



Education Resources

# Kirktonholme Primary School

## Handbook



*Learning is the HEART of Kirktonholme*

*January 2024*



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

Phone: 0303 123 1023 Email: [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk).



# Welcome

On behalf of our staff I would like to warmly welcome you, and your family, to Kirktonholme Primary and we are looking forward to the beginning of a successful partnership with you.

Starting school is one of the most exciting life events for a child and their parent. At Kirktonholme, we will work with you to ensure that our school is a happy and rewarding place for your child. We will encourage, nurture and support your child in their journey to become a successful learner and responsible citizen of the future.

As a school community we have agreed our vision:

***Learning is the HEART of Kirktonholme***  
***Happiness, Excellence, Respect, Teamwork and Achievement***

The atmosphere in our school is happy, relaxed and supportive. We have very high expectations of pupils' learning and behaviour. We regularly celebrate our pupils' successes and achievements from both within and out with our school.

Our dedicated teachers and support staff work tirelessly to nurture every child to help them realise their strengths and talents and to reach their full potential.

This handbook aims to tell you about our school. It has information about pupils and staff and the activities that go on in Kirktonholme Primary. We hope you enjoy reading it and looking at photographs of our children. Above all, we hope that your child will be very happy here.



Mrs Wright Head Teacher

Kirktonholme Primary's greatest strength is the way the staff build confidence & independence in the children.  
parent

Kirktonholme is excellent because everyone is friendly and well mannered.  
P4 pupil

Kirktonholme Primary is great because the staff are very kind to the kids.  
P7pupil



Kirktonholme is excellent because we are one big community.  
P5 pupil

Our school is unique because we do lots of fun things. We have lots of sports and we danced outside for St Andrew's Day.  
P7 pupil



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

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

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

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

## About our school

Kirktonholme Primary School & Nursery Class

Dornoch Place

East Kilbride

G74 1DJ

Tel: 01355 222050

Email: [office@kirktonholme-pri.s-lanark.sch.uk](mailto:office@kirktonholme-pri.s-lanark.sch.uk)

Website: [www.kirktonholme-pri.s-lanark.sch.uk](http://www.kirktonholme-pri.s-lanark.sch.uk)

X (formerly known as Twitter): @LearningAtKPS



Kirktonholme Primary School and Early Learning Class is a non-denominational, co-educational school and teaches pupils from the age of 3 -12years. It serves the communities of West Mains and Stewartfield. At present there are 377 pupils organised into 14 classes, and an Early Learning Class which caters for 40 children from 3-5years.

## Our School Day

Our normal school day is

Start	8.55am
Interval	10.35-10.50am
Lunch	12.30-1.20pm
Close	3pm

If any new parent wishes to visit our school, please contact the school office to make an appointment.



## About our Early Learning Class

Kirktonholme Primary has an Early Learning Class which provides a fantastic learning environment for young children. If you wish to register your child for Nursery please contact your local nursery for an application. We will then contact to discuss the application form. Parents from any area may apply to attend the Early Learning Class. However it should be noted that if you register your child for an Early Learning Class 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.

Kirktonholme Early Learning Class has provision for forty children. Our Early Learning Class provides parents with 1140 hours.

Early Years Team Leader  
Early Years Team

Mrs Karen Moran  
Mrs Kim Young  
Mrs Andi Murray      Miss Nicole Smith  
Mrs Fiona Thorpe  
Mrs Mirza Watt      Mrs Nicole Lynch  
Miss Abby McKendrick  
Miss Eli Athanasopoulou

Early Years Support

Doors open at 8.45 and 2.45pm each day.



## Communication

Monthly newsletters are issued to all parents by means of our school app, Parent Portal and posted on our website to keep you briefed on the latest events and developments within school. We hold a Meet the Teacher Evening early in the school session so you can begin to form that vital relationship between home and school. Our pupils use Google Classroom which allows our parents to see and be involved in home learning.

Our staff and Senior Management Team are happy to see parents at any time although an appointment prior to your visit would guarantee you were seen quickly. If you need to speak with us, contact us by phoning the school office. The Management Team are also available in the playground every day before and after school. Please never hesitate to contact us to ask a question or to sort out an issue as we would rather address any concerns before they become serious.

Our school website is an excellent point of reference for keeping up to date. It hosts the most up to date information, school documents and home learning support materials.

[www.kirktonholme-pri.s-lanark.sch.uk](http://www.kirktonholme-pri.s-lanark.sch.uk)

## Complaints

### Complaints Procedure – Making your Complaint

#### Guide to our complaints procedure

You can make your complaint in person (please be aware of any Covid-19 Guidance that may be in place at the time), by phone, by email, using our comments and complaints form or in writing. We have a two-stage complaints procedure in line with South Lanarkshire Council. We will always try to deal with your complaint quickly. But if it is clear that the matter will need a detailed investigation, we will tell you and keep you updated on our progress and follow the procedures set out below.

#### Stage 1: frontline resolution

We will always try to resolve your complaint quickly, within five working days if we can. If you are dissatisfied with our response, you can ask us to consider your complaint again.

#### Stage 2: investigation

We will look at your complaint at this stage if you are dissatisfied with our first response. We may also look at your complaint immediately at this stage, if it is clear that it is complex or needs detailed investigation.

We will acknowledge your complaint within three working days. We will give you our decision as soon as possible. This will be after no more than 20 working days unless there is clearly a good reason for needing more time.

It is important to provide feedback, in particular, when members of the public have concerns about the delivery of the service. When this happens you should have easy access to an effective procedure to allow a quick resolution to your complaint.

You can also contact South Lanarkshire Council in the following ways: Phone: 0303 123 1023  
Email: [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk).



