



Education Resources

St Elizabeth's Primary and Nursery School

School Handbook



Session
2019-2020

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

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

1) Introduction by the Head Teacher

Welcome to St Elizabeth's Primary and Nursery School. My name is Miss Christine MacPhee and I am delighted you have chosen to send your child to St Elizabeth's Primary and Nursery School. We are all incredibly proud of our wonderful school and all that we achieve with our children.

Our school values of Enjoyment, Faith, Kindness, Love, Perseverance and Respect are the cornerstones of our school ethos and we strive to follow these values in our daily work

Our team of highly skilled and very dedicated staff help to ensure your child receives an excellent education in our school. The high level of commitment shown by all helps to enable us to reach very high standards of achievement and attainment which we regularly celebrate with our children, parents and wider community.

Our Vision

In St Elizabeth's we strive to excel in all that we do through working hard and having respectful relationships in a safe, happy and nurturing environment embracing a love for lifelong learning.

Our Motto

Learn Together, Laugh Together, Be the Best you Can

Our Values

Enjoyment, Faith, Kindness, Love, Perseverance, Respect

We look forward to working in close partnership with you in order to help ensure your child continues to grow and flourish as fully as possible, achieving successes in many areas and building their self-confidence through encouraging their love of learning.

2) About our school

St Elizabeth's Primary and Nursery School
William Drive
Hamilton
ML3 7RQ
01698 285080

You can access information about our school on our website by following this address
<https://blogs.glowscotland.org.uk/sl/stelizabethsprimary/>
or through our Twitter page @ St Elizabeths

Should you need to contact us by email, please send an e-mail to the school office at
office@st-elizabeths-pri.s-lanark.sch.uk

or directly to the Head Teacher at
gw14stlizpsht@glow.sch.uk

Our school roll is currently 256 pupils and we have classes from P1 to P7. We are a Catholic school and our values are embedded within the Gospel Values of Love, Justice and Peace. If you would like to visit our school to learn more, you would be very welcome to telephone our school office to arrange this.

Whilst your child is with us and should there be anything in your child's learning and experience in our school that concerns you, please let us know by using the contact information above. It is important to us that we work co-operatively with our families.

It is important all our children attend school on time, every day. If your child is to be absent from school as a result of being unwell, please telephone the school office before 9am to inform us. We have an answering machine in place for your convenience.

In the event of your child becoming unwell in school, a member of our office staff will contact you or your named emergency contact.

Our School Staff

Head Teacher	Christine MacPhee
Depute Head	Christine Emmett
Depute Head	Ellen Wilson
Principal Teacher	Elaine Campbell
Teachers	Paula Sullivan Lynne McCaig Jane Hasson Ryan Kelly Jacqueline McGuire Marie McRoberts Natalie Costello Rachel Brand Catherine McIntyre Louisa Whitefield Simi De Francesco

Support Staff
Janice Byrne
Betty Elliott
Denise Dell
Marie Richardson
Irene Stone

Office Staff
Team Leader
Karen Lynch
Amanda Holding
Caroline Redmond

Janitorial Staff
Janitor
Ralph Aubrey
Mary Scott

Catering Staff
Cook in Charge
Janet Bollan
Marie Logan
Anne Coyle
Stephen Aitchison

Parish Priest
Fr Charles O'Farrell

Ed Psychologist
Carole Cairns

Support for Learning
Gary Kemp

School Nurse
Susan McLoone

3) Parental involvement

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

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

As parents/carers we want you to be:

- Welcomed and given 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 office or visit our website.

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

- Parentzone – www.parentzonescotland.gov.uk
- Engage Parent Forum – www.engageforeducation.org
- National Parent Forum for Scotland – www.educationscotland.gov.uk/parentzone
- South Lanarkshire Council – www.southlanarkshire.gov.uk

4) School Ethos

In St Elizabeth's we all strive to do our very best in a loving and respectful way. At the heart of our school is the Gospel value of Love – loving one another and loving ourselves. We have an ethos of sharing and kindness, supportive and trusting and this is evident in many ways within our school community. We celebrate pupil achievements weekly at whole school assemblies and parents and carers are invited to tell us of any achievements throughout the school year. We strongly value the many experiences our child take part in outside school and recognise the importance of celebrating these for their academic success too.

