



Education Resources

High Blantyre Primary School and Nursery Class Handbook 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.

Introduction by the Head Teacher

At High Blantyre Primary School we aim to create an inclusive, secure and safe environment in which every child feels happy, confident and valued as an individual. All staff work hard to ensure that our children continue to progress, achieve and attain to the best of their abilities.

Emphasis is placed on the health and wellbeing of all our pupils and the teaching and learning of core skills such as reading, writing, spelling and numeracy and mathematics, as well as providing a wide range of experiences in all other areas of the primary school curriculum. We provide many opportunities for our pupils to participate in school leadership groups and community initiatives to develop their active citizenship, social and political awareness, self confidence and resilience, developing their skills for learning, life and work.

We provide a range of extra curricular activities which include: a library club, netball, boys and girls football, athletics, dance and a variety of short term activities throughout the year for different age groups. We participate in a range of local sporting and creative events and promote and support wider achievements both in and beyond school. We have a School Library Team, Pupil Council, an Eco Committee, Twitter Group and a Rights Respecting Schools Committee. We give our pupils opportunities to take on roles and responsibilities within the school and listen to their ideas and opinions.

We aim to work in partnership with our parents and carers to provide our pupils with the best educational opportunities and experiences possible.

Throughout the life and work of the school, we promote our school's Vision and Values, through strong positive relationships with our children and families and foster an ethos which encourages everyone to respect themselves and each other.

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 poverty related attainment 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.

I am delighted that you have chosen to send your child to High Blantyre Primary School and I am looking forward to working with you, in supporting your child's learning and development.

Kirsteen Helsby

Kirsteen Helsby Head Teacher

About our school

School Name:	High Blantyre Primary School
Address:	Broompark Road High Blantyre G72 9SH
Phone Number:	(01698) 827670 - School (01698) 822791 - FAX (01698) 710648 - Nursery
Email Address:	office@highblantyre-pri.s-lanark.sch.uk
School Website:	High Blantyre Primary School – Ready – Respectful – Safe (glowscotland.org.uk)
Head Teacher:	Mrs Kirsteen Helsby
Present Roll:	235 - School (including Supported Classes) 44 - Nursery Class
Stages Covered:	Nursery – Primary 7
Denominational Status:	Non-denominational
Early Years:	There is a nursery class in High Blantyre Primary School, which provides sessions for 3 and 4 year olds.
Supported classes in the school:	There are five Supported Classes for children within the school with a current role of 36 pupils.
Schools Modernisation:	As part of South Lanarkshire Council's investment in improving school buildings, our new school opened for pupils in January 2006.
Parental Concerns:	The class teacher or a member of the school management team should be the first point of contact for parents who wish to discuss a matter regarding their child's learning. Our aim is to resolve issues at a local level as quickly as possible. All enquiries and concerns received from parents are taken seriously. Parents are always welcome to the school to discuss any concerns they may have regarding their child. Any complaints can be discussed with the Depute Head or with the Head Teacher directly.
Medical / Health Issues:	When a child takes ill or has an accident in school, parents are notified as quickly as possible by telephone to their home or to the emergency contact listed on the child's record card. The parent or a responsible adult is expected to collect the child on these occasions. No child is ever sent home from school during school hours on their own.

Parents/carers should inform the school of any particular medical requirements their child may have. No medicine can be administered to a child during school hours unless the correct paper work is in place. Children who require to take medicine during school hours will be given a form to be completed authorising a member of support staff to help administer this.

Reporting Absence:

Parents/carers should inform the school in the morning if their child is to be absent from school. A message can be left on the school answering machine.

School Visits:

Any parent or carer who wishes to visit the school can make an appointment to visit the school by calling the school office.

School Ethos

At High Blantyre Primary School we support learners to develop a strong sense of values and foster in them the skills they need for learning, for work and for life.

Our School Vision is:

“Working together to provide positive learning experiences in a safe, supported, caring environment and promoting a love of learning for all.”

