



Education Resources



East Milton Primary School Handbook January 2021



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

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

1) Introduction by the Head Teacher

Dear Parent/Carer,

I begin this handbook by welcoming you and your child to our school. I hope your child will be happy and enjoy his/her time at East Milton whilst learning skills to equip them for the future.

Opened in August 2014, the new school building allows us to deliver a Curriculum for Excellence in a modern, purpose built, educational environment. The school is a well ordered, pleasant and happy environment in which staff work hard to provide high quality teaching and learning experiences for all our pupils. We believe that in an atmosphere of equal opportunities, positive high expectations and encouragement, pupils will gain self confidence, self respect and will be motivated to achieve their best.

We recognise the importance of working in genuine partnership with parents. You will always be made welcome and it is important that you feel able to come and discuss matters concerning your child/children at any time.

We would also like to take this opportunity to extend an invitation to you to participate in the life and work of the school – as a parent helper, member of the Parent Council or by attending curricular evenings and workshops.

I hope you find this handbook both helpful and informative. Please remember that all staff are here for the benefit of your child/children.

The staff and myself look forward to working in partnership with you.

Lesley Callaghan
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

East Milton Primary
Vancouver Drive
East Kilbride
G75 8LG

phone number 01355 222346
website <http://www.southlanarkshire.gov.uk/EastMiltonPS/>
email gw14eastmiltonoffice@glow.sch.uk

East Milton Primary School is an interdenominational and co-educational school which is situated within the area of Westwood in East Kilbride. We provide a quality educational experience for nursery children age 3 and 4 and primary aged pupils (max 48 children at any one time). At present our school role is 204. Our associated secondary school is Duncanrig Secondary School.

Head Teacher	Mrs Callaghan
Depute Head Teacher	Mrs Mullen
Principal Teacher	Mrs Sarti
Class Teachers P1/2A	Miss Hutchison
P1/2B	Mrs Gallagher
P2/3	Mrs McKenna
P3/4	Miss Elrick
P4/5	Miss Bowie
P5/6	Mrs George/ Mr Rafferty
P6	Mrs Baxter
P7	Mrs Sarti / Mrs Pentleton
Class Contact Cover Teacher	Mrs Ross
Support for Learning Teacher	Mrs McConville
Nursery Staff	Mrs Davidson (Acting Team Leader) Mrs McLeod (Early Years Worker) Mrs Simpson (Early Years Worker) Miss Stamper & Mrs Gallacher (part time Early Years Worker) Ms Brylka (Early Years Worker) Ms Kerr (Early Years Worker) Ms Statt (EY Support Worker)
Janitorial	Mr Gilroy
School Support Staff	Mrs Anderson (Team Leader) Mrs Scott, Mrs McCabe, Mrs Paterson, Mrs Sutherland, Mrs Linton, Mrs Gray, Mrs O'Connor, Mrs Whinnery, Mrs McWilliams, Mrs Faith, Ms Turner, Mrs Wilson (School Support Assistants)
Active Schools' Coordinator	Carina Sheldon

Cleaning Staff

Ms McLaren (Supervisor)
Mrs Gordon
Mrs Barrett

Kitchen Staff

Mrs Turton (Supervisor)
Mrs Jamieson
Mrs Donaghy
Mrs Douglas

East Milton Primary School Our New Building



The whole school community is delighted with the new school building which opened in August 2014.

The school accommodation comprises of:

- 8 Classrooms
- 1140 hours Nursery
- Gym Hall
- Dining Room
- Multi purpose Room
- Library
- 3G Sports Pitch



Attendance at school

It is very important for us to work with parents in promoting excellent attendance at school for all children. All absences from school are required by law to be recorded. Absences will normally fall under two categories – authorised or unauthorised absence. In cases where your child is unable to attend school parents are asked to follow the guidelines below.

