



Education Resources

Crawford Primary School



School Handbook

January 2024

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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 Parent/Carer,

A warm welcome to you and your child. Crawford Primary is a small village school with a strong focus on creating a happy, productive learning environment for our learners. My hope is that your child will enjoy their time with us at Crawford.

Our school handbook is designed to inform you about how your child will be educated and cared for at Crawford. I trust you find the information within useful, and it helps answer any questions you may have about our school. Please do not hesitate to contact the school if you wish to clarify any information.

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

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

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

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

At Crawford Primary we are committed to providing a happy, nurturing space for all our learners, offering encouragement to be the best they can be. Our staff provides rich and dynamic learning experiences to help develop skills and qualities to become: Confident Individuals, Successful Learners, Responsible Citizens, and Effective Contributors.

For our children to achieve the best possible education, we believe a partnership between home and school is essential. Our commitment to support that partnership ensures your child the best possible experience at Crawford Primary School.

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

Yours sincerely,

Kay Macpherson
Head Teacher



2) About our school

**Crawford Primary,
93 Carlisle Road,
Crawford,
Biggar
ML12 6TP**

Phone: 01864 502 686

Email: gw14crawfordpsoffic2@glow.sch.uk

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



Associated Church:
Parent Council Chair:

Upper Clyde Church, Abington (Rev Nikki Macdonald)
Mrs Fiona Greenhorn

Crawford Primary is a non-denominational school which caters for children from primary 1 to primary 7 within one multi-composite class. Our present school roll is 10. Located in the village of Crawford, ours is a modern new build. Biggar High School is our associated secondary school. Mrs Kay Macpherson is the head teacher of both Crawford and Abington Primary schools.

We aim to achieve the best possible education for your child. This is best done in partnership with you, and we hope you will keep in close contact with us. All parents' visits are welcome within regular school hours, when we are happy to discuss matters of mutual concern related to your child's progress and welfare. Arrangements for a visit or a chat can be made by contacting the school office by phone or email.

At Crawford Primary we aim to prepare our children for the future by promoting a positive attitude and encourage a willingness to help others. We provide an education focused on children as individuals, allowing each on to maximise their learning potential.

Our **Vision** for Crawford Primary School is for our learners to be:

- **Caring**
- **Conscientious**
- **Creative**

Crawford Primary School's **Values** are to:

- **Respect Ourselves**
- **Respect Others**
- **Respect the Environment**



Our **Aims** are to:

- provide a safe inclusive learning environment where our children feel nurtured valued and protected from harm;
- encourage parents/carers to be involved with children's learning; to maximise attainment and achievement across the curriculum in particular literacy and numeracy;

- encourage and empower our children to make good decisions and sensible choices to become responsible citizens within the local community and beyond;
- encourage children to have a voice in decision-making about their school, their community, and education to foster communication skills to make children effective contributors and responsible citizens;
- encourage links with the local community and neighbouring schools;
- assessment will be used to identify gaps, specific learning targets and next steps to boost attainment;
- inspire and support all our pupils to achieve their full potential, by building a rich learning environment; using the outdoors, digital learning, active learning and a wide variety of approaches to learning and teaching;
- provide a child centred, innovative curriculum that develops the four capacities;
- enable children to become confident in their own ability, take responsibility for their own learning, challenge themselves in their learning and collaborate with others to be the best they can be;
- foster a climate of mutual care and respect;
- provide opportunities for all pupils to be enterprising and develop skills for learning, life and work.

3) School Ethos



Crawford Primary School is a happy and friendly place where our pupils and staff endeavour to make everyone feel welcome. Pupils regularly talk about being part of one big family. The values and principles of rights-based learning are evident across our school. Our children are encouraged to be supportive of one another and foster an ethos of mutual respect. We offer a stimulating learning environment where our pupils are encouraged to develop as confident individuals, successful learners, effective contributors, and responsible citizens. Our agreed vision statement for the school is:

‘Caring, Conscientious, Creative. To be the best that we can be.’

Our pupils are supported and encouraged to have a voice in the school and all pupils are part of the whole school forum. The children’s views are sought regularly about decisions within the life of the school.



Our pupils are rightly proud of their school and are eager to share their achievements and successes. We regularly celebrate our learner’s achievements both within and beyond the school in a variety of ways; at our weekly assemblies, daily in our classrooms, in our newsletters, on our school displays and in our local media.

As a school, we are delighted to have Silver Reading School Award status and have an action plan in place to maintain this.



