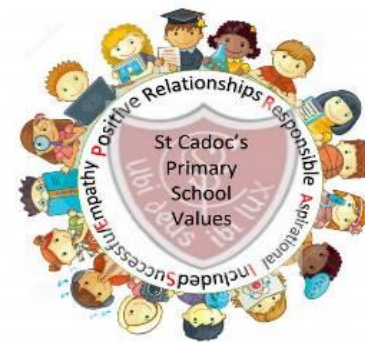




Education Resources



# St Cadoc's Primary School Handbook 2022

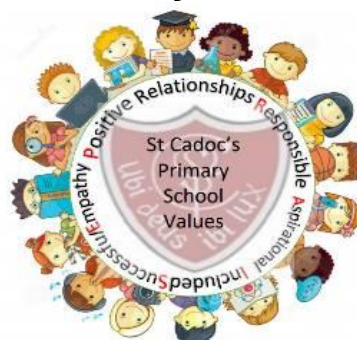
# Contents

1. Introduction
2. Covid 19
3. About our School
4. Parental Involvement
5. School Ethos
6. The Curriculum
7. Assessment and Tracking Progress
8. Reporting
9. Transitions (Change of school / Placing requests)
10. Support for Pupils (Additional Support Needs)
  - Getting it Right for every child
  - Enquire
  - Attachment Strategy
11. School Improvement
  - Pupil Equity Funding
12. School Policies and Practical Information
  - Nursery
  - Free meals
  - Uniform/dress code
  - Clothing Grant
  - Transport

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).

# 1) Introduction by the Head Teacher



P. R. A. I. S. E.  
Positive Relationships,

## *Vision*

At St Cadoc's Primary School we are committed to creating an inclusive culture of learning where all children will be challenged in their thinking, to achieve the best of their abilities and strive to become lifelong learners and responsible citizens.

We value each child's individuality and provide a safe, stimulating, challenging and nurturing environment, where all pupils can achieve their potential.

We empower our children to become resourceful, resilient, aspirational and respected citizens who can make a valuable contribution to their community.

We are committed to developing as a community of faith and learning, promoting Gospel values, through celebration and worship, and through service to the common good.

## *Aims*

- To provide a kind, friendly, caring and supportive environment where all children feel valued and secure.
- To promote strong positive relationships based on trust and mutual respect.
- To embed the Nurture Principles ensuring we are meeting pupils, social and emotional needs, enabling them to access education on an equal basis.
- Combine high standards of teaching and learning with a broad and rich curriculum.
- Promote, a positive attitude towards learning and building aspirations that allows children to achieve their potential in all areas.
- Establish effective partnerships with parents and the community.
- To provide a Religious Education Programmes which will enable young people to develop their understanding of Gospel values and how to apply them to life.

St. Cadoc's is a small friendly and nurturing school in the middle of Halfway in Cambuslang. It is housed in a new building opened in August 2013. The school is well equipped with excellent facilities and advanced technological resources. The staff are experienced, committed and enthusiastic and take an active part in all after school events and local community events.

We provide a happy, secure learning environment where everyone feels valued. Learning experiences are carefully planned and our pupils are set targets which are challenging but attainable. A range of teaching approaches are used by staff to foster independent and active learning, and we both recognise and celebrate success, motivating our pupils to be successful learners.

At St. Cadoc's, we aim to provide a well-balanced, stimulating curriculum, fully in keeping with national Curriculum for Excellence guidance. Appropriate time and emphasis is given to each curricular area. We ensure equal access for all pupils, and through these experiences, we hope to nurture talents, develop skills and build on prior learning.

In partnership with parents / carers we will continually strive to meet the needs of all our children, and to enable them to realise their full potential. We have high expectations of our pupils and encourage their belief in their own abilities. We encourage our pupils to become effective contributors and good communicators.

We actively encourage parents and carers to become fully engaged with all aspects of the school and of their child's learning, including opportunities for paired reading, school library, educational trips, sporting festivals and curriculum evenings. We seek parents and carers views in relation to the school improvement priorities and encourage parents to become engaged in the process of further developing and improving the school to the benefit of all pupils.

All staff work in cooperation with specialist support staff and external agencies to ensure pupil's needs are identified and addressed as early as possible. Differentiated programmes of work are planned effectively to meet individual requirements.