Our core school rules and values which permeate the life and work of the school are :

Ready Respectful Safe

Our School Motto is **“If you believe you will achieve.”**

These were all created and chosen by the pupils, staff and parents of High Blantyre Primary School and represent our school well.

We have clear expectations and a code of conduct of how all adults and children should behave towards each other at school, this is called **‘The High Blantyre Way’** and is displayed round the school and in every classroom.

High Blantyre Primary aims to be a school which operates in partnership with parents and the local community to provide pupils with an education which will allow them to contribute to the wider world both now and in the future. We provide a holistic curriculum, adapted to meet the individual needs of our learners and create an environment of collegiality and inclusion, where everyone is valued, nurtured, listened to and respected.

All staff are committed to ensuring that our children achieve all they can and that their contributions are valued. Every child matters and every lesson counts.

Children are encouraged to take personal responsibility for their learning, their behaviour and property. Our Positive Behaviour and Relationship Policy is based on our Vision and Values, built around treating others fairly and with tolerance. The school enjoys strong, positive relationships with the local community and is very much at its heart.

Our supportive and encouraging ethos celebrates success in all areas of school life as well as success and achievements outwith school.

We encourage input from specialists, parents and friends of the school through special events, community work, focus weeks, topic work, specific lessons and educational outings.

As a Health Promoting and Eco School, we aim to allow our pupils to recognise the impact they have on the wider world, how to appreciate the community they live in and how to work with others around the world.

We have a very active and supportive Parent Council who work in partnership with the school, parents and local community.

Photographs and comments from the pupils of High Blantyre Primary School

House and Vice Captains 2023/2024



Marcus (House Captain for The Golden Eagles) – *“High Blantyre Primary is a great school because you get lots of support and you make lots of friends here. Being House Captain is a big opportunity and I enjoy supporting my House. I love taking part in House activities and extra activities such as hosting the school shows and welcoming special visitors to the school.”*

Ava (House Captain for The Explorers) – *“High Blantyre Primary is a very safe school and there is lots to do and learn. I enjoy all the responsibilities and jobs you get to do as House Captain as I like helping people.”*

Layla (House Captain for Stirling Wallace) – *“The teachers are very supportive and fantastic at High Blantyre Primary School. I love being a House Captain because you are a role model for the school and you get lots of special responsibilities.”*

Charlie (House Captain for Burns Thistle) – *“There are lots of great opportunities at High Blantyre Primary school like shows, music and after school clubs. I liked writing my House Captain Speech and being voted by everyone in my House, it felt really good.”*

Parent's Comments

"I am very pleased with the school, my son is happy to attend as always."

"There are great relationships between staff, parents and pupils."

"There is nothing I would change about the school, I am very happy with my child's experience here."

"I really enjoyed the Open Day. I got to see how my son is progressing and I was made to feel welcome."

"Fantastic school. My child is a very happy girl now thanks to High Blantyre Base."

"The school provides a welcoming environment for pupils and parents."

"We loved that all the children joined in with Sports Day."

"I think the school is fantastic, the staff are brilliant and there is a very positive ethos within the school."

"I like the way children are taught and the way they are treated."

"There is a good variety of activities for the kids to get involved in."

"I am very impressed with the progress the Primary 1 children have made this year."

"There is good community involvement in the school."

"The school keeps us constantly up to date with any outings and topic trips. I always get kept up to date with my son's progress."

"What a wonderful visit, a nice environment and lots of beautiful work on display"

Our Parent Council provide our P6 and P7 pupils with their senior blazers and ties every year.



Our Primary 7 pupils attend a residential trip at Lokerbie Manor every year where they experience lots of different sports, activities and outdoor adventures.





All our children experience lots of opportunities to learn and play both indoor and outdoors.



Outdoor Play

Stephen— *“I like the playground because we get to have lots of fun. We get to play in the MUGA and we can play basketball and we have toys too.”*

Ava - *“I like learning and playing outside because there is lots of space to have fun and run around.”*

Bonnie - *“Playing and learning outside is fun because you get have more fun with your friends.”*

Our P6 and P7 pupils participating in the John Muir Award through outdoor learning.