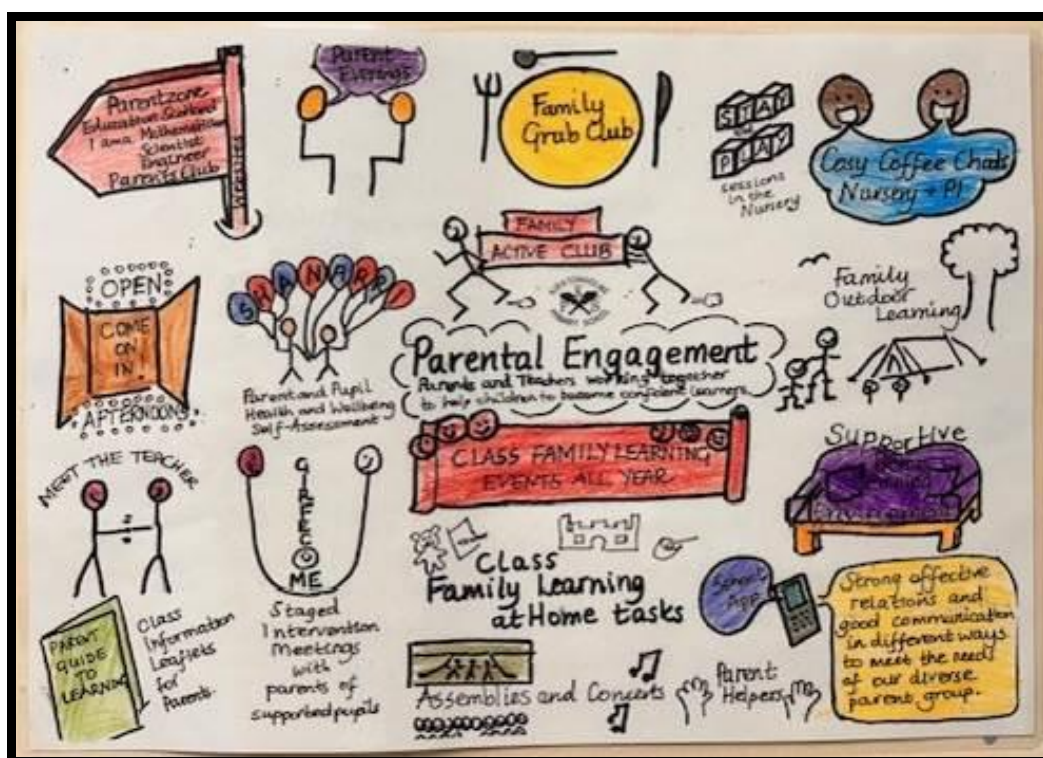


## Care complaints- Early Learning and Childcare

We provide care services that must be registered with the Care Inspectorate. Anyone receiving care services from us has the right to complain, either directly to the Care Inspectorate, or to us. Service users may also receive care or support from other agencies under a contract with us. They may direct complaints about these services either to us (just like complaints about any council service) or directly to the Care Inspectorate.

To contact the Care Inspectorate and for more information visit: Care Inspectorate: (Nearest Office) – Princes Gate, Castle Street, Hamilton, ML1 6BU General Enquiries – 0345 600 9527 Email – [www.careinspectorate.com](http://www.careinspectorate.com)

This Complaints Procedure is readily accessible to users of our service. Copies are available from the School Office.



How we encourage parental engagement

# School ethos – living our school vision, values and aims

Anyone walking into Kirktonholme Primary cannot fail to be impressed by our friendly and welcoming staff and well mannered, purposeful pupils. As a school community, we have developed and agreed our school vision:



**Learning is the HEART of Kirktonholme**  
*Happiness Excellence Achievement Respect Teamwork*

We focus on our values of:



Our school aims for the next 3 years were refreshed in August 2022. These are linked to our school values. We are aspiring to ensure

<b>Happiness</b>	We will provide a safe & inspirational place where all are included, accepted & listened to.
<b>Excellence</b>	We will try our best in all that we do.
<b>Achievement</b>	We will be our best self in life and learning.
<b>Respect</b>	We will respect ourselves, each other and our environment.
<b>Teamwork</b>	We will work together and help each other as one team.

We promote our vision and values in our school on a daily basis.





We have many other partners who work with us to help us achieve our aims, including the Chaplaincy Team of David Graham (East Mains Baptist Church) and Mahboob Masih (West Mains Parish Church), East Kilbride Children's Librarian, Active Schools as well as many businesses who support our curriculum.

We like to go out and about into our community. Our school choir visit the local care homes, sheltered housing and the local Memory Clinic. Every year our children send Happiness Hearts with a message of good cheer to local residents and we post Happiness Heart posters in the local community. We support the Loaves and Fishes Food Bank with collections twice a year. We have developed links with Kilbryde Hospice raising awareness of the work they do and supporting them with fundraising.

## *Celebration of Achievement*

We are very ambitious for our pupils in Kirktonholme and we encourage and challenge them at all times to reach their full potential whilst always providing the necessary support to ensure success. We focus on positive praise and we will celebrate all individual achievements. We celebrate children's success in many ways, both in the classroom and with the whole school. Each classroom has a recognition board and when children achieve the class goal, their photo is displayed on the board. We are also aware that our children are successful outside of school and they are encouraged to bring in medals and certificates so that we can also celebrate these achievements.

We are very proud of all of our pupils' achievements. At the end of the year parents are invited in to celebrate the successes of their child during an Open Afternoon.