We aim to promote a strong sense of pride in our school and encourage the wearing of our school uniform. Adults and pupils in St. Cadoc's show respect for themselves and for each other. All are aware that respect must be earned, with adults being positive role models for children in their interaction with each other. We promote positive behaviour in school through clear and established procedures to encourage respect for self and others.

We aim to help our pupils be aware of their own self-worth and become confident individuals, prepared for life in a wider society where they will develop as responsible members of their community.

If, at any time you have any concerns about your child, please do not hesitate to contact us immediately. We are always here to help.

I hope you find this handbook informative. Please contact the school if you require further information.

Lorraine Cassidy (Head Teacher)

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

The Council's Plan Connect sets out the Council's vision which is, "to improve the quality of life for all within South Lanarkshire".

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

## **2) COVID-19 – Keeping children, young people, and staff safe**

At the time of writing this guidance for the Handbook the Scottish Government and Public Health guidance still applies to schools and educational settings until further notice.

On the 19 October 2021 the Scottish Government announced that the existing COVID-19 safety mitigations in schools and educational settings are to remain for now, following the advice from senior Clinicians. It is worth noting that whilst for the general public a number of areas have changed in light of the roll-out of the vaccination programme, there continues to be restrictions in place for schools and educational settings. The public health message is that the safety of children and young people and all education staff, remains the overriding priority. Secondary aged pupils are expected to wear face-coverings and to undertake twice weekly lateral flow tests.

Our main focus remains on learning, teaching and the health and well-being of all learners. Schools/nurseries are adapting their ways of working and outdoor events can now take place without the restrictions that apply indoor. The infection control procedures in our schools such as, hand sanitisation when you arrive and leave, and by washing hands regularly has helped to mitigate against the spread of the virus as has the NHS roll-out of the vaccine to those who are eligible.

If there is a positive case involving a child and/or member of staff at the school then we will let you know by providing you with letter from NHSL Public Health which lets you know what you need to do.

So it is worth noting: -

There are still restrictions on who can visit schools, including parents/carers. In effect, parents/carers are not able to attend events that take place during the day in a school/nursery.

Where virtual arrangements for parental meetings are already in place and working well, then these should continue to be used.

Assemblies and large gatherings are still not permissible under the current guidance. Schools are therefore asked to consider group sizes as bringing large groups together in educational settings is not advisable.

Community Lets are allowed out with the school day in line with COVID-19 guidance. If there is an intention to organise events in the evening by a parent group, they are required to make any booking through the community letting procedures as normal. A risk assessment must be undertaken in advance. This is to take account of the mitigations that require to be taken in what will be a confined space, the need for clear access and egress routes, the wearing of face coverings and infection controls, like hand sanitisation.

If a parent group is planning to host an activity then they are asked to be mindful that current restrictions at present still do not enable parents/carers to meet in a large gathering on school premises during the day.

COVID-related mitigations remain under regular review, and the Advisory Sub-Group on Education and Children's Issues and the COVID-19 Education Recovery Group (CERG) continue to work with Ministers to ensure mitigations in schools and educational settings are proportionate and appropriate.

### 3) About our school

Head Teacher                   Loraine Cassidy

School Name:                   St. Cadoc's Primary

School Address:               Ivybank Ave  
Halfway  
Cambuslang  
G72 8SQ

Phone number                 0141 641 3088

Fax:                             0141 641 3836

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

E-mail:                         [office@st-cadocs-pri.s-lanark.sch.uk](mailto:office@st-cadocs-pri.s-lanark.sch.uk)

Present Roll:                 138

Stages Covered:             Primary 1 – Primary 7

Denominational Status: Roman Catholic, Co-Educational

#### **School Staff**

Head Teacher                   Mrs L. Cassidy

Principal Teachers             Mrs P. Elliott

Teaching Staff                 P.1       Mrs R. Strachan  
                                      P.2/3     Mrs K. Causer / Miss C. Jordan  
                                      P.3/4     Mrs P. Coccozza  
                                      P.4/5     Mrs C. Kelly  
                                      P.5/6     Mrs M. Deeney  
                                      P.6/7     Miss C. Delaney