- If you know in advance of any reason why your child is likely to be absent from school, please **tell our school office staff, telephone us or let us know in writing**. Please also **give your child a note on his/her return to school, giving the reason for absence**.
- **Telephone the school first thing in the morning when your child is going to be absent**. The telephone answering system allows parents/carers to leave a message with regard to their child's absence. **Let the school know the likely date of return and keep them informed if the date changes**.
- **If your child takes ill at school, you or your emergency contact will be informed as soon as possible**. Should there be a serious accident to a child, the child will be taken to hospital by ambulance and the parents informed immediately.
- **If your child requires to take medicine during the school day, you will be asked to complete a form giving full details, which is then kept with the medicine in the school office**.
- **Inform the school promptly of any change to the following :-**
 - **home telephone number**
 - **mobile number**
 - **emergency contact details**
- Our Parent Council can be contacted by email (marked for the attention of the Chair of the Parent Council) via our school office by using the following email address gw14eastmiltonoffice@glow.sch.uk
- It is our aim to work in partnership to achieve the best possible outcomes for all our children and parents, therefore, **any concerns or complaints** will be dealt with promptly and **should be first raised with the Depute Head Teacher or Head Teacher**. This can be done by telephoning 01355 222346 for an appointment or calling in person at our school office to arrange a suitable time to meet. At this time agreement would be reached as to how best to progress and any other relevant personnel would be asked to become involved e.g. class teacher, other South Lanarkshire personnel.
- We do not provide teaching by means of the Gaelic language (as spoken in Scotland)
- For parents offered or seeking a place in East Milton please make contact in person or telephone our school office on 01355 222346 and we will be happy to meet with you and organise a visit for you and your child.
- For children who are beginning Primary 1 in August in East Milton, visits will be organised before the summer holidays. This will allow the children to visit our Primary 1 class and gain in confidence, ready for the excitement and challenge of starting school! We also ask the parents of our new Primary 1 children to join us for an informal meeting(s) so that you too are informed and relaxed about your child's new learning journey in East Milton.

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 parent/carer 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 be 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 Fund raising Committee please contact the school office.

The school has, along with its website, **a school app which we encourage parents, carers, grandparents and emergency contacts to download.** It is compatible with both apple and android devices. Our tech team are only too happy to assist anyone who requires assistance to download our app. Please find below instructions on how to download it.



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

We promote an ethos based on inclusion, mutual respect, fairness and equal opportunity. We promote high expectations in all our pupils and endeavour to provide a consistently high quality educational experience for our children, in partnership with all our parents, carers and other partner agencies. The school community identified **our values** as;

Wellbeing
Respect
Teamwork
Achievement
Excellence,
Friendship
Kindness
Courage

all of which are embedded in our school ethos.

We celebrate our children's achievements regularly through a series of class rewards including stickers and house points. At a whole school level we regularly celebrate our children's achievements at assembly. Our Pupil Council, House Captains, Eco Committee, Fairtrade Committee, Tech Team, Health and Wellbeing Committee, Rights Respecting Schools Committee, Sports Leaders and Junior Road Safety Officers (JRSO) help promote our children's views in school and take forward initiatives which enhance the learning experience of all our pupils.

We work in partnership with our local community, including our library, local churches, all schools within the Duncanrig Learning Community, Active Schools Co-ordinator, local nursing home and sheltered housing: all of which motivates our children, promotes positive citizenship and fosters good relationships.

We work with a range of partners in the voluntary section and local businesses such as SSPCA, Barnardo's, Kilbryde Hospice and local authors etc.

5) The Curriculum

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

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

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

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

In East Milton Primary School our learning and teaching activities are based on the outcomes and experiences in the guidelines that all schools have for Curriculum for Excellence. We place a strong emphasis on health and wellbeing, language and literacy and mathematics and numeracy.

Our Health and Wellbeing curriculum aims to develop in pupils the knowledge, understanding and skills, capabilities and attributes necessary for mental, emotional, social and physical wellbeing.

Literacy is the key to all learning and staff ensure that it is a central part of our planning across all areas of the curriculum.

Mathematics is important in everyday life. Teachers use a variety of resources to support learning in this area.

