



Stonehouse Primary School Handbook 2022



This Handbook aims to tell you something about our School.

It has information about Pupils, Staff and the activities that go on in
Stonehouse Primary School.

We hope you enjoy reading it and we also hope that your child will be very
happy here.

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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

Stonehouse Primary is one of 124 primary schools throughout South Lanarkshire Council.

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.

Our vision in Stonehouse Primary School is to create a school community where children are engaged in and motivated by learning which is fun, purposeful and challenging. 'Enabling all to Achieve Success'

We do this through our value system which is having the right Attitude Behaviour and Commitment.

Attitude - we believe we should have a positive attitude, which enables learning to take place with all. – Our building blocks are respect and honesty.

Behaviour - we believe Better Behaviour makes for Better Learning. We all value appropriate behaviour. This allows learning to be successful. Our building blocks are kindness and co-operation.

Commitment – we are committed to working together for the benefit of all. Our building blocks are motivation and responsibility.

We value mutual respect between parents, staff and pupils. We in Stonehouse Primary School have a positive attitude to learning. We believe we foster a 'can do' attitude with pupils, parents and staff. Through our 'learning buddies' we encourage senior pupils to work with younger children, encouraging success in learning.

Through our pupils council, ECO committee, Health and Wellbeing Committee and School Website group we actively encourage links with our local community and the wider Learning Community.

We have been actively involved in promoting learning through ICT. Our school website continues to develop; we have been involved in GLOW meets; a Scottish website link to all Scottish pupils learning; and we continue to embed the use of I pads allowing the learning to be more interactive and linked to the 21st Century. The WI FI System in our school enhances all these approaches.

Information on our school can be found on our ThingLink:
<https://www.thinglink.com/scene/1440998274705129474>



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

Our nursery provides 1140 provision. We operate from 9.00am to 3.00pm Monday to Friday. At present our provision can accommodate 32 pupils.

We have approximately 225 pupils from Primary 1 to Primary 7.

30 pupils from these classes are in 3 supported classes. These pupils have specific needs which are met in small classes with a teacher and a support member of staff.

We provide education for pupils aged 3 to 12yrs i.e. Nursery to Primary 7.

We are a non denominational school.

We do not provide tuition in The Gaelic Language.

About our school

Stonehouse Primary School
Townhead Street
STONEHOUSE
ML9 3EL

Phone: 01698 792377 Fax: 01698 791950

e-mail: www.stonehouse-pri.s-lanark.sch.uk

e-mail: gw14stonehouseoffice@glow.sch.uk

Head Teacher: **Mrs Nicola Thomas**

e-mail: gw14stonehouseht@glow.sch.uk

Senior Leadership Team	Mrs Joyce Crighton Mrs Jane Hall	Depute Head Teacher ASN Depute Head Teacher
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Principal Teacher	Mrs Carol Hunter	Principal Teacher
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Supported Classes	
Room 3 (P1/2/3)	Mrs Scott
Room 5 (P3/4/5/6)	Mr Martin
Room 11 (P6/7)	Mrs Morrison (maternity leave covered by Miss Forrest)

Mainstream Classes	Room 1 (P1)	Miss Mawhinney
	Room 2 (P1/2)	Mrs McLennan
	Room 4 (P2)	Mrs Balfour
	Room 6 (P3)	Miss Kelly
	Room 7 (P4)	Miss Steele
	Room 8 (P5)	Mrs McDade
	Room 9 (P6)	Miss Armstrong
	Room 10 (P7)	Mrs Searle

Support for Learning/CCC	Mrs Findlay Miss Smail Miss Coffield
Specialist Support Teacher	Mrs Kelly

School Psychologist	Miss Hillman
Music Instructors	Mrs Michael Mr Bradley

Support Staff

Clerical	Mrs Morrow
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Support Staff (class based)	Mrs Archibald Mrs Taylor
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Mrs Gilmour
Mrs Storey
Mrs Young
Mrs Inglis

ASN Assistants Mrs Yuille
 Mrs Brooks
 Mrs Gillespie
 Miss Archibald
 Mrs Downs

Janitor Mr Henderson
Cleaning Supervisor Ms Bryson
Cleaning Staff Mrs Jackson
Cleaning Staff Mrs Humphries
Cleaning Staff Mrs Crichton
Catering Manager Mrs Anderson
Catering Assistant Mrs Weir
Catering Assistant Mrs Smith
Catering Assistant Miss Stewart

Early Years

Our Nursery now provides 1140 hours of provision 9.00 to 3.00pm every day.

Nursery Teacher Mrs Adamson

Early Years Workers Mrs Aitken (Team Leader)
 Miss Penman
 Miss Campbell
 Mrs Lloyd
 Mrs Wood
 Mrs Ross
Early Years Support Staff Mrs Elaine Lockhart

We keep in touch with parents through a home/school diary. This allows us to share information with each other. The home learning is shared through the diary.

Please note, if a child is absent from school we would ask you to phone the office as early in the day as possible to let us know.

If you have any questions or concerns please do not hesitate to phone and speak to a member of the management team who will meet with you at the earliest convenience of both parties, and discuss any concerns and future action. If you feel your concerns are not being dealt with to your satisfaction, South Lanarkshire Council has a procedure in place allowing you to share your concerns with them. All the information is on South Lanarkshire Council's website.