We have lots of extra-curricular activities for our children to experience, including: a netball, football and athletics team.



Marcus– *“I go to three after school clubs: Athletics, Football and Netball. You get a decent amount of time to train and go to tournaments, it is good fun.”*

Ragnhad– *“I go to football and athletics. They are fun and I really like Sports Hall Athletics Competitions.”*

Learning is always fun at High Blantyre Primary School



Lucy – *“I like the teachers because they help us learn.”*

Max- *“They let us have fun outside.”*

Ryan- *“The teachers are all very nice and kind.”*

Amber- *“The teachers make it fun to learn.”*

Aria- *“Everyone is always happy and smiling at our school”*

Early Years

The school has a nursery which provides a learning environment for young children. Parents from any area may apply to attend the nursery class. To find out more about the nursery, please contact the school. However, it should be noted that if you register your child for a nursery in a school this does not mean that they will automatically be enrolled at this school when they are ready to start primary school. All children who move from early years to primary education must register separately for school in the month of January.

The nursery class in High Blantyre Primary School provides full day sessions for 3 and 4 year olds. The nursery class has a maximum capacity for 60 children.

Parents may complete an application form for their child by telephoning the school to arrange an appointment with a member of staff.

Home School Links

Information about general school business is generally given by letter. A newsletter is issued each month and posted on Parentsportal and our school APP. We use Parentsportal as our main method of communication with our parents. An open afternoon/evening is held at the start of each session, to allow parents and carers to visit their child's classroom to see their work and have an informal chat with class teachers. Parental consultations are also held each school year to give parents and staff an opportunity to discuss each child's progress. Throughout the year, parents are given opportunities to participate in the life and work of the school through: class visits, shows, coffee mornings, parents' meetings, end of term services and fund raising events, etc.

Parent helpers play a key role in supporting curricular activities as well as assisting with paired reading and school outings. All parents and carers volunteering to work with our pupils must have a PVG for High Blantyre Primary School. This can be arranged through the school office. We are always looking for parents to help with extra curricular activities.

We look to parents to support the school's efforts to ensure a safe, equitable place for all to be educated and so we ask that you encourage children to abide by the school rules, establish and maintain good attendance and always wear the correct school uniform.

Each year our new Primary 1 children are given the opportunity to engage in transition activities, where they have the opportunity to visit the school and meet their new teacher and the children in their class.

Towards a safer school

High Blantyre Primary School places a strong emphasis on pupil safety and parents may wish to know that an adult presence is provided in playgrounds at break times in terms of the Schools Safety and Supervision of Pupils (Scotland) Regulations 1990.

Information on proposed transfer of school

Children and young people may transfer from one school to another for a number of reasons such as families moving house, parental choice, etc..

If you are proposing a change of school for your child, please provide contact details as soon as possible in relation to the new school so that we can ensure a smooth transfer of information relating to your child.

This will help us all to ensure the continued wellbeing of your child.

Equal Opportunities

From the time a child enters school, they will have an equal opportunity to take part in the numerous and varied activities which make up the school curriculum from Nursery to Primary 7. Stereotyping of any kind is avoided by encouraging all boys and girls to take part in all activities to the best of their ability.

The curriculum is the same for all pupils and disability, gender, race or religion have no bearing on what a pupil is encouraged to tackle, if what the child is learning is educationally sound and is helping them to achieve their full potential.

A variety of teaching approaches are used to ensure all children have every opportunity to learn effectively.

It is also a priority of the school to encourage children to take part in a wide variety of tasks both in class and in extra curricular activities with staff and parent volunteers.

Parents will be informed regularly of activities children can take part in through school letters, and we look for parental support in encouraging pupils to "take part".

Mrs Helsby is the Equal Opportunities Coordinator within the school and ensures that resources used are appropriate and accurate. Staff have their training updated as required and pupils are aware of the importance of treating others with respect and dignity at all times.