Area Support Teacher         Mrs. Toni Cameron

School Support Assistants     Mrs S. Lydon (Acting Team Leader)  
                                      Mrs J. Hurles  
                                      Mrs K. Norwood  
                                      Mrs N. Donnelly  
                                      Miss K. Lee  
                                      Mrs F. McLaughlin

School Janitor                 Mr J. Mullen  
                                      Mrs B. Feeney

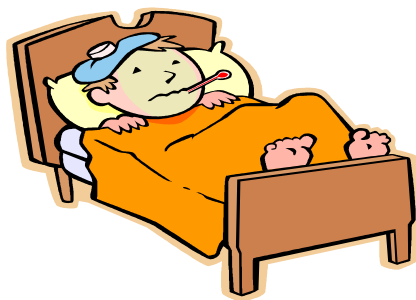
Catering Staff                 Ms E. Mount  
                                      Ms E. Young  
                                      Ms A. Scott

Cleaning Staff	Ms C. Arbuckle Ms M Raw Ms M Spiers Ms L Duffy
School Chaplain	Fr. C. Rodriguez
Parent Council	<a href="mailto:office@st-cadocs-pri.s-lanark.sch.uk">office@st-cadocs-pri.s-lanark.sch.uk</a>
Business Partners-	St. Andrew's Hospice Cambuslang Rotary Club Cambuslang Health Initiative  Cambuslang Fairtrade Forum  Nil By Mouth C.I.S.S - Confucius Institute for Scotland Schools

### **Procedures for Reporting Pupil Absence or Sickness**

The school would ask that all parent / carers report pupil absence to the school office by 9.30am on each day of your child's absence. If a pupil absence has not been reported by 9.30am, office staff will endeavour to contact parent / carers or nominated person by phone call to seek confirmation of the pupil's absence. We would ask that all parent / carers ensure that all emergency contact information is updated in the event of any change.

If parent / carers are aware of the need for a period of absence longer than three working days, we would ask that the parent / carer informs the school of the reasons for this absence and the expected date of return. In this situation, the school will make phone contact with parent / carers if the child is absent on and beyond the expected date of return.



### **Arrangements for Dealing with Parental Concerns**

The school aims to work in continuous quality partnership with all parent / carers. The school operates an 'open door' policy regarding parental concerns and will always endeavour to deal with any issues timely and respectfully. Parental concerns should be reported directly to the Head Teacher or Principal Teacher by phone call or E-mail. Depending on the issue reported, arrangements will be made appropriately to phone or offer a meeting with the Head Teacher, Principal Teacher or any specific Class Teacher. The school will make every effort to make contact with parent / carers within one working day of the reported concern and a response provided within three working days.



### **Arrangements for Parental Visits**

Parent / carers of prospective pupils from P1 to 7 who move into the catchment area of St. Cadoc's Primary School and wish to enrol their child at the school may contact the school to arrange a school visit. This is dependent on COVID restrictions at the time.



## 4) 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.

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

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

- Parentzone – [www.parentzonescotland.gov.uk](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)

## 5) School Ethos



### *Vision*

At St Cadoc's Primary School we are committed to creating an inclusive culture of learning where all children will be challenged in their thinking, to achieve the best of their abilities and strive to become lifelong learners and responsible citizens.

We value each child's individuality and provide a safe, stimulating, challenging and nurturing environment, where all pupils can achieve their potential.

We empower our children to become resourceful, resilient, aspirational and respected citizens who can make a valuable contribution to their community.

We are committed to developing as a community of faith and learning, promoting Gospel values, through celebration and worship, and through service to the common good.

### *Aims*

- To provide a kind, friendly, caring and supportive environment where all children feel valued and secure.
- To promote strong positive relationships based on trust and mutual respect.
- To embed the Nurture Principles ensuring we are meeting pupils, social and emotional needs, enabling them to access education on an equal basis.
- Combine high standards of teaching and learning with a broad and rich curriculum.
- Promote, a positive attitude towards learning and building aspirations that allows children to achieve their potential in all areas.
- Establish effective partnerships with parents and the community.

To provide a Religious Education Programmes which will enable young people to develop their understanding of Gospel values and how to apply them to life.

:

## 6) The Curriculum

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

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

In taking this forward our school will work closely with South Lanarkshire Education Resources and other services to enrich the curriculum, to provide the best possible education for all children and young people. We wish you to feel confident that your child is encouraged and supported to develop their literacy, numeracy and other skills whilst they attend our school. The 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 these websites: <http://www.educationscotland.gov.uk/thecurriculum/> or [www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk).