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

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

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

We are a non-denominational school which promotes cultural diversity. Our school chaplain, Rev. Masih, leads some school assemblies where the focus is on moral values. Parents and friends are regularly invited to our class assemblies throughout the year.

Pupils are encouraged to link positive moral values to their everyday lives by supporting and caring for others. This is done by voluntary involvement with charities chosen by the Pupil Council and staff.

Rights of Parents / Carers

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

There is a statutory provision for parents to withdraw children from participation in religious observance. This right of parents' wishes will be respected. Where a child is withdrawn from religious observance, schools will make suitable arrangements for the child to participate in a worthwhile alternative activity. Any parent wishing to withdraw their child from religious observance should put this in writing to the head teacher.

Equalities

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

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

6) Assessment

Pupil **progress is continually assessed** by teachers **and moderated** both internally and within the learning community. It is **built in** to the children's learning experiences and enables us to provide an accurate picture of progress within Curriculum for Excellence Outcomes and Experiences. **Outcomes represent what the pupil will achieve** and we often explain this, using statements such as 'I will be able to...' or 'I can...' whilst **Experiences describe the learning.**

Evidence of learning will come **from** children's **achievements** and through things they **write, explain, do and make.** For example evidence will come from discussion, practical work, performances and presentations as well as written assessment tasks. We also make regular use of photographs and video clips during learning experiences. Curriculum for Excellence **Benchmarks** along with **Standardised Assessments, Formative Assessment, class work** and teacher **observations inform teachers' professional judgement of attainment** within and of a level and next steps in learning.

Pupils also regularly use **peer and self assessment** where we work with them to assess their work using **agreed success criteria.** Teachers explain to pupils what they need to do to improve and identify the pupils' next steps in learning. We review learning outcomes regularly to ensure that children have appropriate challenge and support.

7) Reporting

Reporting is ongoing and **comprises of a range of activities** which can include children presenting their learning, newsletters, and ongoing oral discussions.

We will provide parents with **an annual report** so that you can see how your child is progressing and how they are progressing. In addition, there will be **parents' meetings** which offer you the opportunity to discuss how your child is progressing and how you can contact the school if you wish further information. The school will offer you an appointment time so that you can visit in person to discuss your child's education.

