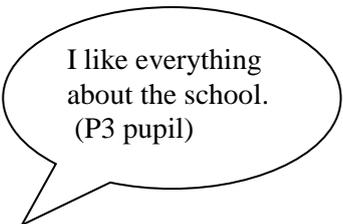
Catering Manager	Mrs Joanne Jones
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Crawford Primary is a caring and amazing school- it feels like a family.
(P6 pupil)



The staff are kind and helpful all the time. (P2 pupil)



I like everything about the school.
(P3 pupil)

Caretaker/Cleaner	Mrs Carol Abernethy
Associated Church	Upper Clyde Church, Abington Rev Nikki McDonald
Parent Council Chair:	TBC

Attendance

At Crawford Primary School, we believe it is important to work with parents ensuring children attend school unless they are ill. All pupil absences must be recorded by the school. Absences will normally fall under two categories - authorised or unauthorised absence. In cases where your child is unable to attend, parents should follow the procedures below:

- If you know in advance of any reason why your child is likely to be absent from school, please email / telephone or write to the school. Please also give your child a note on his/her return to school giving the reason for absence.
- Notify the school first thing in the morning when your child is going to be absent. Let the school know the likely date of return and keep them informed if the date changes.
- Inform the school of any changes to the following: -
 - Home telephone number
 - Mobile number
 - Emergency contact details
- Requests for your child to be absent from school to make an extended visit to relatives must be made in writing to the head teacher, detailing the reason, destination and duration of absence and arrangements for their continuing education. On these occasions, the pupil will be marked as an authorised absentee in the register.

Concerns / Complaints

In Crawford Primary School, we believe in building good relationships with pupils, parents and the wider community by encouraging good communication and discussion with all stakeholders. If any parent has any concerns about their child in school, we would ask that they contact the school office in the first instance to arrange a time to meet /speak to the relevant person. We would of course aim to resolve all conflicts /concerns as quickly as possible, always aiming for a positive outcome for all concerned. If the problem persists or a parent is unhappy with the outcome, then the head teacher will advise parents of the personnel they should contact within SLC to take forward the complaint.

Enrolling in school or proposed transfer of school

If parents are interested in enrolling their child in Crawford Primary School, the school staff are more than happy to arrange a visit to tour the school and speak with the head teacher and staff. Please telephone the school office to make an appointment to visit. (Tel: 01864502686)
Children and young people may transfer school for a number of reasons such as families moving house or parental choice. If you are proposing a change of school for your child, please provide as many contact details as possible in relation to the new school so that we can ensure a smooth transfer of information relating to your child. This will help us all to ensure the continued wellbeing of your child.

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 children spend only 15% of their time in school! Research shows that when parents are involved in their child's learning, children do better at school and throughout life. Parental involvement can take different forms but we hope you share the same aims and agree that by working together we can be partners in supporting children's learning.

As a parents/carers we want you to be:

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

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

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

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

4) School Ethos

Crawford Primary School is a welcoming, happy place where children and staff respect one another and are supportive of each other to be the best they can be. Our vision for the school is for staff and pupils to foster positive attitudes to their own learning as well as to each other so that everyone in the school is caring, conscientious, creative aiming to be the best he / she can be.

The values that we actively promote are based on respect:

'respect ourselves, respect others and respect the environment'

The school ethos encourages both local and global citizenship through a varied programme across the school year.

Throughout the session, our staff offer a variety of learning styles, activities and approaches and actively seek experiences to support and enhance children's learning. This includes inviting into school a range of visitors and experts, participating in forest school activities and community based events and activities. Our staff look for opportunities for pupils to participate in outdoor excursions to enhance their learning by visiting interesting places, museums, galleries and participating in a range of activities with other schools.