Local Church



Our school has a good working relationship with our chaplain, Rev Nikki Macdonald, minister of Upper Clyde Parish Church. She visits the school regularly to help us with some of our events both as a historian and a minister. We make good use of the church for some of our services and for teaching about religious buildings and artefacts. Rev Macdonald is a great supporter of our community events.

Community

We work closely with our local community and invite members of the community into the school as often as possible through coffee mornings, open afternoons, and school events. We value and welcome the expertise parental volunteers can bring to our school and the benefits our children experience through their help. Crawford Primary has worked with a variety of different organisations and people in people in our wider community who help us run a variety of afterschool and lunchtime clubs for our children. Mhairi Lake, our active schools’ coordinator, has been working closely with staff to ensure other children have a range of physical activity and sporting experiences throughout our school year.



What pupils have said

Our playground is a great place to play in

I like our school because of the kind staff

Our school is a very happy and helpful

We are all friends

What parents and visitors have said

Crawford Primary is quite simply a brilliant school. It provided a strong positive start to my sons academic journey

The community is so proud of our wee school. It's truly at the heart of our village.

The children are happy and keen to learn.. They are given lots of opportunities to do different activities including outdoor learning.

It's a lovely family environment and a safe haven for the kids

Thank you very much for all you have done for my children and for making their transition into school easy

4) Meet Our Staff

Teaching Staff

Head Teacher	Mrs Kay Macpherson
Principal Teacher	Mrs Emma Dobinson
Teacher (Mon/Tue)	Miss Alison Jenkins

Throughout the week teachers have non-class contact time where they are involved in planning development work. Miss Jenkins covers aspects of the curriculum and are responsible for the class at that time.

Support Staff

Support Staff Team Leader	Mrs May Nunes
Support Assistant	Ms Geraldine Cassels

Facilities Staff

Catering Manager	Miss Joanne Jones
Caretaker/Cleaner	Mrs Carol Abernethy

Associated External Staff

Specialist Support Teacher:	Mrs Hazel Leggate
Educational Psychologist:	Claire McCaughey
Active Schools Co-ordinator:	Mhairi Lake
Visiting Music Teacher (YMI):	Mr Steven Johnstone
Associated Church:	Upper Clyde Church, Crawford (Rev Nikki Macdonald)

5 Attendance

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

In cases where your child is unable to attend, parents are asked to:

- if you know in advance of any reason why your child is likely to be absent from school, please telephone or send an email to the school office.
- notify the school by 9.30am in the morning when your child is absent.
- let the school know the likely date of return and keep them informed if the date changes.
- If you know they have a hospital/dental appointment, please let us know in advance.
- The school will follow up on all unexplained absences as a matter of urgency on the day.

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

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

Information on emergencies

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

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

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

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

Things we need you to do:

Please keep the school informed of any changes to the following:

- Home telephone number
- Mobile number
- Work number
- Change of address
- Emergency contact details



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

Your commitments

We ask that you:

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

Family holidays during term time

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

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

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

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

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

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

Visiting the school

We welcome all parents' visits and are happy to discuss matters of mutual concern related to your child's progress and welfare. You can easily arrange a visit or speak with us by contacting the school office by telephone or email.



6) Parental involvement/Parent Council

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

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

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

As parents/carers we want you to be:

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

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

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

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

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

Parental Concerns

Most parental concerns can initially be resolved by contacting the school office to make an appointment with a member of staff or Head Teacher. We will do our utmost to find an amicable solution. Should you feel that your concern remains unresolved at a school level and wish to raise a complaint, this may be done by visiting: www.southlanarkshire.gov.uk. Simply provide details of your complaint which will be addressed in due course.

Crawford Primary Parent Council

Crawford Primary School has a Parent Council who met regularly and represent the parents who are all members of the Parent Forum.

7) The Curriculum

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

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

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

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

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

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

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

Expressive Arts

Music is an important part of social culture. Within the curriculum music is 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.

Pupils in our school benefit from the Youth Music Initiative which is funded by the Scottish Executive. This initiative allows these pupils to have additional music teaching provided by a music tutor, Mr Steven Johnstone. The programme is delivered from August to January. Each session lasts 40 minutes and involves movement to music, singing and percussion

Through Art and Design pupils will develop their capacity to invent, create, and interpret images and objects, design, make and evaluate. The children are provided with opportunities to draw, paint, work with collage, model and design, using a range of materials and media. Many of our art activities are also linked to social studies topics and other areas of the curriculum.

The aims of Drama are to develop imagination, expression and understanding. This is carried out through group activities, role-play, mime and improvisation using various drama resources. During each school year the pupils are involved in a school production.