Kirktonholme Athletics Team



P2 Dance Team



Our Mural in the Rural



Rhona, Children's Librarian and the Summer Reading Programme

# Opportunities for Achievement

We are very proud to offer our pupils a wide variety of additional opportunities within our school. Kirktonholme has a successful athletics, netball and football team, who take part in local festivals. These teams are supported by our teaching staff. We have been able to offer our pupils the following opportunities:

- Swimming for P7 and P6 pupils
- Participation in local Rotary competitions, including Burns
- Participation in extra curricular clubs such as athletics, football, netball, science & engineering, homework, enterprise, ICT, choir
- Brass and violin tuition
- Taster sessions of a variety of sports including cricket, handball, basketball and karate
- Annual P7 residential trip
- Annual P6 and P7 school show
- Choir visits into our community
- Nursery visits to McKillop Gardens Nursing Home

We are very grateful to staff, volunteers and parents who donate their time to running the clubs and providing our children with additional experiences.

## Pupil Leadership

Pupil Leadership plays a large role in the running and decision making in our school. Our pupils are encouraged to have a voice in our school and can be elected onto our Pupil Council where they are involved in whole school decision making. This year, all P4-P7 pupils are involved in improving aspects of our school. Each child belongs to a HEART group who have created and are working on 3 goals for the year. This year our groups are

Captains

Health & Wellbeing Ambassadors

STEM leaders

Creativity group

Culture Club

Respect group

Reading Schools

Eco Warriors

Fundraisers



National Bikeability Award Winner



School show



Our Choir performing at the Memory Café



# The Kirktonholme Team

Head Teacher	Mrs Linda Wright	
Depute Heads	Mrs Karen Clow	(Mon – Wed)
	Mrs Valerie Miller	
	Mrs Samantha Souter	(Wed – Fri)
Principal Teachers	Mrs Samantha Souter	(Tue & Wed)
	Mrs Lisa Miller	
	Mrs Lynsey Ferguson (Acting)	(Wed – Fri)
Teaching Staff	Mrs Fiona McGhee	P1
	Mrs Alana Everett	P1
	Mrs Lynsey Ferguson	P1/2
	Mrs Gillian Henderson	P2
	Mrs Angela Bromley	P2/3
	Miss Catriona McAdie	P3
	Miss Lauren Ferguson & Miss Sarah Little	P4
	Mrs Fiona Prentice & Mrs Emma Scott	P4
	Mrs Deborah Collins & Mrs Wilma McLaughlin	P5
	Mrs Laura Johnston & Mr Murray Constable	P5
	Mrs Sarah Niewczas	P6
	Miss Laura McWilliam	P6
	Mr Craig Scott	P7
	Mrs Lisa Miller	P7
Sustainability	Mr Murray Constable	
Nurture	Miss Sarah Little (Mon-Wed)	
Cc	Mrs Julie Wall	
Specialist Support	Mrs Elaine Buchanan	
Ed Psychologist	Mrs Lisa Whitehead	
P5 Music specialist	Mrs Caitlin Hollinger	
Violin Tuition	Mr Graeme Walker	
Brass Tuition	Mr Chris Mitchell	
Support staff	Mrs Anne Duddy / Mrs Karen Jamieson	Team Leaders
Clerical Assistants	Mrs Lorraine Frew	
	Mrs Tracy Milne	
Support Assistants	Mrs Geraldine Connor	
	Ms Irene Bain	
	Mrs Sue Kendall	
	Mrs Julie McKillop	
	Mrs Julie White	
	Mrs Helga Peden	
	Mrs Lorraine Wheatley	
	Mrs Cheryl Jarvie	
Janitor	Mr Stephen Danks	
Catering Manager	Mrs Tanya Forde	



Staff Netball Team



# Attendance

**We place a high level of importance on school 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 your child is unable to attend school, please contact the office by 9.15am. Let the school know the likely date of return and keep them informed if the date changes;
- ❖ Inform the school, by phone, in person or in writing, if you know in advance of any reason why your child is likely to be absent from school eg hospital / dental appointment
- ❖ Inform the school (or update Parent Portal) of any change to the following:-  
Home Telephone Number      Mobile Number      Emergency Contact Details

Requests for your child to be absent from school to make an extended visit to relatives 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](http://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](http://www.southlanarkshire.gov.uk) or email [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk)





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.