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

<b>Level</b>	<b>Stage</b>
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.

### **Language and Literacy**

Although the skills of Reading, Writing, Talking and Listening are developed across all eight curricular areas, support resources exist within the School. These resources assist with progression and reinforcement of these communication skills at a pace suitable to the needs of each child.

### **Modern Languages**

Within St. Cadoc's Primary School, Spanish is the modern language experienced by all pupils P1-P7. Our programme uses Early Start Spanish 1 and 2, BBC interactive Spanish games and Sonica Spanish.

Mandarin is taught at P4 – P7 via online link by native speakers from China.

## **Mathematics and Numeracy**

In Mathematics and Numeracy, we provide the children with the opportunity to develop and enhance their skills in Number, Money and Measure, Problem Solving, Shape, Position and Movement and Information Handling. Although Mathematics and Numeracy is taught in a relevant and practical manner, it is, also, cross-curricular in nature. However, support materials are used, when and where necessary, to ensure continuity and progression. The support materials used for Mathematics and Numeracy in St. Cadoc's Primary School is Scottish Heinemann Mathematics, Tee jay and Big Maths. These resources provides practical, discussion situations, which require active participation from the children and is used to provide variety and continued stimulation.

## **Social Studies**

Children are given an opportunity to learn about History (People in the Past), Geography (People in Place) the World Around them and to further develop their knowledge and skills through this area of the curriculum. The approach adopted may be a topic-based one, which provides opportunities to develop and reinforce social, physical and intellectual skills, and provides links with other areas of the curriculum. Through this approach, children will develop a greater awareness, understanding and appreciation of the world and the society in which they live.

## **Expressive Arts**

### **Music**

The learning experiences and outcomes in the area of music provide progression in singing, musical notation, the use of 'pitched / non-pitched' instruments and some opportunities for creative work. Many of these experiences are related to other curricular areas. ABC Music is also used throughout the school. It is fully interactive and delivered through the use of our interactive whiteboards. It has assessments for all stages and allows teachers to track the progression of all pupils. To allow the children to become familiar with some famous composers, a series of CD's are made available for children to listen to.

### **Art**

The children follow a sequential programme of development from Primaries One to Seven. Some of the elements covered are painting, drawing, collage and craft work. The use of South Lanarkshire Council's 'Smart Art' Pack, helps to support a steady progression in this area. A variety of materials and techniques are adopted to allow the children to use this curricular area as an important mode of self-expression. As part of their experiences in Art, the children learn about the work of famous artists.

### **Drama**

Progression in Drama skills is ensured by the use of educational experiences and outcomes from the Curriculum for Excellence. Drama is experienced, at all stages, both as an end in itself and as a tool to develop and explore ideas in other curricular areas. All children are involved in performing on stage, at least, once a year.

## **Health and Well Being**

St. Cadoc's Primary is a Health Promoting school and we have a very active Health / ECO Committee. We have achieved Gold Award in Sport status. Health education permeates the whole curriculum and there is a wealth of resources to enhance the teaching outcomes within Curriculum for Excellence. All classes follow a programme of learning experiences and outcomes which includes Games Skills, Gymnastics, Dance and Active Health. In consultation with our Active Health Co-ordinator, Paul Wright, we provide a variety of active sports, football, rugby, curling, tennis, netball, athletics, gymnastics and 'Walk to School' weeks. We achieved a 'Gold Sport Scotland Award', the first primary school in South Lanarkshire to achieve this.

## **Technologies**

Progressive programmes of study are in place for all stages for both technology and I.C.T. St. Cadoc's has an up to date computer suite area, complete with laptops and iPads. All classes are equipped with a computer and SMART board. A wide range of software and other I.T. equipment is available to enhance teaching and learning through Primary 7 pupils supporting primary 2 in using iPads.

## **Science**

All children follow a progressive programme for Science linked to the outcomes in Curriculum for Excellence and where possible this is linked to other areas of the curriculum to make the learning more relevant. A wide variety of resources are available for each stage and topic.

## **Homework**

The purpose of homework is to help consolidate new work or to give practice in areas where difficulties are being experienced.