Languages & Literacy

The main aim of the Language Programme in Crawford Primary is to develop Listening, Talking, Reading and Writing skills in order that each child may be given the opportunity to become an effective, fluent and confident communicator.



At Crawford Primary an Active literacy approach is implemented across the school to ensure continuity and progression. Learners at all stages of the school will be engaged in active, challenging tasks linked to Reading, Writing, and Talking and Listening.

Our pupils learn French from primary 1 through to primary 7 as part of the curriculum and will be exposed to a variety of languages throughout their schooling through language topics.

Mathematics and Numeracy

Mathematics is important in everyday life, allowing us to make sense of the world around us. At Crawford we aim to provide rich numeracy experiences for our learners on a daily basis. Our maths planned pathways ensure that our curriculum is both progressive and provides opportunities for children to build upon their numeracy skills in line with the curriculum for excellence.

Crawford Primary has a wide range of resources that are used during learning and teaching to help our learners make sense of mathematical concepts. This hands-on approach helps learners make their own connections and build their understanding. We encourage our learners to explore number strategies and verbalise their thinking.

Health and Wellbeing

Our curriculum for health & wellbeing encourages and supports children to learn about keeping themselves safe, healthy and active. We aim to give them an understanding and appropriate knowledge of a range of health issues appropriate to their age and maturity. We encourage pupils to be confident, to feel welcome and included and to treat others with respect.



Physical activity is essential to the growth and development of children. In school, PE offers opportunities for the development of physical competences, social skills, fitness and a healthy lifestyle. Throughout the year, the pupils have two hour long sessions of PE lessons covering all aspects of physical education. Most days children take part in the 'daily mile' where pupils walk/ run/ jog around the school for fifteen minutes at some point in the day. This is very popular with the children and has greatly improved the general fitness levels of all our pupils. Our children also have swimming lessons.

Our Active Sports Coordinator is closely involved in this aspect of the curriculum. At various times throughout the year children take part in cross-country, track and field and skipping events as well as rugby and netball tournaments and we enjoy our own sports day in the summer months.

Spiritual, Social, Moral and Cultural Values

Spiritual, social, moral and cultural values are expressed through the ethos of the school, through Religious Education and through the curriculum in general.

Our Religious and Moral Education Programme support pupils to develop a consistent set of beliefs, values, attitudes and practices. Pupils learn about Christianity and other world religions to encourage understanding and celebrate diversity.



In Religious Observance the children celebrate important occasions such as Christmas, Easter and Harvest while respecting the different beliefs of pupils, parents and staff.

Regular assemblies are held, some of which are led by the children and some by the Head Teacher. Our Chaplain, Rev Nikki Macdonald, makes a valuable contribution throughout the course of the session. She visits the children in their classroom and leads joint services at various times in the local church in Crawford.

Parents have the right to withdraw their child from religious education and requests should be made in writing to the head teacher. Pupils who have been withdrawn will be given other learning tasks in school during religious studies or religious observance activities.

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

At Crawford Primary we aim to encourage our children's natural curiosity to motivate them to develop problem solving and investigation skills through science.

The key concepts to be considered by children are:

- 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.

Social Subjects

Through social subjects, children develop their understanding of the world by learning about other people and their values, in different times, places and circumstances. They also develop their understanding of their environment and how it has been shaped.

The selection of topics will take account of children's prior learning and their current interests and needs. Work is also normally linked to other areas of the curriculum, for example, expressive arts and language.

Outings are often arranged as part of a study and visitors and specialists are often invited to talk to children.

Technologies

Our technologies curriculum enables children to be informed, skilled, thoughtful, adaptable and enterprising. The technologies offer opportunities for personalisation and choice using diverse contexts for learning: The school has invested in chrome books and iPads to support pupils.

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



Teachers will ensure that children develop their understanding of important themes such as the impact of technology, informed attitudes to technology, sustainability and social, economic and ethical issues.

8) Assessment and tracking progress

We want to share with you on how your child's learning is progressing. We do this continually by monitoring and assessing the quality of their work against the Benchmarks produced by Education Scotland.

Assessment is a daily part of the life in the school. It is not only used to measure the success of learning and teaching but it helps to inform the next steps for our learners. This allows us to ensure appropriate pace and challenge for each learner, likewise we can provide additional support as required.

Assessment is tracked for learners through their time in Crawford Primary which enables us to build a clear and coherent picture of their individual learning journey. Children's progress is tracked and monitored throughout their school life so that gaps in individual pupil learning are identified and addressed.