Reporting of Racist Incidents

- Schools take seriously any reported racist incidents. Within the school's approach to promoting positive discipline, a record of all racist incidents is maintained and each incident is fully investigated.

Schools are required to notify the Local Authority of any racist incident.

Staff List January 2024

Head Teacher	Mrs. K. Helsby
Depute Head Teacher (Mainstream Classes)	Mrs. L. Sliman
Depute Head Teacher (Supported Classes)	Mrs C. Ferguson
Principal Teacher	Ms Mckinlay

Class Teachers

Room 1 Supported Class	Mrs G. Alexander
Room 2 Supported Class	Miss L.Cassidy
Room 3 Supported Class	Mrs L.McQueen/Mrs K.Faulkner
Room 5 Supported Class	Miss L.Marshall
Room 6 P2/3	Miss Elliot/Miss L. Gallagher
Room 7 P1/2	Ms L.McKinlay
Room 8 P1	Mrs J.McLean
Room 10 P3	Miss J.Sweeney
Room 11 P4	Miss Sim/Miss Watt
Room 12 P5	Mrs H.Lannigan
Room 13 Supported Class	Miss J. Wilson
Room 15	Mrs L.Gallagher
Room 16	Mrs Brown

CCC Teacher(s)	Miss E.Watt	Mrs N.Alexander (supported classes)
Inclusion Teacher	Miss G.Wilson	

Raising Attainment Teachers	Mrs L. Cairns
	Mrs S.Falder (Primary 1)
	Miss L.Gallagher

Early Years Workers	Miss S. Orr (Team Leader)
	Mrs C. McCafferty
	Ms L. Edmund
	Mrs V. Hunter
	Miss S. Wylie
	Mrs H.Foy
	Miss K.Thomas
	Mrs L.McMullen
	Mrs N.Montgomery
	Mrs C. Baillie
	Mrs I. Hainie (Supported Classes)

School Support Staff

Team Leader	TBC
Clerical Assistant	Mrs C. Black

Support Staff Supported Classes Mrs I. MacBride
Mrs M. Hogg
Mrs E. Mangat
Mrs L. Ronald
Mrs J. McIssac
Mrs F. Rodwell
Mrs S. McSeveny
Miss L. Hutchinson
Miss M. Dickson

Support Staff Mainstream Classes Mrs J. McDonagh
Mrs L. Montgomery
Mrs H. Clark
Mrs A. Quail
Mrs D. Elder
Miss H. Craig
Mrs V. Drummond

School Extended Team

Janitor Mrs L. Kerr

Catering staff Mrs L. Brankin
Miss S. Kennedy
Mrs A. McKeown
Mrs A. Rusford
Mrs J. McGraw
Miss P. Devine

Cleaning Staff Mrs M. Grey
Mrs N. Fulston
Mrs J. Watt
Mrs L. Robertson
Mr W. Ross
Mrs S. McMurray

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 school parents are asked to:

- If possible, let us know in advance of any reason why your child is likely to be absent from school. Please telephone the school office or inform us in writing. Please also give your child a note on their return to school, explaining the reason for absence.
- Notify the school first thing in the morning when your child is going to be absent. Let the school know the likely date of return and keep them informed if the date changes.

Requests for your child to be absent from school to make an 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 to the school 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:

- It is important for parents/carers to let the school know of any change to your mobile/home telephone number and change of address.
- If for any reason, you are unsure if the school is open visit the website www.southlanarkshire.gov.uk or email education@southlanarkshire.gov.uk

a. 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

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/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 a parents/carers we want you to be:

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

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 of the school.

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

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 on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education.

Parentzone Scotland also has details about schools, including performance data for school leavers from S4-S6 and links to the national, local authority and school level data on the achievement of Curriculum for Excellence levels.

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

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 opportunities to engage with the knowledge, skills and attributes they will need if they are to flourish in life, learning and work.

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 enable Curriculum for Excellence to be fully embedded, ensuring the best possible education for all children and young people. We want 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 www.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.