A great deal of concentrated work is done in school and therefore homework is kept to a minimum. Care will be taken to select tasks which can be done in a short time and are within the child's prowess.

Homework will not always be written but may take the form of talking to adults at home, finding information from a newspaper or the television, drawing a picture, reading for information, etc. The teacher will try to ensure that the child appreciates the need for these assignments and understands their purpose.

Parents can help the teacher by giving support and encouragement to the child, by overseeing the work and by ensuring it is done carefully and neatly.

When no formal homework is prescribed, parents should encourage their child to spend some time reading either their reading book or a library book.

## **Extra-Curricular Activities**

When possible, facilities are provided for the following activities: Gymnastics, Football, Dance, Athletics, Netball, Basketball, Multi Sport, Boxercise, Computer Club, and Homework and Science Club.

We also provide Supported Study classes for pupils in both Numeracy and Literacy.

Pupils are also encouraged to enter local festivals and competitions.

The children participate fully in school concerts, assemblies and Christmas, Halloween parties, Summer and Winter Fayre are all a feature of the social life of the school.

Educational outings are used to enhance the topics being taught at each stage and take place throughout the school year. Pupils are also given the opportunity to go on Religious Retreats, as part of their preparation for receiving the Sacraments.

As part of their Personal and Social Development Primary 7 have the opportunity to take part in a 3 day residential outing.

When opportunities arise, theatre companies are invited into the school to perform for the children.

Throughout the year the children contribute generously to Missio, SCIAF, and St. Andrew's Hospice.

**THIS IS DEPENDENT ON GOVERNMENT COVID RESTRICTIONS.**

## **Spiritual, Social, Moral and Cultural Values**

St. Cadoc's is a Catholic School, and through our Religious Education Programme, regular attendance at Church services and positive school ethos, we aim in co-operation with home and parish to help children to:

- Know, love and serve God.
- Know and understand the doctrines and moral teachings of the Catholic Church.
- Develop their faith in the light of scripture, tradition and the teaching of the Church.
- Accept Christian moral values and live according to them.
- Investigate and understand the meaning and purpose of life with the guidance of the scripture and the tradition of the Catholic Church.
- Acquire an appreciation of other Christian traditions.
- Acquire an appreciation of other world faiths through an appropriate knowledge of their principal beliefs, spiritual values and traditions.

It is the practice within school to attend Mass in St. Cadoc's Church on the first Friday of each month (weather permitting) and on other feast days as appropriate. There are also other occasions when we may attend services to mark a particular event.

The core scheme used in the school is "This Is Our Faith" and is the programme recommended to us by the Bishops of Scotland. This lays great stress on the crucial role of parents as the child's first educators. Parents should make themselves familiar with the contents of the programme. In Primary 3, the children are instructed to receive the Sacrament of Reconciliation. A workbook, specially written to compliment This Is Our Faith, is used and parents are expected to work with the children using this book. In Primary 4, the children are prepared to receive their First Holy Communion. The workbook for parents and children compliments the programme.

In Primary 6 or Primary 7 the children are instructed to receive the Sacrament of Confirmation.

God's Loving Plan (Sex and Moral Education) is taught at various times at each stage of the school. In a letter of guidance issued by the Scottish Government in February 2011, it is acknowledged that Catholic schools take a distinctive approach to the provision of Religious Observance:

Scottish Government Ministers welcome the tradition that, in Roman Catholic denominational schools, Catholic Liturgy will largely shape the nature and frequency of religious observance activities in the classroom and in the wider school community. So, at times, children and young people will be invited to participate in, and sometimes to lead, prayer and reflection in classrooms and at assemblies. At other times, to honour particular occasions or feast, chaplains will lead school communities in the celebration of Mass and other forms of liturgical celebration. There is a statutory provision for parents to withdraw children from participation in religious observance. This right of parents' wishes will be respected. Any parent wishing to exercise this right must contact the Head Teacher to make arrangements. Such children will not be placed at any disadvantage with respect to secular education. Education Resources has produced guidelines on Religious Observance Policies and these are available in all establishments. Parents may request that their children to 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 authorized absentee in the register.