Promoting positive behaviour

Our approach is to create an environment where better behaviour will encourage better learning. The school, along with the support of parents, work together to create a learning environment, which young people can enjoy, feel safe and included. 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. We have an assertive discipline policy, which sets out expectations of behaviour, outlines the rewards that children receive for positive attitudes and behaviour and explains sanctions for poor behaviour. Supports are in place to help children with challenging behaviour. Our school policy is on our website and the school app. A hard copy is available through the school office on request.

The school staff, whilst trying to promote positive behaviour, must also support young people should incidents of bullying occur. Parents have a significant role to play in working with the school so that teachers, parents and pupils are clear about what the expectations are of all parties in trying to change the behaviour and attitudes that contribute to bullying behaviour. I would strongly encourage you to report any incidents of bullying to the school immediately so that each alleged incident may be thoroughly investigated. Together we can work towards creating a safe and happy school environment for all children and staff.

Partnership Working

Crawford Primary School works closely with neighbouring Abington Primary School as both schools share a head teacher. There are a number of joint activities planned each session with our partner school. In addition, the local small schools within Biggar Learning Community meet regularly at organised activities and events. This facilitates children meeting and building friendships with children from other schools as the children will eventually be educated together in Biggar High School.



Winning entry at Abington Show

Crawford Primary School works closely with local community groups such as Abington Show, Crawford Community Council and the Crawford Initiative Group. This supports the children to learn to be effective contributors and good citizens. The children organise fundraising activities for their chosen charities. This teaches the children about enterprise and global citizenship. We make use of our local environment and buildings to enhance our learning experiences. We are well-supported in school by our school chaplain Rev Nikki McDonald who visits us regularly and also allows us to use her church building for learning and services.



Joint working day with Abington PS

We celebrate our pupils' achievements in class and in whole school assemblies, which are held on a weekly basis. Pupils are rewarded with certificates and stickers and each week there is a lucky dip for all pupils unless they have had their name removed as a sanction. This year we have had a Bonus Ball where the 'chosen' pupils enjoy a chat and 'tea with the head teacher' where their achievements and progress are discussed with the head teacher.



Head teacher certificates



Crest Awards

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 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

Music is an important part of social culture. Within the curriculum, music is taught for enjoyment and the enrichment of pupils' lives. All pupils have opportunities to take part in music making, to invent music and to listen to and respond to a wide range of music. The school can access a variety of brass instruments, with which pupils from P4 upwards may have the opportunity to access music tuition within school. Pupils in our school benefit from the Youth Music Initiative funded by the Scottish Executive. This Initiative allows pupils to have additional music teaching provided by a music tutor, Mr Steven Johnstone. This programme is usually delivered weekly from August to January. Each session lasts 40 minutes and involves movement to music, singing and percussion. This year due to Covid 19 this has been done on-line.



Through Art and Design pupils will develop their capacity to invent, create, and interpret images and objects, design, make and evaluate, and gain insight into technological processes. Staff use a range of resources to give pupils experience of painting, drawing, printing, collage and modelling. Many of the art activities are linked to social studies topics.



Cast for School Opening Show

The aims of Drama are to develop imagination, expression and understanding. This is done mainly through group activities, role-play, mime and improvisation using various drama resources. During each school year, the pupils are involved in a school production and opportunities exist throughout the year for them to watch shows.

Languages

The main aim of the Language Programme in Crawford Primary is to develop listening, talking, reading and writing skills so pupils have skills for learning, for life and for work and giving them the opportunities to be effective, fluent and confident communicators.



Resources used in the teaching of Language include:

- Oxford Reading Tree (Early Stages)
- Oxford Reading Tree - Treetops (non-fiction)

Book written by a P1-3 pupil

- Tools for Reading
- South Lanarkshire 'Developing Children's Writing'
- Write to the Top
- Talk For Writing
- Developing Literacy using Big Books
- Rhyme and Analogy
- North Lanarkshire Active Literacy
- Nelson Handwriting
- Nelson Grammar
- Jolly Phonics and Grammar



Display of class novel Stickman

All pupils receive lessons in French and Scots as part of 1+2 modern languages programme. From time to time they are given opportunities to experience other languages e.g. German as part of a topic last session.