At High Blantyre Primary, we are continuing to build a curriculum that encompasses the design principles of A Curriculum for Excellence; breadth, depth, progression, coherence, challenge and enjoyment, personalisation and choice and relevance. We use a range of teaching and learning styles, including play in the early stages of the primary school and active learning, to engage and motivate our children and encourage them to reflect on their progress and to set themselves achievable targets for their learning. We use enterprising approaches to foster the development of a 'can do' attitude to learning

Languages and Literacy - Reading, Writing, Listening and Talking

The curriculum places a high priority on developing children's ability to use language accurately and appropriately, to communicate with others for a variety of purposes and to examine their own and others' experiences, feelings and ideas. A variety of core materials and teaching methods are used to equip pupils with knowledge about language.

Additional Languages

Children are taught French as part of the Curriculum as our second language in school. This helps provide a good start for further learning in Calderside Academy and in future life. Our third language is Makaton, which is a method of communication using signs and movement, which enables us to communicate with others who may find it difficult to hear and/or communicate verbally.

Mathematics and Numeracy

Numeracy and Mathematics is a major focus in our school. We aim for all our children to have high standards of numeracy and to be able to transfer these skills into real life situations. In this area of the curriculum, pupils will learn the concepts, facts and techniques required to use and apply Numeracy and Mathematics in different contexts. Many resource materials and learning strategies are used to teach these subject areas including New Scottish Heinemann Maths, Numicon and a computer programme called SumDog.

Social Studies

We aim to teach our children to understand, care for and appreciate the world around them through Social Studies. Children need to have an understanding and awareness of the environment at local and global levels. This should relate to the part they play at present and also in the future, as an adult member of society. Whenever possible, educational outings are included in the children's programme of study.

Expressive Arts

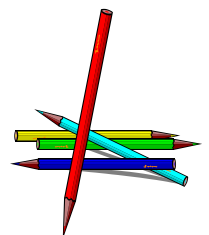
The curriculum includes regular teaching of Music, Art and Design and Drama. Each has its own range of skills and techniques to be learned.

Music

The school aims to ensure that all children have the opportunity to create, perform and respond positively to music. A variety of tuned and untuned percussion instruments is available at all stages to provide these experiences and develop our pupils' skills in music. Our Primary 5 pupils are taught by a music specialist each week for one term. and our Primary 6 and 7 pupils have the opportunity to experience woodwind instrument lessons.

Art and Design

Pupils are given the opportunity to explore, create and learn about Art and Design. Pupils make use of many different materials to express themselves e.g. paint, crayon, ink, clay etc. and work is displayed in the classrooms, open areas and corridors throughout the year. Children are also given opportunities to learn about famous artists and paintings.



Drama

Each year pupils will take part in a variety of drama activities. These activities will provide another means for learning and expression. At the early stages, this begins with role play and progresses onto improvisation, taking part in small plays, choral speaking etc.

Health and Wellbeing

Physical Education: The school uses movement as a medium for learning and expression. We wish to encourage pupils to recognise from an early age the importance of exercise in maintaining healthy bodies. The Physical Education curriculum includes: games' skills, active health, dance, gymnastics, ball handling skills and athletics. There is a wide range of apparatus and equipment in the gymhall and every effort is made to ensure that children are trained from an early age to use these correctly and safely. Swimming is also part of the physical education programme and Primary 5 pupils swim for a block of lessons each year. Our annual Sports' Day is held in May /June and all children have an opportunity to compete with their classmates.



Personal and Social Development is taught through our whole school programme (PATHS) Promoting Alternative Thinking Strategies, daily classroom routines, discussions, circle time, drama, etc. There is a strong focus on our School Values, and positive reinforcement of positive behaviour and relationships through our school rules: Ready, Respectful and Safe and 'The High Blantyre Way.'

Health Education is taught throughout the stages through topic work and specific lessons. Health Education is also taught as required on a daily basis and at specific times of year such as Bonfire Night. This allows staff to highlight issues such as fire safety, road safety, healthy eating, home safety and drug awareness. Health and Well Being is an integral part of all aspects of school life.