Within our local community, we are held in very high esteem and have built up many very strong relationships throughout the years. We have a wonderful level of support for our school and our learning and we regularly work in partnership with local businesses.

We are currently developing links with Taylor Wimpey who are in the process of building new homes near to our school. We have links with many, many businesses some of which are Tesco, Asda, Bank of Scotland, Carrigans, Greggs, Taylor Wimpey. The many links we have help to enhance the excellent education we already provide and they offer our children and families exceptional opportunities not always afforded in a school.



We work closely with our colleagues in Our Lady and St Anne's Primary and often have joint coffee mornings for both school communities. This close working partnership benefits our children and school community hugely.

5) The Curriculum

Curriculum for Excellence is the name given to the curriculum in Scotland for all children and young people aged 3-18. It is a forward looking, coherent, more flexible and enriched curriculum that provides young people 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 21st 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 curriculum 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.

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	By the end of Primary 4, but earlier or later for some.
Second	By the end of Primary 7, but earlier or later for some.

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

St Elizabeth's Primary is a Catholic School and the Gospel Values are embedded in our work. We start and end each day with prayers and our weekly assemblies have a spiritual element and focus each week. Our children are prepared for various Sacraments during their time with us – Reconciliation in Primary 3; First Communion in Primary 4; Confirmation in P7.

We work closely with our Parish Priest, Fr Charles O'Farrell who regularly visits our school for Mass or to talk to children and to hear confession at certain times of the year.

Many of our older pupils undertake the Pope Francis Faith Award which involves them in working through a variety of faith sharing and faith building experiences linking school, home and church as they develop their faith. We have an after school club that meets once a month in order to give the children a particular time and focus for this award.

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.

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

6) Assessment and tracking progress

Assessment and tracking of each individual child's learning and progress is integral to our everyday life in St Elizabeth's. We assess our children's progress in literacy and numeracy in particular and keep careful track of how well they are achieving. Class teachers carefully record and track learning on a regular basis and meet with members of the senior management team to discuss. Where necessary, additional support is timetabled for particular children who may be struggling with a certain concept or piece of learning. This is reviewed regularly and carefully monitored.

At times, children may require more focused support with their learning and where this is the case an Individual Education Plan will be opened for that child. This will also involve he/she working with our Support for Learning Teacher. Where referrals are necessary to access further support, parents and carers are fully involved in discussions and decisions about this and are invited to meet with school staff to help ensure the child's needs are being met as fully as possible.

We have 2 parent's nights each school year, one in November and one in March. This gives you the opportunity to formally meet with your child's teacher and to discuss their learning and progress. You are also given the opportunity to look at a range of work your child has been involved in.

At the end of the school year, you will receive an End of Term Report about your child and this gives you detailed information about how their learning has progressed over the course of that session. We communicate with you regularly about your child's progress and if there are any concerns we, or you have, we will meet with you to discuss.

We also like to know about your child's success out with school and we celebrate individual achievements each week at our Assembly.

Our newsletters provide you with the opportunity to let us know of any awards/certificates or other personal successes your child achieves.

Alternatively, you can e-mail our school office or pop in to let us know. We strongly encourage you to do this as it helps us to build a fuller picture of your child.



7) Reporting

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 is progressing and how you can contact the school if you wish further information. The school will offer you an appointment time so that you can visit in person to discuss your child's education.

Our 'pupil 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. Our staff put a lot of time into these reports in order to help give you the clearest picture possible about your child.