Health and Wellbeing

Personal and Social Development and Health are both concerned with the development of life skills as well as the acquisition of knowledge and understanding of a range of health issues. Lessons on health education cover a range of activities, which take place within the classroom and outdoors.



Physical activity is essential to the growth and development of children. In all schools, Physical Education offers opportunities for the development of physical competences, social skills, and fitness and develops an understanding of a healthy lifestyle. In Crawford Primary School, pupils have two x one-hour sessions of core PE lessons covering all aspects of physical education. In addition, every pupil takes part in the 'daily mile' where they run/ walk for 15 minutes every day. This is very popular with our pupils. The improved fitness levels have helped our pupils achieve in the sports field. Pupils in the upper stages also have the opportunity to have swimming tuition for a block of 10-12 sessions each year at Coalburn Leisure Centre.

Our Active Sports Coordinator, Mhairi Lake is closely involved in this aspect of the curriculum. At various times throughout the year children take part in cross-country and orienteering events, rugby and netball tournaments. We enjoy our own sports day in the summer months often held jointly with our partner school.



Cycling



cross country



hockey

Forest Schools

In Crawford Primary School, our staff and pupils participate in Forest School days usually in Fairygate wood. We try to have at least one each term throughout the session where the children and staff are out in the forest all day learning a variety of skills. Our pupils also take part in a range of outdoor activities within the local community. This activity is a very popular event with pupils.



Fire Circle in Fairygate Wood



Clay Face



Making toast

Mathematics



In Crawford Primary, teachers plan their maths teaching using the experiences and outcomes of CfE. This includes numeracy, shape, measure, and data handling. Staff makes use of a variety of resources including textbooks, games, concrete materials such as Numicon, ICT software, websites and iPad apps. The schools, within Biggar Learning Community, work closely together on a common maths curriculum so that children will have covered the same topics before moving to Biggar High School. Recently there has been a focus on numeracy training for staff and parents to support and improve children's maths attainment. Mental agility skills are practised through active and interactive daily input using a range of strategies and resources.

Problem Solving strategies are taught systematically to enable children to become independent learners. Numeracy includes learning about information technology and children use a number of ICT packages to support them in their learning. Staff, in their maths teaching, make links to the real world to ensure children understand the importance and relevance of numeracy skills



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

The RME curriculum in Crawford Primary encourages children to learn about various world religions by investigating their special buildings, artefacts, stories, traditions and ceremonies. In addition, we develop children's sense of fairness and morality. We celebrate Christmas, Easter and Harvest in church or in school assemblies. In Crawford Primary, we are fortunate to have a good working relationship with Rev Macdonald, our school chaplain. She visits the school regularly in her capacity as a minister and as a historian.

There is a statutory provision for parents to withdraw children from participation in religious observance. Crawford primary School will respect parental wishes. Where a child is withdrawn from religious observance, the school will make suitable arrangements for the child to participate in a worthwhile alternative activity.

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

Sciences

Through learning in the sciences, children develop their interest in, and understanding of, the living, material and physical world. They engage in a wide range of collaborative investigative tasks, which allows them to develop important skills to become creative, inventive and enterprising adults.

The key concepts to be covered include:

- Planet Earth
- Forces, Electricity and Waves
- Biological Systems
- Materials
- Topical Science



The experiences and outcomes tap into children's natural curiosity and their desire to create and work in practical ways. They provide opportunities for children to develop and practise a range of enquiry and investigative skills and scientific analytical thinking skills as well as developing the attitudes and attributes of a scientifically literate citizen.