## **For Roman Catholic Schools**

In a letter of guidance issued by the Scottish Government in February 2011, it is acknowledged that Catholic schools take a distinctive approach to the provision of Religious Observance:

Scottish Government Ministers welcome the tradition that, in Roman Catholic denominational schools, Catholic Liturgy will largely shape the nature and frequency of religious observance activities

in the classroom and in the wider school community. So, at times, children and young people will be invited to participate in, and sometimes to lead, prayer and reflection in classrooms and at assemblies. At other times, to honour particular occasions or feasts, chaplains will lead school communities in the celebration of Mass and other forms of liturgical celebration. (Covid-19 permitting)

## **Equalities**

Integral to this guidance is the principle of mutual trust. 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.

## **7) Assessment and tracking progress**

Assessment is an integral part of the teaching and learning process and a continuous and robust process of assessment is used throughout St. Cadoc's Primary School to measure pupils' progress. The school has a structured policy on assessment for all curricular areas. We involve the children in the evaluation and assessment process.

We encourage both self and peer evaluations in assessment procedures.

Diagnostic tests are also used and these help us to structure Programmes of work for children, especially where a child is experiencing difficulty coping with activities previously set. In instances where the difficulties are more 'deep-rooted', we will secure the help of Psychological Services to provide the most suitable learning experiences and outcomes. This will only be carried out in full consultation with Parents.

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.

## **8) Reporting**

Reporting will be ongoing and comprise of a range of activities which can include children presenting their learning, newsletters, and ongoing oral discussions.

We will provide parents with reports so that you can see what your child is doing and how they are progressing. In addition, there will be 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 speak to your child's class teacher to discuss your child's education.

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.

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

## 9) Transitions

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

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

### **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 [edsupportserv.help@southlanarkshire.gov.uk](mailto:edsupportserv.help@southlanarkshire.gov.uk) or **0303 123 1023**.

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



## **Support for All (Additional Support Needs)**

Through our Staged Intervention Policy we plan to meet the needs of children and young people who require additional support in the most inclusive and least intrusive way.

Additional needs are met initially following identification and assessment and support is made available within the classroom.

Where a child requires support over a sustained period beyond that which can be provided in the classroom, whole school resource is deployed. An Additional Support Plan may be required at this stage. Child works with teacher to set targets and parents and carers are involved in the planning process.

Where a child requires support beyond the school and that can only be met by education staff working with other agencies, an ASP/ CSP is planned involving other agencies, including Education Psychologist and Specialist Support Teachers.

St Cadoc's employ a range of additional support for learning, including IDL, Catch – Up and 5 minute Box.

South Lanarkshire Education Resources have published a series of leaflets available which cover information for parents and carers about the Additional Support for Learning Acts.

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

Enquire 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 to share with parents and carers of pupils in your school, please contact us on [info@enquire.org.uk](mailto:info@enquire.org.uk)

## **Attachment Strategy for Education Resources**

### **Attachment – what we do to support children and young people**

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

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

#### ***What does it set out to do?***

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

#### ***How can I find out more?***

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

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

# 11) School Improvement

## Improvement Priority 1 - Health and Wellbeing

Complete Boxall Assessments across school.

Nurture Principles embedded within school.

HWB – using The Wellbeing Profile - Glasgow Motivation and Wellbeing Profile.

Further develop a robust and systematic Tracking and Monitoring of HWB across school.

## Improvement Priority 2 - Planning for Equity

### ***Cost of the School day***

Revisit CoSD Position Statement.

Will determine how to best eliminate charges for families. Ensure diary of school events is not dependent on financial considerations. Targeted learners will be given the tools required to undertake home-learning.

Sensitively signpost families to financial supports or by supporting them as a school community.

Re-identifying the poverty-related attainment gap.

Identify groups /learners/stages requiring targeted additional support and identify which barriers poverty related through a rigorous analysis of all relevant available quantitative and qualitative data.

## Improvement Priority 3 - Continuity of Learning

Creating and agreeing on a shared school vision on how we support Continuity of Learning as we move forward.

Ensure consistent high quality teaching and learning experiences for all pupils.