Within our nursery, we have transition reports for our nursery children and these are for the children in our 2-3 room as well as the children in the 3-5 room. These reports are shared with the P1 teacher of the school your child will be attending.

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

8) 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 and on events designed to let P7 children visit the secondary school, meet up with other P7 children from other schools so that the transition period is as smooth as possible.

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 **0303 123 1023**.

9) Support for Pupils

Getting it right for every child, (GIRFEC)

Getting it Right for Every Child (GIRFEC) is a commitment to ensure that your child has the best possible start in life and to improve outcomes for children and families based on a shared understanding of their wellbeing. Most children make their journey from birth to the world of work supported by family and the universal services of Health and Education. The Named Person in education helps to make sure that the child's wellbeing is developing. The school will let you know the named person for your child. This is likely to be the Head Teacher in a primary school and the pupil support teacher in a secondary.

If you have any concerns you should speak to the Named Person who will work with you to address any issues and to ensure that your child gets any help needed at the right time.

More information can be found on:

www.girfecinlanarkshire.co.uk and www.scotland.gov.uk/gettingitright

Support for All (Additional Support Needs)

Mrs Emmett is our designated member of staff responsible for co-ordinating the support available to our pupils. Support takes on a range of forms in our school ranging from one-to-one support with a classroom assistant to involvement with other agencies.

Should your child require support during their time with us, we will discuss this with you. You will be asked to sign a 'Consent to Share' form if we require to access support from agencies outwith our school i.e. speech and Language, Educational Psychologist etc.

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.

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

Enquire – the Scottish advice service for additional support for learning

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

Phone Helpline: 0345 123 2303

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

Email Enquiry service: info@enquire.org.uk. Advice and information is also available at www.enquire.org.uk

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

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

10) School Improvement

Throughout our establishment, we have very busy and wonderful sessions. All of our children have the opportunity to engage fully in a large variety of activities and events to help ensure the best possible outcomes for their learning. Our children have all benefitted from outdoor learning experiences and this will continue to be a focus for us next session.

Our vision is to strive to excel in all that we do through working hard and having respectful relationships in a safe, happy and nurturing environment embracing a love for lifelong learning. Our 6 core values of **Enjoyment, Faith, Love, Kindness, Perseverance** and **Respect** are central to the work of our establishment.

We have continual success for our pupils and families, some of which is detailed below from previous sessions.

Literacy Successes

Our data shows that within our P1, P4 and P7 classes, attainment in reading and writing was good in session 2015/16. Our P7 attainment was not as strong as we would have liked for writing, however several of the children in this year group had specific literacy difficulties and were operating at First and Early Level.

Our assessments of our children were robust and teacher judgement was used analytically to ensure children were recorded appropriately at the level it was felt they were performing. Teacher judgement has been a focus for our staff this session and many now feel more confident at assessing children on their ability within each level as appropriate.

Numeracy Successes

Our data shows that children in the Primary 1 and 4 stages of our school performed better than both SLC and the national average. In session 2015/16, our children in P1 had an exceptionally strong understanding of concepts and skills within Early Level. Numeracy skills across the school were high and children were displaying a sound confidence in their understanding of problem solving and number concepts.

Health and Wellbeing Successes

We are an active, Eco and Fairtrade Friendly school and have been awarded our 8th Eco flag during the Session 2016/17. Our ethos helps to promote a listening, caring school. Buddies are in place for younger children. Mental health and wellbeing is addressed through nurture groups for boys and girls throughout the school.

We strongly promote positive health and wellbeing through our links with the local and wider community and our working partnerships to help engage our children and families in a range of experiences to encourage empathy, care and consideration towards others.

Employability and Skills Development

As part of the Holy Cross Learning Community, we have been focusing on good teaching, in particular 'What Makes a Good Maths Lesson'. Data from Holy Cross indicates our children are performing very well in exam results and are accessing further education.

Our solid links with businesses helps our children to experience input from a range of agencies and partners and contributes to the growing understanding of key skills needed for learning, life and work.