Technologies

Learning in the technologies enables children to be informed, skilled, thoughtful, adaptable and enterprising citizens. The technologies offer opportunities for personalisation and choice using diverse contexts for learning:



Making butter

- Technological Developments in Society
- ICT to Enhance Learning
- Business
- Computing Science
- Food and Textiles
- Craft, Design, Engineering and Graphics



investigating

Teachers will ensure that children develop their understanding of technology and develop informed attitudes to technology. Our pupils will learn about sustainability and other social, economic and ethical issues.

If you want to know more about Curriculum for Excellence, please visit these websites: <http://www.educationscotland.gov.uk/thecurriculum/> or 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.

6) Assessment and tracking progress

Assessment is a daily part of life in the school. Teachers are constantly assessing using a range of strategies, which include observation, discussion, questioning as well as monitoring children's work. Teachers use this information to plan further lessons. Our pupils are also encouraged to assess their own work, reflect on their own progress before setting their new targets. There are times when pupils will assess each other's work against agreed criteria.

In addition, the school assesses children's progress through more formal procedures such as reading, spelling, writing and numeracy assessments. Staff track and monitor assessment data to ensure pupils receive timely and appropriate support and challenge. Teachers plan assessments in other subject areas too. A copy of our Assessment Policy is available from the school. Please contact us if you wish to receive either a paper or an electronic version

7) Reporting

We will provide parents with reports so that you can see what your child is doing and how they are progressing. In addition, there will be two 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.

Every term the class teachers send out a letter outlining the planned learning topics for the term so parents can support their child at home.

Each child has a homework planner to support them. Parents are encouraged to use these as a communication tool with the class teacher.

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.

Biggar Learning Community has a robust transition programme, which plans events from P6 to ensure pupils have opportunities to meet before transferring to Biggar High School. During their P7 year pupils and parents have opportunities to visit the school culminating in a three day visit in May / June where pupils follow a timetable and are supported by special guides from S1. Our aim is to make the transition 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)

In Crawford Primary, pupils work mainly within small groups. This means that any difficulties that pupils are experiencing are usually picked up quickly by teaching staff. Teachers are able to recognise what may be significant difficulties at an early stage and are able to work with pupils and parents on strategies to address any problems. In addition, the school is able to draw upon the

services of specialist staff across a range of fields in order to respond to a child's needs. The first aspect of this staged process is to involve the parent in order that parents and school can work in partnership to overcome a child's difficulties. Thereafter an assessment process may take place to ascertain the specific nature of any problems and the formulation of strategies to tackle these.

The assistance of specialist staff is requested by the head teacher for pupils including providing challenge for able pupils when necessary. If a pupil has difficulties involving specialist services, then an Additional Support Plan may be drawn up to help the process and formalise communication between those involved.

Currently we have two support assistants who help pupils with learning activities directed by the teachers. Currently, we have very few support plans in place as children's needs are adequately catered for in class.

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.

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 as a key action 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 informs the ways in which we support children and young people.

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

10) School Improvement

This year our School Improvement Plan is a Recovery Plan because all schools closed from March until August 2020 because of the Coronavirus pandemic. Our plan has a focus on reconnecting pupils back into school, ensuring their positive mental, social, emotional and physical wellbeing. We believe that pupils learn best when they are happy and feel safe in school.

Although staff offered learning, through resource packs and digital devices, during lockdown, it is not the same and pupils missed months of direct teaching and learning. Therefore staff worked with our pupils revising previous learning, identifying gaps in their learning and putting in support where required. Our Recovery plan included:

Promoting positive health and wellbeing of children, parents and staff:

- Celebrating work and activities throughout Lockdown
- Engaging discussions around safety measures and protocols
- Reconnecting and building relationships with each other including pupil voice
- Emotion Works recovery program
- Continuing to implement and review Health & Wellbeing Policy

Equity

- Investigate what the school did well and where we could improve for the benefit of our families
- Identify and address barriers to learning using a variety of resources and strategies
- Further develop communication links with our families and community
- Track and monitor attainment to support all pupils

Continuity of Learning

- Plan for future blended learning and / or home learning
- Staff and pupil training on digital devices and programs and software

Our Standards and Quality Report issued in August demonstrated that staff had worked extensively on writing to raise attainment. All staff had participated in CPD and training on Talk for Writing. Many of these strategies have been trialled in classroom teaching and staff were due to discuss these and adapt our draft writing policy in light of our findings. We plan to include writing in future school improvement priorities.