Tracking and Monitoring of HWB

Ensuring a full curriculum is re- established and planned for effectively across every stage

## Our School's Strengths

- A caring, purposeful ethos
- High levels of staff and pupil skill in Digital Technology
- Success in developing the children's awareness of the importance of healthy living and Promoting Positive Relationships. .
- Staff's enthusiasm for working together to improve children's learning experiences.
- The active engagement of all staff in taking lead roles in improving children's learning experiences.
- Effective partnerships with parents and the wider community, including the work of the home school partnership worker.
- The use of funding to support pupil equity

## What We Achieved Last Session –

- All staff trained in delivering an Active Literacy approach across a variety of stages.
- 6 teachers trained in Spanish.
- 1 teacher accredited Nurture Training
- 3 members of staff trained to deliver 'Catch up' in Literacy
- 3 members of staff trained in Numeracy 5 minute Box
- Free Breakfast Club run by staff.
- All staff trained in Attachment Theory and Dyslexia awareness training.
- All teaching staff trained in 'Big Maths ' to support the development of mental strategies
- All staff trained in ASD Lens awareness.

- We continue to be the Primary Confucius Classroom for Trinity Learning Community
- We implemented the '5 Minute Box' in literacy and numeracy
- We became more familiar with the moderation of literacy and numeracy.
- We strengthened links with feeder nurseries and Trinity High School.
- We continue to take part in 'Champions for Change ' project with 'Nil By Mouth' ( 2019/20)
- We promoted a culture of leadership throughout the whole school with staff and pupils taking forward aspects for improvement.
- We updated our Vision , Values and Aims in collaboration with parents pupils, staff and the wider school community
- We developed and will soon implement a Restorative Practice approach to dealing with conflict and disagreements.
- We took an active part in 'Beat the Street' to encourage physical exercise for our pupils and wider school community.
- As a school, we supported the philosophy of COP 26 by working with Friends of Cambuslang to keep our park litter free.
- Due to traffic pollution and unsafe parking in and around our school we developed our Travel Plan in collaboration with staff, pupils, parents and the wider community. Our plan was published in November 2021.
- We took an active part in 'Be Bright Day' raising awareness of dark mornings and evenings and the importance of being visible to traffic.

### **Our New Improvement Plan**

We write a new improvement plan every session which details the actions we intend to take to improve our school. A full improvement plan is available by asking for a paper copy from the school office.

## **12) School policies and practical information**

### **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 - 4 receive a free school lunch.
- Primary 5 - 7 meal cost is £1.95

In January 2022 Primary 5 pupils will also receive a free lunch and by August 2022 all primary school pupils will be eligible for a free lunch.

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

### **Free School Meals**

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

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

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

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

South Lanarkshire Council also offers a free Breakfast service. Check your child's school for details:- 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.

## Allergies

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

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

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

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

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

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

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

## Support for parent/carers

### Clothing grant

In certain circumstances the Council provides support to parents/carers for the purchase of school wear.

Applications can be made online at [www.southlanarkshire.gov.uk](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).

### School hours/holiday dates

1 <sup>st</sup> Session	9.00am	-	10.40am
Interval	10.40am	-	10.55am
2 <sup>nd</sup> Session	10.55am	-	12.35pm
Lunch	12.35pm	-	1.20pm
3 <sup>rd</sup> Session	1.20pm	-	3.00pm

When the weather is inclement the doors are open from 8.45am to allow entry to the school. During wet intervals children remain in the classroom with monitors and support staff for supervision.

See attached list showing school holiday dates.

### School Holiday Dates Session 2022/2023

Break	Holiday dates		
<b>First Term</b>	<b>Teachers In-service</b>	<b>Monday</b>	<b>15 August 2022</b>
	<b>In-service day</b>	<b>Tuesday</b>	<b>16 August 2022</b>
	Pupils return	Wednesday	17 August 2022
September Weekend	Closed on Re-open	Friday Tuesday	23 September 2022 27 September 2022
October Break	Closed on Re-open	Monday Monday	17 October 2022 24 October 2022
	<b>In-service day</b>	<b>Monday</b>	<b>14 November 2022</b>
Christmas	Close on Re-open	Friday Monday	23 December 2022 (2.30pm) 9 January 2023
<b>Second Term</b>			
February break	Closed on	Monday and Tuesday	13 February 2023 14 February 2023
	<b>In-service day</b>	<b>Wednesday</b>	<b>15 February 2023</b>
Spring break/Easter	Close on Re-open	Friday Monday	31 March 2023 (2.30pm) 17 April 2023
<b>Third Term</b>			
Local Holiday	Closed	Monday	1 May 2023
	<b>In-service day</b>	<b>Tuesday</b>	<b>2 May 2023</b>
Local Holiday	Closed on Re-open	Friday Tuesday	26 May 2023 30 May 2023
Summer break	Close on	Tuesday	27 June 2023 (1pm)
Proposed in-service days	Monday 14 August 2023 Tuesday 15 August 2023		