Ensuring Wellbeing, Equality and Inclusion

All children and staff understand and know our 6 values of Enjoyment, Kindness, Faith, Love, Perseverance and Respect. These are communicated regularly to parents, carers and other partners. Our Pupil Council Event at the start of the session was organised and led very successfully by our P7 children followed by them visiting Scottish Parliament to see Democracy in action. Every class, including our nursery, is included on our Pupil Council and the Pupil Council are heavily involved in communicating our values within their work.

Our P7 children enjoyed a week long Residential trip to Lochgoilhead Activity Centre, We have developed links with the Homeless Unit in Hamilton as well as Revolve clothing – a voluntary organisation that recycles, swaps and creates clothes. Volunteers from revolve worked with our P7 class on sewing skills and together they created a tapestry to illustrate our school values.

Sacramental preparation, Thanksgiving Masses and Coffee Mornings for Parishioners and prayer partners have played an important part in our school calendar this session. Sacramental children collected foodstuffs for the Homeless Unit and also sold Marie Curie Daffodils for charity. We have invited parents, carers and the wider community in to our school through Stay and Learn sessions which have taken place in the school and nursery. Coffee mornings have been held to celebrate and share the learning of our children and have been very well attended-parental engagement in these events is high.

In order to continue to help raise esteem, promote our school values and reinforce our proud, caring ethos, our children have again had opportunities to take on additional responsibilities within our school involving Head Boy, Head Girl, House Captains, Vice Captains, Play Leaders, Playground Monitors, Buddies and Class Monitors responsibilities to help raise esteem, promote our school values and endorse our proud, caring ethos.

Our outdoor area has been developed this year and the children have been involved in creating a garden area as well as playtime boxes with games. This enables inclusion at all levels and our staff are continuing to develop their use of our outdoor area to enhance learning.

Raising Attainment and Achievement

The First Minister's Reading Challenge, our annual Book Week and our three half hour sessions of DEAR time (Drop Everything And Read) each week have increased enthusiasm for reading across our school as well as impacting positively on key skills in reading. Our data shows an increase in the reading age of the majority of our children. Most children across all stages have clearly indicated they enjoy reading and have developed more confidence with their overall word attack, comprehension and fluency skills.

We have recently attained an 8th Green Eco Flag – our pupil Eco Committee drives forward key events to promote Eco awareness and our monthly Eco Club is well attended by parents and children. Further to this, we have attained Fairtrade Achiever Status, again co-ordinated by our P7 Pupil Fairtrade Committee. Participation in Inter-schools Maths Challenge, Rotarian and European Union Quizzes between schools has allowed many of our children to experience success at various levels and this has seen an increase in confidence and engagement amongst our senior pupils within these two particular areas.

Our success and achievement has continued in a range of events this year including our Junior and Senior pupils winning local and regional heats of the Primary School Burns Competitions with one child being a subsequent national entrant. Our Pope Francis Faith Award children have actively taken part in Parish events and have been consistent attenders at our monthly after school club.

Our class Good News Books, our school Good News Book and our Records of Achievement Book are used across our nursery and school to record key successes/outside achievements of children. This is shared at assemblies in order to help celebrate the success and to also share this amongst our school community.

Increasing Creativity and Employability

We have made strong links with the Blue Triangle Homeless Unit in Hamilton and have been involved in a Community Rail Partnership Group this session. Children have had the opportunities to experience working alongside a range of people and have developed an understanding of the importance of a working life in order to help continue to build a positive self esteem. We have built links with Taylor Wimpey who have begun building houses close to our school. They have participated in our Walk Round the Block fundraiser, have donated money towards our football strips and have been involved in creating planters for our playground. All our classes benefitted from an input from the Bank of Scotland around financial awareness and many of our parents are willing to

talk to our children about their world of work. All of this involvement in our school helps our children to develop a stronger understanding of the world of work and the lifelong skills needed for their future.