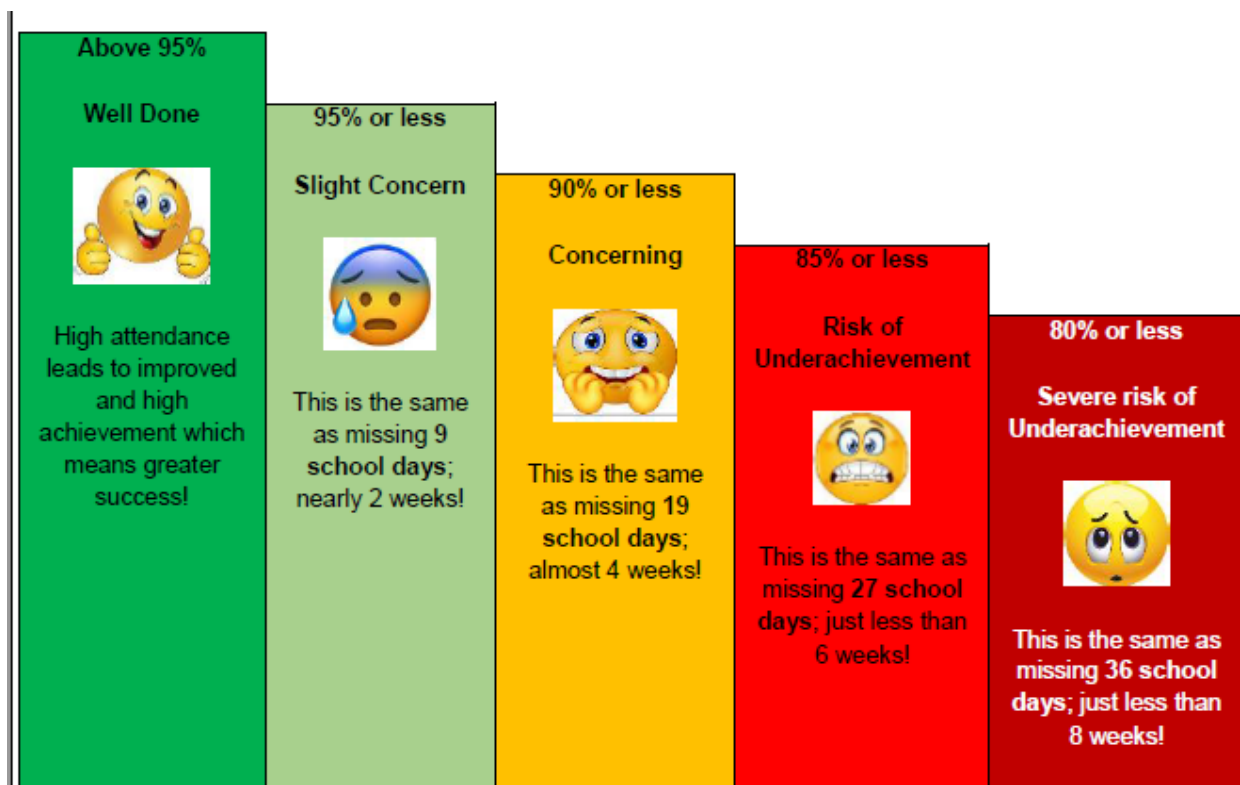
Family holidays should be avoided during term time as this both disrupts the child's education and reduces learning time. If holidays are taken during times when the school is open parents should inform the school in advance by letter.

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 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](http://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](http://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 and/or the Parent Teacher Association contact the school or visit our website. We have also produced a guide on the role of a Parent Council [Insert Link](#) which was produced by parents for parents,

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.

Parents are always warmly welcomed into our school. They support us in many ways from attending family learning workshop and school events to becoming a parent helper within the classrooms.

At Kirktonholme we have an active group of parent helpers who support us by accompanying pupils on outings, or engage in learning activities with the pupils such as paired reading or getting involved in our active learning approach. To find out more on how to be a parent helper, or a member of the Parent Council just contact the school or visit our website.

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

- Parentzone – [www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk)
- Engage Parent Forum – [www.engageforeducation.org](http://www.engageforeducation.org)
- National Parent Forum for Scotland – [www.educationscotland.gov.uk/parentzone](http://www.educationscotland.gov.uk/parentzone)
- South Lanarkshire Council – [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)





# Kirktonholme Parent Council

Our school is very fortunate to be supported by an active Parent Council. Throughout the year the Parent Council provide excellent opportunities for our pupils including Halloween Discos and Christmas and Summer Fairs.

*A message from Kirktonholme Parent Council:*

As a parent, you can become involved and have a 'voice' by working in partnership with Kirktonholme Primary School on the Parent Council. Our school values and welcomes the help of parents with school activities and events, and also supporting the management of the school. You may be able to help out on a regular basis or you may only occasionally have time but all offers of help are gratefully received. The important thing is to be aware that you have skills and abilities that you can use to benefit Kirktonholme Primary and its pupils and we would be delighted to hear from you!

## **Parent Council**

Joining the Parent Council will allow you to input your views and opinions on a monthly basis during term time (approximately 8 meetings per year for around two hours in the evening).

The role of the Parent Council is to:

- support the school in its work with pupils
- represent the views of all parents
- encourage links between the school, parents, pupils, pre-school groups and the wider community
- report back to all the parents in the school
- play a role in the appointment of head teachers and depute head teachers
- support the school and pupils during school inspections.

If you feel that this is not for you then fear not – we also need help with fundraising activities

Fundraising activities include Halloween, Christmas and Summer fairs etc. Helping at these events is another option which will allow you to be actively involved in your child's school while only giving up a small amount of time to man a stall or supervise for an hour at one of the school discos. We have made financial contributions to support events, purchase audio equipment and provided resources for Early Learning Class. In recent years, we have been able to gift the school with new sheds, 15 ipads, Lego Robotics Kits, playground equipment, provide a bike shed to support the Bikeability programme and contribute to the development of the outdoor space.

If you would like to get it touch, we would be delighted to hear from you and answer any questions that you may have. We have a closed Facebook page, "Kirktonholme Primary Parents Page."



Family workshops



Halloween Discos



Stay and Play in P1



# 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 forward looking, coherent, flexible and an enriched curriculum that provides young people with opportunities to engage with the knowledge, skills and attributes they will need to flourish in life, learning and work.

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



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

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

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

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

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



Bikeability



Play Approach



Loose Parts



## Expressive arts

Expressive Arts covers Art and Design, Music and Drama. These areas are linked to specific topics and covered in Interdisciplinary Learning. The children are afforded a great range of experiences from the curriculum and work builds on prior learning. A variety of opportunities are available for children throughout the school to take part in music/drama activities, including Nativities, Carol Concert, Choir on Tour and our annual school show. Children from P5 – P7 are given the opportunity to learn to play an instrument – current choices are violin and a variety of brass instruments. P5 children take part in South Lanarkshire Council's Youth Opportunity programme and have an extra session of Music for two terms of the year.

## Languages and literacy

Reading, Writing, Listening and Talking activities are the basis of our Literacy throughout P1 – P7 and are planned for and developed within the daily classroom programme.