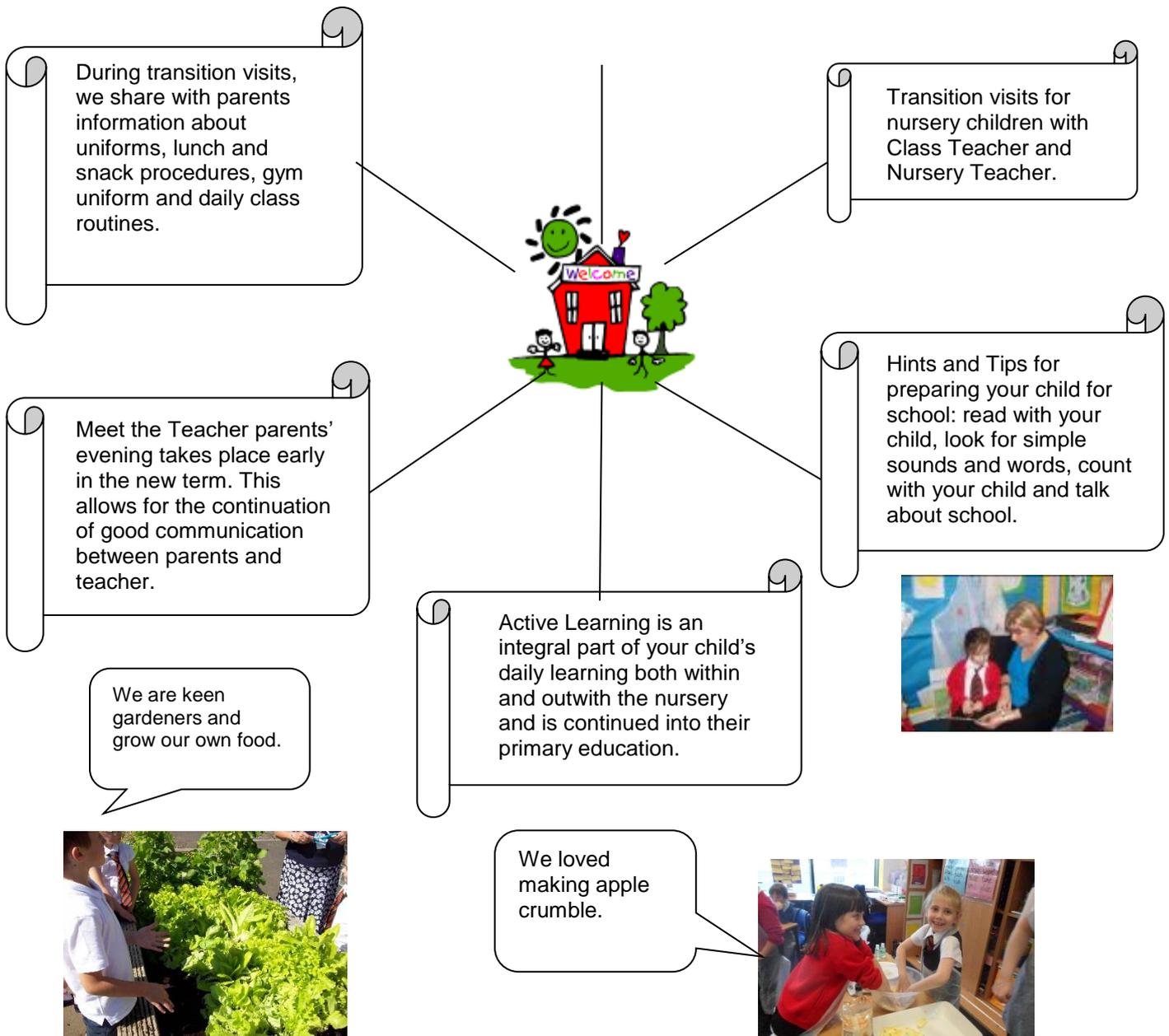
Our 'pupil report' will help you to get to know more about the curriculum which each child follows and will describe their strengths, achievements and areas for development so you know what encouragement and support you can give.

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

8) Transitions

Every year, children experience the transition from one class to the next. This is important at all stages but particularly important for the children starting nursery, moving from Nursery to Primary 1 and Primary 7 to S1.

At East Milton the transition of children from nursery to primary 1 is focussed on the child at the centre and through sharing the experience with their parents and carers.



The children in primary 7 are introduced to their secondary school through a programme of visits. Representatives from Duncanrig Secondary School visit the children and share information first hand. Parents and children are also provided with opportunities to visit the secondary school.

Various departments within Duncanrig also organise events for the Primary 7 children to welcome them to their school community.

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

We will also provide you with information at this time, on events designed to let P7 children visit the secondary school, meet up with other P7 children from other schools so that the transition period is as smooth as possible.



'*Sportshall Athletics*' is a sports event organised for various P7 classes.

Team building exercises are an important opportunity for the children to showcase their ideas, enhance problem solving skills and develop creativity. These will all help in the preparation for secondary school.



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 local 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 03031231023.

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)

We make every effort to identify learning or behavioural challenges to learning from an early stage. A staged intervention process starting at class level is used and may eventually enlist the support of partner agencies. Appropriate strategies are put in place to remove any barriers to learning and support the pupil. This is carefully monitored and reviewed regularly in partnership with the parent or carer. Additional Support Needs can be long or short term.

Mrs McConville, our Support for Learning Teacher, works with us to monitor and support our children and when we identify a child with a significant need a programme of support is put in place, again working in partnership with the child and their parent/carer. A small number of children may require an ASP (Additional Support Plan) or a CSP (Coordinated Support Plan).