We have increased our use of digital technology this session and will continue to build on this next year. Many of our classes have had use of one of the three C Touch screens we currently have. We have trialled Literacy Planet and Easi Maths, both of which have engaged children from the upper stages, particularly our boys. This has helped to develop a competitive edge to their learning which research shows is essential for boys to succeed. We will continue to make use of these resources next session.

We have a range of clubs on offer in our school and these include clubs at Break time, Lunch time and after School. Opportunities for guitar learning, cooking and fitness, quiet reading, chess, homework and ICT are open to all of our school children.

We have very strong links with our young people, staff, parents and wider community and continuously try to improve upon these. This session our PT has created and managed a Twitter feed and this has been used successfully to provide information and updates about the life of our school. Feedback from parents is that they enjoy using this as a way of gaining information. Next session, we are creating and developing a school app to further improve the opportunities for engagement

We have worked closely with our Active Schools Co-Ordinator and have provided a range of lunch time and after school clubs for our children. This has helped to increase team skills amongst our children, particularly at the P4 and P5 stage of our school. It has also given the children opportunities to perform at particular events, so boosting their self esteem and their sense of achievement. Our Autumn Food Festival involved children and our community working with RHET, Seafood Scotland, Quality Meat Scotland, a local restaurant and local retail to raise awareness of Scottish Food and Drink Sustainability and career opportunities through farm visits and workshops. Our Community Rail Partnership 74 (CRP74) membership enabled pupils to liaise with Scotrail, local Occupational Therapy Units and Clydesdale Community Initiative to transform local Hamilton West Train Station landscape. A group of our children took part in a celebratory day to mark their involvement with this initiative and the work being done. This celebratory day saw pupils playing instruments at Hamilton Central Railway Station, distributing their own child-friendly literature and talking with the general public about the value of all partnerships. What a tremendous opportunity for our school!

Our partnership with Taylor Wimpey House Building Development facilitated our new football strips fencing for a small garden area, Walk to School merchandise and creative projects to design houses and make displays for current Sales Office. Our P6 children are involved in creating a monthly school news book that is displayed within the Taylor Wimpey Sales Office. This has given the children opportunities to evaluate the work of our school informally and to contribute towards decisions that affect the way we work.

In January, we had a Community Funded Speedway Evening for families to visit, enjoy and learn about the Speedway Circuit. A school visit by riders helped to raise awareness of bike and quad safety amongst our children. This has continued to be built upon through Cycle to School Weeks and Bikeability training.

A particular focus on Health and Wellbeing for one week provided opportunities for our children and families to experience Mindfulness Activity and Resilience from Specialists in Mental Health, activities arranged by Active Schools, inputs from Virgin Active, (a local Health Club). Our classes were also involved in learning more about SLC Refugee Programme, Hospice, Young Carers, Haven and RSPB inputs all delivered from Personnel within each of these services. A celebration of European Day of Languages and Science Week allowed children to meet and work with our local secondary school, Scots Dictionaries Personnel and scientists.

Science has featured strongly in our work this session and the children have benefitted from a more enquiring approach to aspects of their learning. Involvement in key activities has helped to develop this - Clyde in The Classroom gave our P5 children the opportunity to nurture fish, work with marine scientists then take ownership for populating local rivers with trout. Our weeklong visit from the Wild About Scotland Bus raised awareness and appreciation of Scottish Wildlife and public duty to protect animals native to our country. Our ongoing Partnership with Pets At Home highlights Pet Care and Winter Care for animals through in-store displays and visits to assemblies by staff from the store. Our children enjoy participating in a yearly competition.

Further to this, our strong partnership with National Trust Scotland has enabled us to develop a programme of activities using our local woods. This programme has helped to promote ownership, appreciation and knowledge of our local environment amongst many of our children.