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.

9) Reporting

A written report will be issued in term 4 so that you can see what your child has been learning and how well they are progressing. In the report, the teacher will describe your child's strengths, achievements, and areas for development, so that you will know what encouragement and support to offer.

In addition, there will be two opportunities to meet with your child's class teacher at parents' meetings where you will have the opportunity to discuss how your child is progressing. Parents may contact the school at any time if they wish to discuss their child's progress.

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

10) Enrolment and Transitions

Enrolment- how to register your child for school

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

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

If you have any difficulty in identifying your catchment school, please email Edsuppserv.help@southlanarkshire.gov.uk

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

Proof of where the child lives may also be needed.

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

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

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

Change of School/Placing Request

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

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

If you move outwith your catchment primary school a 'request to remain form' must be completed. If you move outwith your catchment primary, this may affect your right to transfer to the associated Secondary School. Please note the secondary school is determined by the pupil's permanent home address and chosen denomination. If you require further information, please contact Education Support Services on edsuppserv.help@southlanarkshire.gov.uk or **0303 123 1023**.

Transition from primary to secondary school

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

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

Biggar learning Community has a robust transition programme which allows pupils to meet up and work together throughout their P6 and P7 years. P7 pupils usually have 3 days at Biggar High school towards the end of P7 to familiarise themselves with the building as well as meet staff and their future peers. Our aim is to make the transition as seamless as possible.

11) Support for Pupils

Getting it right for every child

Getting it right for every child (GIRFEC) supports families by making sure children and young people can receive the right help, at the right time, from the right people. The aim is to help them to grow up feeling loved, safe and respected so that they can realise their full potential.

Most children and young people get all the help and support they need from their parent(s), wider family and community but sometimes, perhaps unexpectedly, they may need a bit of extra help. GIRFEC is a way for families to work in partnership with people who can support them, such as teachers.

If you have any concerns about your child's wellbeing, you can speak to the named person who will work with you to provide support and decide how to move forward. Your school will let you know who this is. It is likely to be the Head Teacher in a primary school and a principal teacher (pupil support) in Secondary.

More information can be found on:

www.scotland.gov.uk/gettingitright

Support for All (Additional Support Needs)

In Crawford Primary, pupils work mainly within small groups appropriate to their ability. Teachers and pupils make use of learning intentions, success criteria and self and peer assessment to reflect on the learning and decide on appropriate next steps. Support assistants also work in classes to support children with their learning.

Children who experience difficulties are identified at an early stage and teachers follow the stages in the Support for Learning Policy. The first stage involves identifying barriers to learning then planning and implementing strategies and supports to help with a child's learning.

If a child requires more help we seek support from specialist staff and formulate an Additional Support Plan (ASP) which identifies and records specific targets for teacher, parent and pupil to work towards within a period of time.

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.

In keeping with duties set out in the Education (Additional Support for Learning) (Scotland) Act 2004 (as amended) the guidance states that handbooks should specifically mention Enquire, the Scottish advice service for additional support for learning.

Enquire

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

Enquire – the Scottish advice service for additional support for learning

Enquire offers independent, confidential advice and information on additional support for learning through:

Phone Helpline: 0345 123 2303

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

Email Enquiry service: info@enquire.org.uk

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

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

If you would like to order our leaflets, postcards or guides to share with parents and carers of pupils in your school, please contact us on info@enquire.org.uk

Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

South Lanarkshire Council Education Resources is committed to improving outcomes for children and young people by creating emotionally supportive learning experiences in our nurseries and schools.

The Education Resources Attachment Strategy supports the action in the 'Getting it Right for Every Child in South Lanarkshire's Children Services Plan 2021-23', following the launch of the Attachment Strategy in 2020, to provide staff training in Attachment and Trauma based practice.

What does it set out to do?

The aim of the strategy is to promote better experiences of attachment for South Lanarkshire's children and young people and to ensure that all education practitioners understand the importance of attachment theory and its application and how positive relationships can make a difference to outcomes.

How can I find out more?

South Lanarkshire Council Education Resources have published a series of leaflets and posters for establishments and for parents/carers which aim to share information on attachment theory and on how this informs the ways in which we support children and young people.

These are available in schools and on the SLC Staff Learning Centre Sway accessible by teachers and staff.

12) School Improvement

The aim of a school improvement plan is to assist head teachers and staff undertake a self-evaluation process to create priorities for the year ahead. A school's progress can be tracked through its improvement plan and it provides information about where the school is and where it is going. Crawford Primary's School Improvement Plan will enable us to think and plan strategically for the introduction of new initiatives and consolidation of recent developments to improve the quality of learning and teaching. Literacy, Numeracy and Health and well-being will continue to be a focus for our school.