In health and wellbeing staff continued to follow Healthy schools planning adopting Nurture UK principles and dipping their toes in Emotion Works. They attended training on the new RSHE on-

line resources. In addition, they participated in a BLC webinar on attachment theory. These activities will further enhance our highly positive ethos in Crawford Primary School and ensure our pupils are safe, healthy, active, nurtured, achieving, respected and responsible and helping them to be the best they can be.

11) School policies and practical information

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.

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.

In Crawford Primary School pupils wear:

Skirt or trouser	Grey or black
Cardigan	Royal Blue
Sweatshirt with school badge	Royal Blue
Polo Shirt	Yellow

School uniform may be ordered at any time through the company- 'School Trends'. There is a link on our school app and on our website. We also operate a second hand bank for uniform through the school office and at specific open evenings.

For reasons of hygiene and safety, parents will appreciate the wisdom of children changing into suitable clothing for physical education lessons. Children should bring shorts, t-shirt, and gym shoes for P.E. In the interests of health and safety, **NO** jewellery should be worn and long hair should be tied back.

Children change into gym shoes or slippers on entering the classes from the playground, which helps keep the classroom clean.

Please mark all items of clothing, including footwear, with your child's name. If an item of clothing has no name on it, staff cannot return it to its rightful owner.

Great care is taken to protect children's clothing in school, but accidents sometimes happen. Please provide an old overall or old shirt, which may be left in school to be used for messy activities when needed.

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.

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

School hours/holiday dates

School begins	9:00 a.m.
School ends:	3:00 p.m.
Lunch:	12:10 – 1:00 p.m.
School Interval:	10:30- 10:45 a.m.

See attached list showing school holiday dates.

Enrolment – how to register your child for school

Please provide information to parents on how to register their child for school. You may wish to include details of your enrolment dates and times.

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 2020 is week commencing 18 January 2021.

During enrolment week, we have a list of appointment days and times in the office and communicate this to our local nursery schools so that parents and child can arrange a suitable time to enrol their child. This way they can meet the head teacher and staff. This is important as the head teacher shares her time between two schools.

Transport

The majority of our pupils walk to school but a few arrive by school taxi. Pupils who live out with the village should apply to SLC for free transport to school via South Lanarkshire Council website www.southlanarkshirecouncil.gov.uk

Currently Market Cabs have the contract for Crawford Primary School.

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**.

Pick-up points

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

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

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

Insurance for schools – pupils' personal effects

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

(i) Theft/loss of personal effects

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

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

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

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

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

(ii) Damage to clothing

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

Family holidays during term time

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

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

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

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

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

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

Promoting positive behaviour

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

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

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

In addition, a guideline (Promoting Positive Relationships and Behaviour) has been produced to support all teaching and support staff and inform them of their roles and responsibilities in respect of dealing with the small number of children and young people who display challenging behaviour. Early

identification is crucial so that intervention can be provided to support children and young people to help them address their issues and concerns. Staff training is provided to help develop the skills needed to respond to and manage challenging behaviour. A wide range of appropriate staff development opportunities has been developed for this purpose.

Child Protection

All staff in educational establishments in South Lanarkshire Council 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 Committee 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 any suspicions that a child has been abused or is at risk of harm, abuse or neglect. 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. The school sends out notifications through the school app.