Our children have been involved in developing awareness of a range of digital learning experiences with inputs around Digital Learning by Google Earth and also Barefoot Computing as well as experiencing Edinburgh University Workshops to raise awareness of skills, careers and lifelong digital learning opportunities. This has impacted positively on their ICT skills through them working together with a partner as well as in a larger team. Skills have been shared in a meaningful context and given the children wider opportunities to use technology within our school

Finally, our links with Sea life Scotland, our Pets For Inclusion Programme and Pathfinders Dogs Charity have provided wonderful opportunities for our children to engage with these agencies and to understand the many aspects of looking after and respecting animals. These links have provided opportunities for our children and families to become involved in fundraising causes and to consider the needs of others within our society.

All these links directly benefit all of our children as they are provided with the opportunity to experience a range of inputs and opportunities.

Many of these are open to parental involvement and a lot of our parents and carers enjoy participating in key events. This has a very positive impact on the children's learning across our school and nursery.

11) Improvement Plan Priorities

Please see below for some information on some of our key focuses

-to increase the use of digital technologies across our establishment. Many of our children are very skilled in certain area of digital learning and we will use their skill and expertise to teach other children as well as our staff.

-continue to engage children and families in reviewing the work of the school.

Provide regular opportunities in a range of ways for parents to participate in a variety of formal and informal activities within our school.

-continue to identify potential barriers to success and then identify ways to help reduce and/or support them.

-involve parents and children more thoroughly in evaluating the learning and planning taking place.

-continue to build self and peer assessment in our nursery and also with our parents and carers within our whole establishment.

12) School policies and practical information

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, 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 £6,420 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.

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.

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

All meals include fresh chilled drinking water and milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at morning break or lunchtime. Milk is also available for purchase to those pupils wishing to buy at breakfast service, where applicable, morning break and lunchtime.

Pupils in:

- Primary 1 - 3 receive a free school lunch.
- Primary 4 - 7 meal cost is £1.65

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

South Lanarkshire Council provides fruit to P1 and P2 children 3 days per week to a selection of schools within the South Lanarkshire area.

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.



13) Support for parent/carers

Clothing grant

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

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

School hours/holiday dates

The start time, lunch time and closing time for each day should be listed.

Information on holiday dates (including in-service days) should be provided for the forthcoming session. (Insert list of school holiday dates – see appendices).

See attached list showing school holiday dates.

Enrolment – how to register your child for school

Please provide information to parents on how to register their child for school. You may wish to include details of your enrolment dates and times.

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. Forms are available from the SLC website – www.southlanarkshire.gov.uk, schools, Q and A offices or by contacting Education Resources, Almada Street, Hamilton, phone 0303 123 1023. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

14) 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 obtain an application form from the school or Education Resources, Hamilton, phone 0303 123 1023 or web www.southlanarkshire.gov.uk. These forms should be completed and returned before the end of March for those pupils starting the school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year and will be considered by Education Resources.

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

15) 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

17) 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.

18) Child Protection

Our Child Protection Officer is the Head Teacher, Miss MacPhee.

All staff in educational establishments in South Lanarkshire Council are required to attend training annually and follow the advice and guidance contained within the Education Operating Procedures.

The shared vision for Lanarkshire's children is: "all children and young people in Lanarkshire have the right to be cared for and protected from abuse and harm in a safe environment in which their rights are respected." All agencies will work together in a collaborative way to promote the safety and wellbeing of children and young people in Lanarkshire.

The Chief Officers and Child Protection Committees of North and South Lanarkshire Council's are the driving force for ensuring that agencies individually and collectively work to protect children and young people as effectively as possible.

The Council has a duty in law to report suspicions that a child has been abused or is at risk of harm, in terms of the Children (Scotland) Act 1995. Therefore, Council staff have a professional and contractual obligation to report concerns to the head of establishment or the child protection coordinator immediately.

Education Resources staff and visitors from other agencies and services are required to follow these Child Protection Procedures to protect and support children and to fulfil their professional obligations to report all allegations or suspicions of child abuse.