The priorities within our 2023-24 School Improvement Plan are to:

- Raise attainment in literacy through establishing an enquiry-based pedagogy with a strategic focus on Writing.
- To introduce Play Based Pedagogical Learning through literacy in primary 1 and 2.
- Embark on creating a consistent progressive approach to skills development across all schools in Biggar Learning Community to increase creativity and employability.
- Further develop links with families and wider local community to improve experiences for learners.
-

Participatory Budget

The schools Participatory Budget group is an example of how parents/carers can express their views on the school's spending plans. Our Participatory Budgeting (PB) group is made up of parents, children, and staff and generates ideas on how to spend some of the school's Pupil Equity Fund budget. They ballot the school community to find out which idea is most popular. The Pupil Equity Fund is used to provide activities and interventions which would lead to improvements in literacy, numeracy or health and wellbeing.

Pupil Equity Fund

Our 2023-24 Pupil Equity Fund will be used to:

- Purchase writing and numeracy resources to support learning.
- Cover transport costs to provide opportunities for pupils to take part in transition events and small school activities.
- Staff to cover classes to allow primary 1-3 staff member to take part training in play pedagogy.

Crawford School Improvement plan can be viewed on our school website.

13) 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 Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2020

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

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

Pupils in:

- Primary 1 - 5 receive a free school lunch.
- Primary 6 - 7 meal cost is £2.05

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

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

Adapted diets

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

Free School Meals

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

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

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

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

South Lanarkshire Council also offers a free Breakfast service. Check your child's school for details:- the service runs from 8.30am to 8.45am each school day.

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.

School uniform

Our school uniform consists of black / grey trousers, yellow polo shirt and royal blue sweatshirt. These can be purchased through school trends or ALJ suppliers in Lanark. Also a selection of pre-loved uniforms are available in school.



Allergies

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

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

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

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

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

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

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

Support for parent/carers

Clothing grant

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

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

School hours/holiday dates

The school day is arranged as follows:

Breakfast Club	8.30am-8.50am
Start	9.00am
Interval	10.30 – 10.45am
Lunch	12.15 – 1.00pm
Close	3.00pm

See attached list showing school holiday dates. School holiday dates and in-service dates are also available from www.southlanarkshire.gov.uk

Transport

We currently have a school taxi which transports children from Elvanfoot area to and from the school. Parents must apply to South Lanarkshire Council on-line for their children to travel by school transport.

School transport

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

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

Pick-up points

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

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

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

Insurance for schools – pupils’ personal effects

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

(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.

Promoting positive behaviour

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

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

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

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

Child Protection

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

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

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

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

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

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

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

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

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

Privacy Notice

Introduction

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

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

Using your personal information

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

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

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

- parent/carer contact details (name, address, phone, email);

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

Information we collect at other times

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

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

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

Information that we collect from other sources

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

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

Why do we need this information?

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

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

We will share your information with:

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

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

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

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

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



**Appendix 1
Education Resources**

School holiday Dates Session 2024/2025

Break	Holiday dates		
First Term	Teachers In-service	Monday	12 August 2024
	In-service day	Tuesday	13 August 2024
	Pupils return	Wednesday	14 August 2024
September Weekend	Closed on Re-open	Friday Tuesday	27 September 2024 30 September 2024
October Break	Closed on Re-open	Monday Monday	14 October 2024 21 October 2024
	In-service day	Monday	11 November 2024
Christmas	Closed on Re-open	Monday Monday	20 December 2024 6 January 2025
Second Term			
February break	Closed on	Monday & Tuesday	17 February 2025 18 February 2025
	In-service day	Wednesday	19 February 2025
Spring break/Easter	Closed on Re-open	Friday Monday	4 April 2025 22 April 2025
Third Term			
	In-service day	Thursday	1 May 2025
Local Holiday	Closed	Monday	5 May 2025
Local Holiday	Closed on Re-open	Friday Tuesday	23 May 2025 26 May 2025
Summer break	Close on	Wednesday	25 June 2025

Notes

- ◆ Good Friday falls on Friday, 29 April 2025
- ◆ *Lanark schools will close Thursday, 12 June 2024 and Friday, 13 June 2024*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 22 December 2023 and Thursday, 28 March 2024)
- ◆ Schools will close at 1pm on the last day of term 3 (Wednesday 25 June 2024)