Religious and Moral Education

Religious and Moral Education is undertaken by class teachers and is based on Council and Scottish Office requirements. Lessons include stories from the Bible, themes which encourage concern and care for others, and the study of other world religions, e.g. Islam and Judaism.

Weekly assemblies take place in school for pupils. The local minister, Mr Jim Murphy visits the school regularly and attends monthly celebration assemblies.

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

Rights of Parents / Carers

Scottish Government Ministers consider that religious observance complements religious education and is an important contribution to pupils' development. It should also have a role in promoting the ethos of a school by bringing pupils together and creating a sense of community. There is a statutory provision for parents to withdraw children from participation in religious observance. This right of parents' wishes will be respected. Where a child is withdrawn from religious observance, schools will make suitable arrangements for the child to participate in a worthwhile alternative activity.

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.

Extra Curricular Activities

We have lots of very talented children at High Blantyre Primary school and we celebrate wider achievements every month at our Celebration Assembly.

Our committed staff team supported by parent helpers, provide a range of after school and lunch time clubs.

Football, athletics, dance and netball are available to junior and senior pupils after school as extra-curricular activities. 'Active Schools' provide a multi-sports club for a six week block for Primary 1-3 pupils each year and Uddingston Hockey Club have also been supporting our school over the past few years, providing Hockey sessions as part of our PE programme and after school clubs for specific year groups. Our Active School Coordinator, Lesley Scanlan, is always looking for new opportunities for the children in our school to try a new sport and be more active.

We also have blocks of different clubs available to pupils throughout the year, for example; lego club, Science Club, Cheerleading, art and chess.

Schools trips are considered an important part of school life at High Blantyre Primary School and children are provided with a range of opportunities each year to leave school for field trips and visits related to their learning and class work..

Primary 7 are given the opportunity to spend several days at an Outdoor Residential Centre. This year Primary 7 will be visiting Lockerbie Manor.

Our Parent Council also fund a special Primary 7 end of term outing. This year they are going to The Safari Park.



Assessment and Tracking Progress

We provide a stimulating and motivating learning environment which encourages children to reach the highest standards they can through high quality learning and teaching and continuous assessment.

Assessment is an essential part of learning and teaching at every stage in High Blantyre Primary School. Children are routinely assessed by staff to enable us to find out that:

- Teaching objectives have been achieved
- Pupils are making steady progress
- Specific difficulties and/or particular capabilities are discovered

At High Blantyre Primary School, a variety of assessment methods and records of pupils' progress will be used, and parents will receive regular feedback on their child's progress, through jotters being sent home, parents' nights and reports.

Learners are assessed continually by their teachers through formative and summative assessments and these assessments and judgements form the basis of their next steps in learning.

Their progress in literacy, numeracy, health and wellbeing and other curricular areas is assessed in contexts across the curriculum and evidence of their learning in the form of what they write, do, say and make is collated by the class teacher. Assessment is on-going and may be done formally or informally. Learners' progress is tracked and monitored closely by staff and senior managers throughout the year.

Reporting

High Blantyre Primary School recognises that good partnership working between parents, children and school is the key to a successful education for your child.

Reporting will be ongoing and comprise of a range of activities which can include children presenting their learning, jotters sent home, ongoing oral discussions, parents' night and report cards.

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

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

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

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.helpline@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.helpline@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.helpline@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 on events designed to support P7 children before they move on to secondary school

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 High Blantyre Primary School and Nursery Class, we believe that every child is an individual. We know that children learn at different rates and that, from time to time, may experience some difficulties. When this happens, our careful tracking and monitoring systems ensure that there is early intervention. Where there is an identified need, appropriate steps are put in place to support the learner. These measures may be short or long term and are closely monitored by teachers for effectiveness. Parents would be informed of any concern with a view to working collaboratively to support their child. The School's Support for Learning Co-ordinator, Specialist Support Teacher and Raising Attainment Teachers work closely with staff to ensure that learners' needs are best met. We work to identify specific needs as early as possible and use staff, resources and where appropriate, other agencies to ensure that pupils are supported in their learning and development.