We work with a further range of support services including, English as an Additional Language Teacher, Inclusion Teacher, Autism Outreach Services, Psychological Services, Speech and Language Therapy, Occupational Therapy and Behaviour Support Outreach. These supports would only be used after full consultation and agreement with the child's parent/carer.

South Lanarkshire Education Resources have published a series of leaflets available which cover information for parents and carers about the Additional Support for Learning Acts. These are available through the school or on the South Lanarkshire Council website www.southlanarkshire.gov.uk

Enquire- the Scottish advice service for additional support for learning

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

Phone Helpline: 03451232303

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

Email enquiry service: enfo@enquire.org.uk

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

Enquire provides a range of clear and easy-to-read guides and fact sheets including “The Parents’ Guide to Additional Support for Learning”.

Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

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

The Education Resources Attachment Strategy was launched in March 2019 and supports the action in the Getting It Right for Every Child in South Lanarkshire’s Children Services Plan 2017-20 – ‘Develop an attachment strategy and to inform training for staff working with early years to secondary aged children and young people on attachment-informed practice’.

What does it set out to do?

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

How can I find out more?

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

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

10) School Improvement

We use school improvement planning to effect positive change and improvement to our curriculum and other aspects of school life.

Our school aims below form part of our plan.

- Ensure consistently high standards of achievement and attainment for all our learners
- Ensure all learners are motivated and actively involved in their own learning and development
- Promote an ethos where staff recognise their professional and personal responsibilities and are positively supported in their own professional development

- Work collaboratively and effectively with community organisations and partner agencies to support children and families
- Ensure that the education we provide addresses the individual needs of all our children, taking forward the principles of best practice gained from national and local guidance
- Implement South Lanarkshire Council's policies, school guidelines, national priorities and all current legislation to ensure improved practice
- Support staff to give of their best, support their achievements and encourage the development of potential leadership
- Continue to develop partnership working and evaluate this effectively to ensure it makes a positive difference to the quality of support for children and other partners.
- Our environment for learning will be safe, pleasant and stimulating with wellconsidered use of space and resources
- Have a clear vision, for our future, gained through consultation and consideration of local and national priorities and which reflects positive attitudes to equality and diversity

Each year priorities are indentified for development. Staff, pupils and parents are involved on an ongoing basis throughout the year. The head teacher reports annually to the Parent Council on the progress of these priorities.

Session 2020-2021, as a response to Covid-19, the school has a Recovery Plan which includes the following priorities:

Improvement Priority 1 - Promote the positive health and wellbeing of children & young people, parents/carers and staff

- ✓ **Whole School Wellbeing**
- ✓ **Delivery of an appropriate and responsive Health and wellbeing Curriculum**

Improvement Priority 2 - Planning for Equity

- ✓ **Re-identifying the poverty-related attainment gap.**
- ✓ **Planning to close the poverty-related attainment gap and reduce learners' barriers to learning.**
- ✓ **Tracking and monitoring impact of equity approaches.**
- ✓ **Cost of the School Day**

Improvement Priority 3 - Continuity of Learning

- ✓ **Learning In School (focus on literacy, numeracy, health and wellbeing and outdoor learning)**
- ✓ **Learning At Home (focus on continuity of learning)**

As part of Curriculum for Excellence we endeavour to ensure a wide range of experiences for our pupils and we continually review our practice throughout the year as we strive to continually improve attainment and achievement.

11) School policies and practical information

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.

School Meals

School Meals

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

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

Pupils in:

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

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

Free School Meals

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

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

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

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

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

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 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.

East Milton Primary strongly supports the wearing of school uniform by all children.

Our uniform is as follows:

- Waterproof red fleece/ black blazer with school badge
- Black trousers or black skirt
- White shirt and school tie

Red sweatshirt or cardigan with v-neck and school badge
White polo shirt to be worn on days when pupil participates in PE
Red and white checked dress (an alternative for summer weather)
Black shoes

Ties, fleeces, blazers, sweatshirts and cardigans are available for purchase from the school office.