We use a variety of text and strategies to teach language and literacy throughout the levels. We use Blooms Taxonomy to develop higher order reading skills and make use of resources including: Story World, Literacy World, Literacy Box, Jolly Phonics, Rhyme and Analogy, Active Literacy and Key Comprehension.



**Reading** Pre-reading activities have started with your child long before school starts and these continue until he/she is ready for more 'formal' reading. The teaching of reading is based on phonological awareness. All materials and teaching develop the higher order reading skills. All children work within a group situation suited to their age and ability level. Our class libraries encourage the children to read for pleasure and books may be sent home to encourage parents to participate in reading sessions with their children (reading to them, reading with them, listening to them and discussing).

## Health and Wellbeing

Physical Education now comes under the area of health and wellbeing. Healthy physical development is important for all children. We promote a healthy, open attitude to life, where exercise and fun go together, encouraging a better more health-conscious life style. We provide children with a minimum of 2 hours core PE per week. We adopt a Better Movers Better Thinkers approach to ensure PE skills are transferable. Swimming lessons are offered to P5 for two terms each year. P6&P7 undertake Bikeability Training for levels 1 and 2. P7 participate in a residential outdoor activity week.



Our Health and Wellbeing programme is valued and is a core teaching area which incorporates healthy living, healthy eating, protective behaviours, massage, drug awareness, sex education, and personal safety, whilst being underpinned by the wellbeing indicators of Safe, Healthy, Achieving, Nurtured, Active, Respect, Responsible and Included. The materials are interesting for children and put their message across in a way which engages the child's attention and invites discussion and questions. Topics are dealt with in varying degrees of depth and each progressive stage, thus building up the child's knowledge and understanding of how we live and how to cope with the varying aspects of growing up in our society.

### **Sexual Health and Relationships**

Sexual Health and Relationships Education is part of our Health Education Programme. The topics present facts in an objective, balanced, and sensitive manner within a framework of sound values and awareness of the law on sexual behaviour. All pupils will be encouraged to appreciate the value of a stable family life, parental responsibility in bringing up children and offering them security, stability and happiness, and the value placed on marriage by religious groups or others in Scottish society. All parents/guardians have the right to be informed about the contents of any sex education lesson and to discuss any issues with the Head Teacher or Health Education Coordinator. Parents/carers have the right to ask for their child to be removed from sex education lessons and offered alternative education.

### **Mathematics and numeracy**

Much of our work in Maths is taught using active and interactive approaches. We use a variety of teaching methods and resources for teaching maths. We place great emphasis on our children learning basic number bonds, mental calculations and tables. These are done in an interactive way and are catered for at every stage of the child's mathematical development. Children are continually assessed from the first term of P1 and their mathematics programme planned accordingly. Our mathematics programme takes the child through a wide range of practical activities in money, time, measure, shape, position and movement and problem-solving. Information handling skills are being developed from P1 to P7. Whenever possible, these activities are linked to real-life situations so that pupils can relate what they are learning in school to actual contexts.

### **Technologies**

Kirktonholme Primary is very fortunate to have an ICT suite where children can develop their skills from ELC to P7. Each class has the facility of an EBeam or C Touch to support our teaching and learning experiences. We make very good use of assistive technologies to support our learners.

Parents/guardians and children in Kirktonholme Primary are asked to sign an internet agreement to abide by safe internet rules.



### **Sustainability**

At Kirktonholme, our curriculum has a focus on Sustainability. Mr Constable teaches this for one day every fortnight in most classes. The children share their learning at our annual KOP conference. We make good use of our outdoor spaces, which includes a small wooded area.



Kirktonholme Waste Warriors



making stick men



Outdoor workshops with Wild Squirrel



## *Spiritual, social, moral and cultural values (Religious Observance)*

At Kirktonholme Primary we have pupils with many different faiths and nationalities and as a non-denominational school we ensure that our RME programme does not promote one religion to the exclusion of other beliefs. We invite our pupils to engage in a 'time to reflect'. The school is supported by a chaplaincy team of

Mahboob Masih  
David Graham

West Mains Church  
Baptist Church

### **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. Any request for a child to be withdrawn from Religious Observance should be made in writing to the Head Teacher.

Where a child is withdrawn from Religious Observance, schools will make suitable arrangements for the child to participate in a worthwhile alternative activity.

### *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.



Our Christmas Nativity

# Assessment and Tracking Progress

Throughout their school life, children are assessed regularly to monitor their progress. At Kirktonholme we assess our pupils to improve their learning. We follow the guidance given in Building the Curriculum 5.

Our pupils are informally assessed every day by their class teacher through observation, discussion and feedback, questioning and through the pupil's work. Teachers regularly evaluate pupils' progress in order to plan the next steps in learning. Pupils are expected to reflect upon their learning and engage in self assessment and setting of their own targets. These targets and children's learning journeys are shared with parents through our Home School Diaries.

We undertake some specific formal assessments at certain stages:

- 1 In Primary 1 we implement a programme of Early Intervention in line with government recommendations. We use the South Lanarkshire Literacy Toolkit as a screening programme to identify any potential areas of difficulty for our pupils and plan appropriate interventions to support learning.
- 2 In Primary 2 the pupils participate in the 'Quest Test'. These tests are administered by the class teachers. Children who score below a certain threshold are diagnostically assessed by our Specialist Support teacher to allow us to determine their area of difficulty and to provide a suitable programme of work for them.
- 3 Pupils will also participate in an annual standardised reading, spelling and numeracy test as this allows us to track and monitor the children's literacy and numeracy progress.
- 4 Pupils will complete end of level maths assessments.