For more information, or if you have a concern of a child protection nature, please contact Miss MacPhee on 01698 285080 who will be happy to help you.

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

19) 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 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 or email 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.

Data Protection Act 1998

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 Data Protection Act 1998 with South Lanarkshire Council defined as the data controller. The Council have established a data protection policy that applies to all of its schools. For more information please contact the school.



Education Resources

School holiday Dates Session 2019/2020

Types of holiday listed by month	Holiday dates
August 2019	
Teachers return on Tuesday 13 August 2019	All pupils return on Thursday 15 August 2019 (including P1 pupils attending for full day)
In-service day - all schools	Tuesday 13 and Wednesday 14 August 2019
September 2019	
September weekend	Friday 27 and Monday 30 September 2019 Pupils return on Tuesday 1 October 2019
October 2019	
October break	Monday 14 to Friday 18 October 2019 Pupils return on Monday 21 October 2019
November 2019	
In-service day - all schools	Monday 18 November 2019
December 2019 and January 2020	

Types of holiday listed by month	Holiday dates
Christmas/New Year	Schools close at 2.30pm on Friday 20 December 2019 Schools re-open on Monday 6 January 2020
February 2020	
February break	Monday 10 and Tuesday 11 February 2020
In-service day - all schools	Wednesday 12 February 2020
March/April 2020	
Spring break/Easter	Schools close at 2.30pm on Friday 3 April 2020* Schools re-open on Monday 20 April 2020
May 2020	
May Day	Monday 4 May 2020
In-service day - all schools	Tuesday 5 May 2020
Local holiday	Friday 22 and Monday 25 May 2020**
June 2020	
Summer break	Schools close at 1pm on Wednesday 24 June 2020
Proposed teacher return - 2020/21 session Tuesday 11 August 2020	Proposed pupil return - 2020/21 session Thursday 13 August 2020

* Good Friday falls on Friday 10 April 2020

**** Lanark schools will close on 11 and 12 June 2020**

Pupils attend school for 190 days and teachers attend for 195 days.

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

http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_for_excellence/3

The list is not intended to be exhaustive and authors may wish to consider additional sources of school, local and national information, material and resources.

Contact Details

Education Scotland's Communication Toolkit for engaging with parents

The Scottish Government guide Principles of Inclusive Communications provides information on communications and a self-assessment tool for public authorities

Choosing a School: A Guide for Parents - information on choosing a school and the placing request system

A guide for parents about school attendance explains parental responsibilities with regard to children's attendance at school

Parental Involvement

Guidance on the Scottish Schools (Parental Involvement) Act 2006 provides guidance on the act for education authorities, Parent Councils and others

Parentzone provide information and resource for parents and Parent Councils

School Ethos

Supporting Learners - guidance on the identification, planning and provision of support

Journey to Excellence - provides guidance and advice about culture and ethos

Health and wellbeing guidance on healthy living for local authorities and schools

Building Curriculum for Excellence Through Positive Behaviour and Relationships outlines the Scottish Government's priority actions around positive behaviour in schools and is also a source of support

Scottish Catholic Education Service's resource 'This is Our Faith' which supports the teaching and learning of Catholic religious education

Curriculum

Information about how the curriculum is structured and curriculum planning

Information about the outcomes a learner can expect to experience and achieve across literacy, numeracy and health and wellbeing, as well as the 8 curricular areas

Advice, practice and resources to support the experiences and outcomes on literacy, numeracy and health and wellbeing

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

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

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

Assessment and Reporting

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

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

The Scottish Survey of Literacy and Numeracy (SSLN) is an annual sample survey which will monitor national performance in literacy and numeracy

Scottish Credit and Qualifications Framework (SCQF)

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

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

School Policies and Practical Information

National policies, information and guidance can be accessed on the following:

Education

Health

Young People

Children (Scotland) Act 1995

Standards in Scotland's Schools (Scotland) Act 2000