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 hours/holiday dates

School starts at 9am and finishes at 3pm. We have a morning interval between 10.40am and 10.55am and lunch is from 12.30pm until 1.15pm. All children, including Primary 1 pupils attend for a full day from the first day of term

Please see the attached list at the end of the handbook showing holiday dates.

Enrolment – how to register your child for school

Registration of Infant Beginners for August 2021

As a result of the Covid 19 pandemic we have taken this opportunity to revise the infant registration process to make it more accessible to parents online and to avoid parents having to approach the school in person.

A new online registration form has been created to assist with infant registration, this will replace the REG1 standard document which would normally be completed by the parent throughout infant registration week.

The new process is noted below

W/B 11 January 2021

An online registration form will go live on the SLC website and should be completed by parents within your catchment area

Parents of any child who will be five years old between 1 March 2021 and 28 Feb 2022 must enrol their child for school.

Please be aware;

- only a parent can register a child
- you must upload your child's full birth certificate
- you must upload two proofs of residency e.g. council tax statement, bank statement, utility bill etc

Transport

(i) School Transport

South Lanarkshire Council has a policy of providing school transport to primary pupils who live more than one mile by the recognised shortest walking route from their catchment school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or Education Resources, Hamilton, phone 03031231023 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 03031231023.

(ii) Pick-up points

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

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

Parents are asked to note that South Lanarkshire Council does not provide transport for those pupils who attend school via a placing request. Where there is a request to place a child under school age in a school within the local catchment area they may receive transport in line with the Council's transport policy.

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 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
www.southlanarkshire.gov.uk

dates are available from the website

Attendance And Absence For East Milton Primary School Year 2018-2019

	Stage							
	P1	P2	P3	P4	P5	P6	P7	P1-7
Total Number of Possible Attendances (Pupil Half Days)	12860	9732	12834	10206	10050	11646	10666	77994
Percentage Authorised Absences	4.91%	5.09%	3.86%	4.49%	5.71%	5.35%	5.03%	4.89%
Percentage Unauthorised Absences	0.30%	0.35%	0.08%	0%	0%	0.19%	0.17%	0.16%

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 in 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

Keeping Safe Online

The Council has produced an information leaflet – 'stay safe' for parents/carers on how to help ensure their child is safe when using the internet and mobile devices.

Copies are available from the school or the web: www.southlanarkshire.gov.uk

Information on emergencies

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

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

If for any reason, you are unsure if the school is open, please contact the school or Education Resources, Operations Service, Almada Street, Hamilton. (phone 03031231023) or email us at: education@southlanarkshire.gov.uk or visit the website www.southlanarkshire.gov.uk

Your commitments

We ask that you:

- support and encourage your child's learning
- respect and adhere to the school's policies and guidance
- let the school know if you change your mobile/telephone number and/or address
- enjoy and take part in school activities

- accept your responsibility to respect staff who work in the school and for the school to be proactive in taking forward it's commitment to care for and educate your child.

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

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

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

Privacy Notice

Introduction

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

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

Using your personal information

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

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

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

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

Information we collect at other times

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

- If you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.
- If you make a request for additional support such as an educational psychologist or other support for learning we will ask for more detailed information to allow us to provide the most appropriate support for your family. This may include information about family circumstances or medical conditions.

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

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

Information that we collect from other sources

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

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

Why do we need this information?

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

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

We will share your information with:

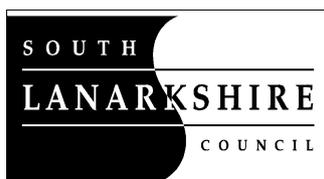
As an education authority and as part of our statutory function in accordance with our legal obligations we will share information with other bodies or parts of the Council, including:

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

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

You have the right to access your personal information as well as the rights of rectification, erasure, restriction and the right to object. For information on these rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice from our website: (https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general_privacy).

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



Education Resources

School holiday Dates Session 2021/2022

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

Notes

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

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