We want to share with you on how your child's learning is progressing. Each term we have a Progress Week allowing staff to focus on the attainment of our pupils. Pupils will use a Progress Jotter. Three times a year pupils will take this home, along with a tracking report, to share their learning with their families. Families are encouraged to make comment in these books.

Teachers and Senior Management Team engage regularly in activities to ensure pupils remain on track with their learning and meet the milestones we expect of them. If required, interventions are put into place to allow pupils to 'get back on track.'

During P1, P4 and P7 our pupils will engage with the Scottish National Standardised Assessments, as this is a national requirement. 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. These assessments are one part of a 'suite of assessment tools' which teachers use to inform their professional judgements.

We also work collegiately with our colleagues in the Duncanrig Learning Community, to ensure we are sharing standards and setting the highest levels of attainment and achievement.



P7s showing off their Progress Jotters



## Reporting to Parents

Kirktonholme Primary School recognises that good teamwork among 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 include children presenting their learning, newsletters, a written reports and ongoing oral discussions.

You can expect to receive two tracking reports over the year. In addition, we will provide parents with an end of year report detailing your child's progress, highlighting their successes, achievements and areas for development. There will also be two parents' meetings which offer you the opportunity to discuss how your child's 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 Parents' Evenings are usually held in October and March of each year. You can of course contact the school at anytime if you wish further information.

Our '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.

Each session we hold a "Meet the Teacher" which gives parents the opportunity to hear first hand from the class teacher about different aspects of school life and specifically the classroom management and organisation. There is also a curriculum focus in each newsletter to keep parents up to date. Most classes organise an Open Afternoon which gives parents the opportunity to visit the classroom with their children, see the children's work and talk briefly to the teacher. We also host come and learn with me events.

We are constantly striving to improve communication links between home and school. We use our uniquely designed Home School Diaries, which provides parents with homework information as well as details of their child's learning journey.

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

*"End of year reports show what you've done and what you need to do next year but in a positive way."*



Sharing our learning with our parents

## 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](http://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](mailto: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](http://www.southlanarkshire.gov.uk) or by contacting [edsuppserv.helpline@southlanarkshire.gov.uk](mailto:edsuppserv.helpline@southlanarkshire.gov.uk) or phone **0303 123 1023**.

Enrolment date for 2024 is week commencing 8 January 2024.

### 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](mailto:edsuppserv.helpline@southlanarkshire.gov.uk) or **0303 123 1023**.



# Transitions

Kirktonholme Primary is part of the Duncanrig Secondary Learning Community.

## **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.



# Getting It Right For Every Child “GIRFEC”

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](http://www.scotland.gov.uk/gettingitright)



# Support for All (Additional Support Needs)

In Kirktonholme Primary we are committed to the key principles of Getting It Right for Every Child (Scottish Government, 2004) and we use a staged intervention approach when engaging with children and their needs. The needs of our pupils may vary throughout the course of the school year or may include longer term needs. Pupils in our school are supported in their learning by their class teachers, who plan and prepare appropriate learning activities for their class.

If, however, a class teacher believes a pupil may require additional support, including 'more able pupils', a staged intervention process would begin and class teachers would consult with our ASN coordinator and agree strategies to employ to support the child and their learning. The intervention and support are monitored and reviewed and if additional assistance is still required our Additional Needs Coordinator, Mrs Samantha Souter, will progress the intervention onto the second stage. The second stage may include support from Specialist Support teachers and Psychological Services. At this stage, pupils may have an Additional Support Plan.

At all stages, communication with the child's family is vital to work in partnership to support the pupil and to ensure we are meeting their needs.

An Additional Support Plan may be created detailing a suitable programme of work tailored to the child's needs. This may involve consultation time with our Additional Support teacher, Educational Psychologist or other agencies. When there are a number of agencies involved, including other professions, pupils may require a Co-ordinated Support Plan.

## Emotional Support

In Kirktonholme our children's emotional well being is of great importance to us. We have a system in place for children who are experiencing emotional difficulties eg feeling isolated in the playground. Children request a meeting through our "Listen to Me" box and our Additional Support Coordinator, Mrs Souter, will arrange a meeting with them and provide a listening ear. Every child participates in our Bounce Back programme which has been established to develop resilience in our pupils.



Sketchnote on Kirktonholme's emotional supports



# Support for All (Additional Support Needs)

## Parental support

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.

Leaflets include

The Additional Support for Learning Act  
Planning for Learning – ASP  
Transitions  
Inclusive Education  
Visual Impairment Support  
Independent Adjudication  
Information for Parents and Carers about moving on from school.

Requesting an Assessment  
Planning for Learning – CSP  
Future Planning  
ICT Assessment  
Early Years Specialist Support

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

Enquire – the Scottish advice service for additional support for learning

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

Phone Helpline: 0345 123 2303

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

Email Enquiry service: [info@enquire.org.uk](mailto:info@enquire.org.uk)

Advice and information is also available at [www.enquire.org.uk](http://www.enquire.org.uk)

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

If you would like to order our leaflets, postcards or guides, please contact us on [info@enquire.org.uk](mailto:info@enquire.org.uk)





# Attachment Strategy

## 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 can inform the ways in which we support children and young people.

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

















South Lanarkshire Council's Attachment Pledges



# School Achievements

Kirktonholme Primary in line with all schools in South Lanarkshire is involved in a three year cycle of Improvement Planning. This involves staff, pupils and parents working together to identify priorities for school improvement.