To assist some children's learning, Single Agency Wellbeing Assessments, Additional Support Plans (ASPs) or Co-ordinated Support Plans (CSPs) are kept to record the progress children make towards specific targets. These are completed with input from pupils, education staff and parents.

High Blantyre Primary and Nursery Class provides suitable facilities and resources for pupils with a range of additional support needs. Pupils may receive support from the Visual and Hearing Impairment Unit, Speech Therapist, Educational Psychologist, Physiotherapist or Behaviour Support Staff while remaining in our school.

We have five Supported Classes within our for children on the Autistic Spectrum. These children have been given their places following a rigorous allocation process conducted by the Council. These children will work within their own classrooms for much of the time but will join together with their peers and take part in all suitable mainstream classroom and school activities and celebrations.

South Lanarkshire Education Resources have published a series of leaflets 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 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: 0345 123 2303

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

Email Enquiry service: info@enquire.org.uk

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

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

Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

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

The Education Resources Attachment Strategy 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 from schools and on the SLC Staff Learning Centre Sway accessible by teachers and staff.

School Improvement

Each year our school constructs A Standards and Quality Report and School Improvement Plan through self evaluation, analysis of evidence and consultation with our pupils, parents and staff.

Our Standards and Quality Report and Improvement Plan outlines in detail the main achievements of the school over the previous session, including pupil attainment and our plans for improvement for the following session, this is available on our school website. [High Blantyre Primary School – Ready – Respectful – Safe \(glowscotland.org.uk\)](http://glowscotland.org.uk)

Our main priorities this year are a result of our ongoing self evaluation for improvement in accordance with national and local guidelines.

This year we plan to further develop of our numeracy programme and approaches to learning and teaching mathematics and numeracy. We also plan to begin review the structure and delivery of our curriculum and further develop Augmentative Alternative Communication (AAC) across the school, with a focus on Makaton as our third language.

Any suggestions or ideas for inclusion in future plans around these priorities are always welcome.

We consult all pupils, parents, carers and staff, throughout the year and on an annual basis with regards to school improvement.

The use of funding to support pupil equity

Each year we are allocated funding from the Scottish Government which helps provide the best possible opportunities for learning. The Pupil Equity Fund is targeted towards those learners

in receipt of free school meals. This year's allocation has been used to fund the salary of an additional teacher, who has been utilised to support Literacy and Numeracy throughout the school

in relation to bridging the attainment gap. Funding will be been used to purchase maths resources and staff training to support the implementation of Numicon throughout the school as part of our commitment to raising attainment in Numeracy.

Pupil Equity Funding will also be used to fund resources and equipment to support children with additional support needs and further develop AAC across the whole school.

Part of this funding involves a 5% participatory budget which requires parents, children and staff to

work in partnership to decide on how to spend this Parent/carers are consulted each year through a Google Survey and voluntary meeting with a group of pupils. Pupils and staff are also consulted. This year the majority voted to fund school trips.

School Policies and Practical Information

School Meals

Nursery

All children attending a local authority nursery will be provided with a free lunch. In addition, if your child attends long mornings or afternoons e.g., over 4 hours 30 minutes they will be provided with a 'brunch' or 'afternoon tea'.

Nursery lunches and snacks are based on nutritional requirements from the NHS "Setting the Table" guidance.

Nursery age children will also receive milk and a healthy snack free of charge under the Milk and Healthy Snack scheme 2021. This will be provided by the establishment

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

All primary aged pupils are also offered a free breakfast within their school. The selection available includes cereal, toast, fruit and milk.

For their lunch each day pupils have the option to choose from two hot meal options, a snack option plus a vegan / vegetarian 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.

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

Special diets

If your child within Nursery, Primary or Secondary requires a special diet for medical reasons please speak to the school/nursery office who will provide the request form for you to complete. In addition, if you have a cultural diet request for your child please speak to the school/nursery 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.