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

Your commitments

We ask that you:

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

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

Information on pupils, parents and guardians is held by the school to enable the teaching, registration and assessment of pupils as well as associated administrative duties. The information is stored and used as per the requirements of the GDPR, with South Lanarkshire Council defined as the data controller. The Council have established a data protection policy that applies to all of its school. Education Resources has also prepared a privacy notice (below) which sets out how we will deal with personal information as part of our statutory function as an education authority. For more information please contact the school.

Privacy Notice

Introduction

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

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

Using your personal information

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

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

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

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

Information we collect at other times

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

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

- If you make a request for additional support such as an educational psychologist or other support for learning we will ask for more detailed information to allow us to provide the most appropriate support for your family. This may include information about family circumstances or medical conditions.
- If there are concerns about your child's wellbeing and/or your child has needs that may require additional support, we will wish to work with you to collect and consider information to enable us to help you get the right support at the right time in line with the Getting it right for every child approach.

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

Information that we collect from other sources

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

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

Why do we need this information?

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

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

We will share your information with:

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

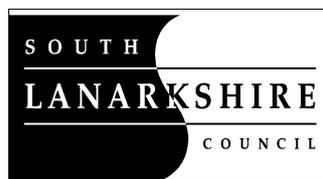
- The Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland and other organisations that support children and young people's learning;
- Other parts of the Council when required for services such as school meals, school transport, education benefits and with Social work in connection with any child protection concerns we become aware of;
- The NHS, to support health initiatives in accordance with the legal obligation on the Council in terms of section 39(3) of the National Health Service (Scotland Act 1978);

- South Lanarkshire Leisure and Culture Limited, where children and young people are participating in sports and leisure activities;
- Other schools/local authorities – if a child moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school/local authority.

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

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

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



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

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

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

Contact Details

Education Scotland's Communication Toolkit for engaging with parents

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

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

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

Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils

School Ethos

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

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

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

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

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

Curriculum

Information about how the curriculum is structured and curriculum planning

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

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

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

Information for organisations responsible for the planning, management and delivery of career information, advice and guidance services

The Skills Development Scotland website 'My World of Work' offers a number of tools to support career planning

Assessment and Reporting

Building the Curriculum 5: a framework for assessment provides guidance around the assessment framework

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

The Scottish National Standardised Assessment- in Scotland, pupils in P1, P4, P7 and S3 complete online standardised assessments in literacy and numeracy as part of their everyday learning and teaching.

Transitions

Curriculum for Excellence factfile - 3-18 Transitions - provides information on the transitions children and young people will face throughout their education and beyond

Career Information, Advice and Guidance in Scotland - A Framework for Service Redesign and Improvement provides guidance on career information, advice and guidance strategy

Choices and changes provides information about choices made at various stages of learning

The Additional support for learning page provides links to relevant legislation and guidance, including the arrangements that should be in place to support pupils with additional support needs

Supporting Children's Learning Code of Practice includes specific requirements on education authorities and others under the new legislation in relation to transition

Enquire is the Scottish advice service for additional support for learning

Parenting Across Scotland offers support to children and families in Scotland

Support for Pupils

The Additional support for learning page provides links to relevant legislation and guidance, including the arrangements that should be in place to support pupils with additional support needs

Information about the universal entitlement to support that underpins Curriculum for Excellence

Supporting Children's Learning Code of Practice (Revised edition) - provides Statutory guidance relating to the Education (Additional Support for Learning) (Scotland) Act 2004 as amended

Getting It Right For Every Child and Young Person, is essential reading for anyone involved or working with children and young people, including practitioners working in adult services with parents and carers

School Improvement

Scottish Schools Online - provides a range of school information, including contact details, school roll, facilities, website, inspection reports

Education Scotland's Inspection and review page provides information on the inspection process

Scottish Credit and Qualifications Framework (SCQF)

Scottish Qualifications Authority provides information for teachers, parents, employers and young people on qualifications

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

School Policies and Practical Information

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

Education

Health

Young People

Children (Scotland) Act 1995

Standards in Scotland's Schools (Scotland) Act 2000