Here are some of our outstanding school achievements from last session 2022/2023

-  Attainment has increased in Writing, Listening & Talking & Maths and remained consistent in Reading
-  Attainment in Writing has increased by 3% and staff feel more confident in making Teacher Professional Judgments
-  Creation of a whole school Tools for Writing approach
-  Regulation stations and sensory boxes created by Health & Wellbeing Ambassadors are utilised by learners in every class
-  All learners visited the Science Centre (Participatory Budget)
-  Loose parts workshops have allowed for more enquiry based experiences across the whole school
-  P7 created and hosted our first Rights of a Child Celebration
-  Increased opportunities for family learning –Stay & Play, Loose Parts & Digital Workshops, successful ELC parent and child joint nursery outing
-  Eco Warriors hosted a successful second KOP conference, sharing our practice within SLC and beyond
-  Play pedagogy continues to be developed within KPS
-  Almost all P7 pupils participated in an island residential outdoor learning experience
-  Outstanding Lion King show was performed by P6 & P7
-  Polytunnel has been installed to support our sustainability programme
-  Creativity has been developed through monthly challenges (UNCRC Article 13)

More detailed information on our attainment and achievement can be found in our Standard and Qualities Report 2022/23. This is accessible from our website, or by asking for a copy at our school office.

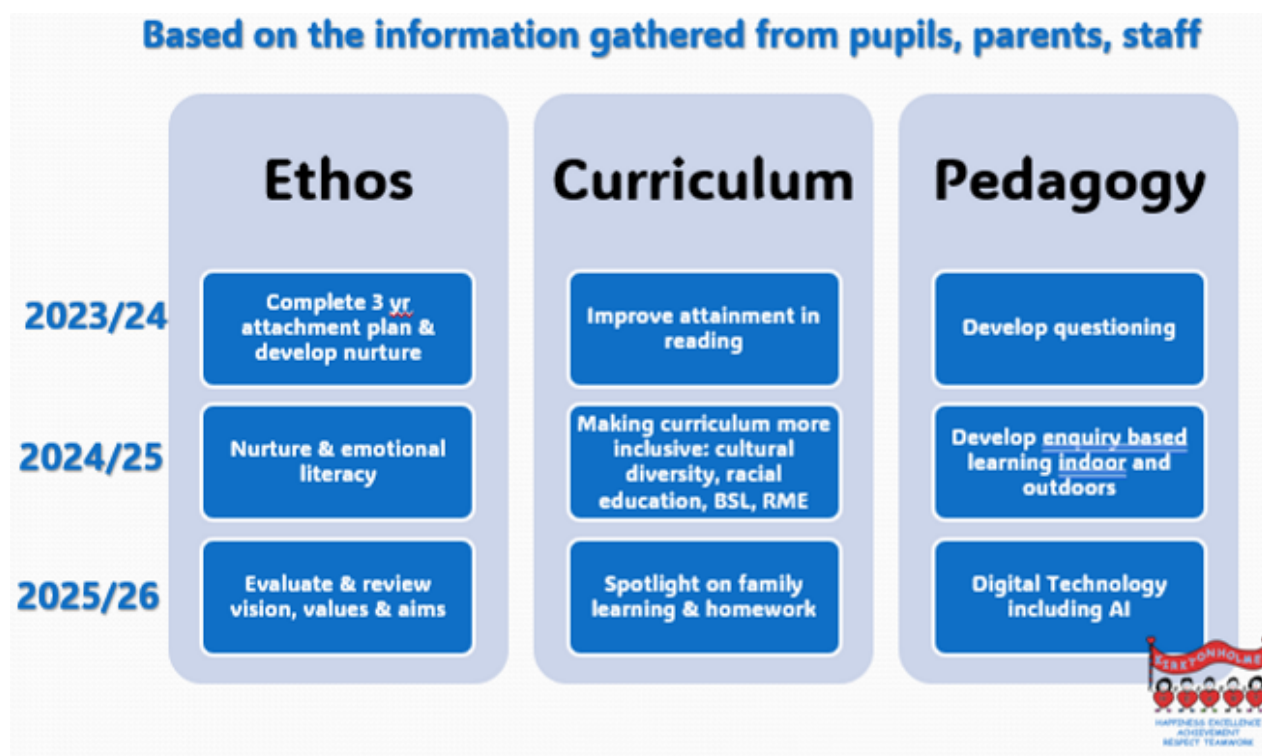


Some of our previous achievements include working collaboratively with Family School Groups and achieving the first Digital Schools Award in South Lanarkshire Council.



# School Improvement Plan

Based on our self-evaluation and a Strengths, Weaknesses, Opportunities and Threat consultation with the whole school, we have created a 3 three strategic plan.



## School Priorities for 2023/24

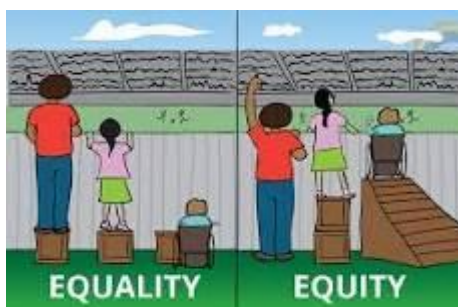
We are always striving at ways to make our school even better and by listening to our pupils, parents and staff and taking direction from the Scottish Government, we have identified some new priorities for our school to focus on. This year our school will be focusing on:



The plan is created and discussed with the Parent Council and progress updates are shared with all parents in monthly newsletters. A copy of the School Improvement Plan is available upon request at the school office.



# Pupil Equity Funding



## Pupil Equity Funding

Through consultation with our community, it was agreed that we could have the greatest impact on the poverty related attainment gap, by using the funding to provide an additional teacher (2 days a week). This member of staff will undertake Nurture training, create a new Nurture space within our school and provide semi-classic Nurture groups to support the wellbeing and readiness to learn for some of our children in P2-P5. An additional proportion of funding was allocated to an Expressive Arts project at P6. Support staff were also recruited to provide a Breakfast Club provision to ensure children have the best start to their day.