Our school also offers a free breakfast service. The service runs from 8.15am 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.

Our School uniform consists of the following:

- ◆ navy skirt/trousers
- ◆ navy cardigan/pullover
- ◆ school sweat shirt (navy)
- blue blouse/shirt (sky blue)
- sky blue/navy blue striped school tie
- school polo-shirt (sky blue)



Following consultation with parent and our pupils, Primary 6 and 7 children now wear a navy, senior tie and blazer with the school badge.

Support for parents/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).

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. We are a nut free school.

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

They are also located at the back of this handbook.

School hours

School hours for pupils are:-

9.00am - 10.40am
Interval- 10.45-11am
11am - 12.30pm (P1-3)
11am-12.45pm (P4-7)
Lunch-12.30-1.15pm (P1-3)
12.45-1.30pm (P4-7)
1.15pm/1.30pm - 3.00pm

Our supported classes start school at 8.50am and finish at 2.50pm.

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.

Parents within the catchment area will be advised via social media that they can begin using the online registration form to enrol their child for school in August 2023. The registration form along with the child's full birth certificate and 2 proofs of residency will be sent directly to the office email address will be available from 9th of January 2023.

If your child attends nursery of your catchment school don't assume that they will be automatically transferred. You must register them as normal.

If your child is starting school for the first time you must enrol your child at their catchment school in January. If parents want their child to go to another school, they must enrol in the first instance with their catchment school and ask for an information leaflet that provides details on how to make a placing request. 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**.

Enrolment date for 2024 is week commencing 8th of January 2024.

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 phone **0303 123 1023**. These forms should be completed and returned before the end of March for those pupils beginning 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.

The aim of the school is to build positive relationships between all staff and pupils. We aim to establish and maintain high standards of reasonable and considerate behaviour motivating pupils towards self discipline through **'The High Blantyre Way.'**

If a pupil's behaviour has been causing serious concern, parents/carer are invited to meet with the Head Teacher and/or Depute Head Teacher. The purpose of such meetings is to create a working partnership between parents and school through which behavioural problems can be brought to light and openly discussed. Together, parent and Head Teacher and/or the Depute Head Teacher can attempt to find ways of encouraging the child to improve their attitude and behaviour. It is also hoped that reasons for the pupil's behaviour may also become apparent.

It is extremely important that home and school work together to provide the best possible help for the child.



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 child 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 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 National Parent Forum for Scotland; www.npfs.org.uk

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 literary, 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: from the Scottish Government website on www.gov.scot with an update on school inspection outcomes being available via the Education Scotland website.



School holiday Dates Session 2023/2024

Types of holiday listed by month	Holiday dates
August 2024	
Teachers return on Monday 12 August 2024	
In-service days - all schools	Monday 12 and Tuesday 13 August 2024
Pupils return to school	Wednesday 14 August 2024
September 2024	
September weekend	Friday 27 and Monday 30 September 2024
October 2024	
October break	Monday 14 to Friday 18 October 2024 Pupils return on Monday 21 October 2024
November 2024	
In-service day - all schools	Monday 11 November 2024
December 2024 and January 2025	
Christmas/New Year	Schools close at 2.30pm on Friday 20 December 2024 Schools re-open on Monday 6 January 2025
February 2025	
February break	Monday 17 and Tuesday 18 February 2025

Types of holiday listed by month	Holiday dates
In-service day - all schools	Wednesday 19 February 2025
March/April 2025	
Spring break/Easter	Schools close at 2.30pm on Friday 4 April 2025* Schools re-open on Tuesday 22 April 2025
May 2025	
In-service day - all schools	Thursday 1 May 2025
May day	Monday 5 May 2025
Local holiday	Friday 23 and Monday 26 May 2025**
June 2025	
Summer break	Schools close at 1pm on Wednesday 25 June 2025

* Good Friday falls on Friday 18 April 2025

** Lanark schools will close on Thursday 12 and Friday 13 June 2025