#### Notes

- ◆ Good Friday falls on Friday, 7 April 2023
- ◆ *Lanark schools will close Thursday, 8 June 2023 and Friday, 9 June 2023*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 23 December 2022 and Friday, 31 March 2023)
- ◆ Schools will close at 1pm on the last day of term 3 Tuesday, 27 June 2023)  
\*Two in-service days proposed for August 2023 to be confirmed.

## **Enrolment – how to register your child for school**

Enrolment date for 2022 is week commencing 17 January 2022.

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 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](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 2022 is week commencing 17 January 2022.

All school policies are available on request at our school office.

A monthly newsletter is issued to keep you abreast of all that is happening in St.Cadoc's.



## **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.

Any information on transport appropriate to the school should be mentioned.

### **Insurance for schools – pupils' personal effects**

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

#### **(i) Theft/loss of personal effects**

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

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

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

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

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

## **(ii) Damage to clothing**

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

## **Family holidays during term time**

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

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

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

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

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

The school holiday dates and in-service dates are available from the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

## **Promoting positive behaviour**

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

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

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

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

## **Child Protection**

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

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

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

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

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

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

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

## **Information on emergencies**

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

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

If for any reason, you are unsure if the school is open 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.



## Education Resources

### School Holiday Dates Session 2021/2022

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

#### Notes

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

### School Holiday Dates Session 2022/2023

Break	Holiday dates		
<b>First Term</b>	<b>Teachers In-service</b>	<b>Monday</b>	<b>15 August 2022</b>
	<b>In-service day</b>	<b>Tuesday</b>	<b>16 August 2022</b>
	Pupils return	Wednesday	17 August 2022
September Weekend	Closed on Re-open	Friday Tuesday	23 September 2022 27 September 2022
October Break	Closed on Re-open	Monday Monday	17 October 2022 24 October 2022
	<b>In-service day</b>	<b>Monday</b>	<b>14 November 2022</b>
Christmas	Close on Re-open	Friday Monday	23 December 2022 (2.30pm) 9 January 2023
<b>Second Term</b>			
February break	Closed on	Monday and Tuesday	13 February 2023 14 February 2023
	<b>In-service day</b>	<b>Wednesday</b>	<b>15 February 2023</b>
Spring break/Easter	Close on Re-open	Friday Monday	31 March 2023 (2.30pm) 17 April 2023
<b>Third Term</b>			
Local Holiday	Closed	Monday	1 May 2023
	<b>In-service day</b>	<b>Tuesday</b>	<b>2 May 2023</b>
Local Holiday	Closed on Re-open	Friday Tuesday	26 May 2023 30 May 2023
Summer break	Close on	Tuesday	27 June 2023 (1pm)
Proposed in-service days	Monday 14 August 2023 Tuesday 15 August 2023		

#### Notes

- ◆ Good Friday falls on Friday, 7 April 2023
- ◆ *Lanark schools will close Thursday, 8 June 2023 and Friday, 9 June 2023*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 23 December 2022 and Friday, 31 March 2023)
- ◆ Schools will close at 1pm on the last day of term 3 Tuesday, 27 June 2023)  
\*Two in-service days proposed for August 2023 to be confirmed.

## **Appendix A**

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

[http://www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/1264/curriculum\\_for\\_excellence/3](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](http://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 literacy, numeracy and health and wellbeing

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

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

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

## **Assessment and Reporting**

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

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

## **Transitions**

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

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

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

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

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

Enquire is the Scottish advice service for additional support for learning

Parenting Across Scotland offers support to children and families in Scotland

## **Support for Pupils**

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

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

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

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

## **School Improvement**

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

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

Scottish Credit and Qualifications Framework (SCQF)

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

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

## **School Policies and Practical Information**

**National policies, information and guidance can be accessed from the Scottish Government website on [www.gov.scot](http://www.gov.scot)**

## Be Bright



## Junior Road Safety – Travel Plan



## COP 26 Litter picking



## Beat the Street



## Bikeability