## Participatory Budget

Our children and families have an opportunity to express their views on the school spending plan. Our Pupil Council decided upon five areas of spend for this year based on the areas they feel are needed. This year the options were

- 1 **PE & outdoor play equipment**
- 2 **School trips**
- 3 **Art supplies**
- 4 **After school clubs**
- 5 **Visitors and masterclasses**
- 6 **New books**

Our Pupil Council organised voting counters for our whole community to decide upon how to spend this budget. This year, the community chose to spend the participatory budget on school trips. As a result, all classes will visit a museum or place of interest in connection to one of their projects.



The Treehouse (our new nurture space)



Outdoor Sculpture Project with P6 & Alex Allan

We have a Cost of the School Day policy which can be accessed on our website.

# *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.

### **Primary pupils**

Healthy eating is something that the school supports, and a range of meals are available at lunchtime that meet the Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2020

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

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

Pupils in:

Primary 1 - 5 receive a free school lunch.

Primary 6 - 7 meal cost is £2.05.

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

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

### **Adapted diets**

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

### **Free School Meals**

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

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



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

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

At Kirktonholme Primary, we offer a free Breakfast service. The service runs from 8.15am to 8.45am each school day. Children should enter via the dining room door at the playground.

## Allergies

### 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 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.

At Kirktonholme, all new children are gifted with a school tie courtesy of our Parent Council. Uniform items with the school logo, such as polo shirts, sweatshirts and fleeces are available to order from the Blossoms or Academy Uniforms. Kirktonholme Primary pupils are encouraged to wear grey skirts, trousers or pinafores and blue shirts/polo shirts. These items are widely available to purchase. All pupils require black gym shoes. Free uniforms can also be found in our Swap Shop, situated at the main entrance or at Hunter House café.



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.

## 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](http://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).

## Transport

### School transport

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

A privilege transport scheme is operated for mainstream school contracts where a pupil is not entitled to free school transport. Privilege transport will only be granted providing there is spare capacity on an existing school contract and will be from and to designated pick up and drop off points. Privilege transport will not be provided where a service bus is used on the school run. Any spare capacity will be allocated using agreed priorities. More information on school transport is available

[www.southlanarkshire.gov.uk/info/200188/secondary\\_school\\_information/545/school\\_transport](http://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 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.



Theatrical experience with M&M productions

# Child Protection

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

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

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

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

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

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

The Child Protection Committee’s website has a range of useful information for parents/carers to help them keep their children [www.childprotectionsouthlanarkshire.org.uk](http://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](http://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 by our 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](http://www.southlanarkshire.gov.uk) will be used to let you know if the school is closed and when it will re-open.

Check our school website for up to date information [www.kirktonholme-pri.s-lanark.sch.uk](http://www.kirktonholme-pri.s-lanark.sch.uk)

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](http://www.southlanarkshire.gov.uk) or email [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk)

## Your commitments

We ask that you:

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





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

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

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

### **Privacy Notice**

#### **Introduction**

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

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

#### **Using your personal information**

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

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

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

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

#### **Information we collect at other times**

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

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



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

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

### **Information that we collect from other sources**

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

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

### **Why do we need this information?**

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

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

### **We will share your information with:**

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

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



has an obligation to pass on information with regards to pupil records to the new school/local authority.

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

([https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general\\_privacy](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.



Fitness Festival



## Education Resources

### School Holiday Dates Session 2023/24

Break	Holiday dates		
<b>First Term</b>	<b><i>Teachers In-service</i></b>	<b><i>Monday</i></b>	<b><i>14 August 2023</i></b>
	<b><i>In-service day</i></b>	<b><i>Tuesday</i></b>	<b><i>15 August 2023</i></b>
	Pupils return	Wednesday	16 August 2023
September Weekend	Closed on Re-open	Friday Tuesday	22 September 2023 26 September 2023
October Break	Closed on Re-open	Monday Monday	16 October 2023 23 October 2023
	<b><i>In-service day</i></b>	<b><i>Monday</i></b>	<b><i>13 November 2023</i></b>
Christmas	Closed on Re-open	Monday Monday	25 December 2023 8 January 2024
<b>Second Term</b>			
February break	Closed on	Monday and Tuesday	12 February 2024 13 February 2024
	<b><i>In-service day</i></b>	<b><i>Wednesday</i></b>	<b><i>14 February 2024</i></b>
Spring break/Easter	Close on  Re-open	Friday Monday	29 March 2024 17 April 2024
<b>Third Term</b>			
	<b><i>In-service day</i></b>	Thursday	2 May 2024
Local Holiday	Closed	Monday	6 May 2024
Local Holiday	Closed on Re-open	Friday Tuesday	24 May 2024 28 May 2024
Summer break	Close on	Wednesday	26 June 2024
Proposed in-service days	15 & 16 August 2024		

#### Notes

- ◆ Good Friday falls on Friday, 29 March 2024
- ◆ *Lanark schools will close Thursday, 6 June 2024 and Friday, 7 June 2024*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 22 December 2023 and Thursday, 28 March 2024)
- ◆ Schools will close at 1pm on the last day of term 3 Wednesday, 26 June 2024)  
\*Two in-service days proposed 12 & 13 August 2024.

School holidays can be found on South Lanarkshire Council's website

[https://www.southlanarkshire.gov.uk/info/200140/education\\_and\\_learning/82/school\\_holidays/2](https://www.southlanarkshire.gov.uk/info/200140/education_and_learning/82/school_holidays/2)