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

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 parents/carers we want you to be:

- Welcomed and given an opportunity to be involved in the life of the school;
- Fully informed and engaged in 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
- Engage Parent Forum – www.engageforeducation.org
- National Parent Forum for Scotland – www.educationscotland.gov.uk/parentzone
- South Lanarkshire Council – www.southlanarkshire.gov.uk

5) School Ethos

In Stonehouse Primary we value all staff and pupils having the right Attitude, Behaviour and Commitment to whole school life and to our local community.

Much of our community involvement is limited at the moment due to Covid-19 restrictions, however the information below will give you an insight into what we usually do.

We regularly have members of the community in school to share their expertise through the world of work and through the interests they have. We have fostered links with Stonehouse Male Voice Choir and the old folk's homes in the village as well as the Jubilee club who work with Dementia patients.

We are fully involved in our local church, as well as community events such as Galas and Christian Aid fund raisers.

We promote local organisations in school, celebrating our pupil's success at events in the community.

Growth Mindset

Our children are fully engaged in Growth Mind-set strategies which enable them to positively deal with challenging situations in their lives. These quotes along with our SHANARRI ethos of being Safe, Healthy, Active, Nurtured, Achieving, Responsible, Respectful and Included; ensure that every child in Stonehouse Primary can experience success!

'It's okay to not know, but it's not okay to not try.' Anon

'All things are difficult before they are easy'. Thomas Fuller

'Do not judge me by my successes, judge me by how many times I fell down and got back up again'. Nelson Mandela

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, flexible and enriched curriculum that provides young people with opportunities to engage with the knowledge, skills and attributes they will need if they are to flourish in life, learning and work, 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 enable Curriculum for Excellence to be fully embedded, ensuring the best possible education for all children and young people. We wish you to feel confident that your child is encouraged and supported to develop their literacy, numeracy and other skills whilst they attend our school. The curricular areas are as follows:

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

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

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

Our curriculum is based on the four contexts of learning: -

- The ethos of learning.
- The curriculum areas and subjects.
- Interdisciplinary Learning.
- Opportunities for personal development.

Language and Literacy

Reading, writing, talking and listening are given high priority in the curriculum. The school has a policy for literacy based on the Curriculum for Excellence. French is taught from Nursery through to Primary 7. Through a government initiative child will experience a third language every year.

Our third language is Scots. We are privileged to have Professor Kirsteen McCue as our Scots Ambassador.

As well as enabling children to read silently with ease and enjoyment or to find a piece of information, we also aim to involve children in reflecting on and understanding the ideas contained in what they have read. The reading scheme throughout the school is Storyworld in the infants and Literacy World in P4-7 but increasingly we do not rely on a scheme, but allow children to experience various texts. Through a planned skills driven programme our pupils develop both their high order thinking skills as well as BLOOMS taxonomy skills of creating, remembering, understanding, applying, analysing and evaluating. Our aim is to match every child's reading age to their chronological age. We participate in the First Minister's Reading Challenge.

We have a reading resource called SRA. This is a series of differentiated reading activities, which children can work through meeting their needs independently to develop their skills/ targets, and meet their individual needs. This is used from January – March each year.

Our writing is delivered through a skill based programme called 'Write To The Top' This focuses on Vocabulary, Connectives (Joining words) Openers – (Good sentences starters) and Punctuation.

Pupils are encouraged through VCOP to develop their writing allowing them to embrace situations in real life.

Maths and Numeracy

We implement a policy for maths in line with Curriculum for Excellence. Scottish Heinemann is used throughout the school, but we do not use it exclusively. Our pupils are exposed to as many real life situations that use maths and numeracy as possible.

We aim to develop skills which will enable our pupils to deal with everyday mathematical problems and encourage the understanding of the strategies of problem solving. We also develop thinking skills and mental maths.

Computers are used in the reinforcement of skills and concepts as well as helping develop the understanding of the mathematical process. Specific ICT skills are also taught in the systematic structured programme of study. All our classes use interactive white boards, to enhance the learning and teaching.

Social Subjects

Social subjects are taught through a series of interdisciplinary topics, Interdisciplinary learning or IDL, allowing 3 or 4 subjects to be linked together to allow children to make connections in their learning e.g. - A topic on the Titanic may use skills in science about what floats and what sinks, as well as history and art We work through our topics in a responsive way addressing the needs and the interests of the pupils.

This year we are holding a Spotlight on Learning night where each class will showcase an area of the curriculum. We are also in the middle of auditing our home family learning. This will be an aspect of our Spotlight On Learning.

Expressive Arts

We develop Expressive Arts through a planned programme of study, but also through our school shows, school concerts and many extra curricular events. Our children take part in class assemblies, allowing them to develop as Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

Art

Children are encouraged to use a wide variety of media to create their own pictures, models etc, as well as learn about famous artists, alive and dead.

Music

The children will learn songs of different genre and they will be introduced to tuned and untuned percussion. Pupils in P5, 6 and 7 are tested for their aptitude to learn a musical instrument and we are fortunate to have the services of a brass and woodwind tutor one morning per week. The children are also encouraged to use their musical talents to entertain their families and the elderly in the community. We have two very successful choirs in the school, both Infant and Senior.

Every year, our P5 children take part in a series of lessons led by a qualified instructor as part of an initiative from Scottish Government.

Physical Education

The pupils are taught inventive movement, creative movement, games skills and dance.

All pupils receive 1 hour of indoor PE and 1 hour of outdoor PE.

The Education Authority provides swimming lessons in Larkhall Baths and it is school policy that the children in Primary 5 should benefit from these lessons.

Health and Wellbeing

This is a crucial area of our curriculum and one which encompasses Enterprise, Citizenship, our ECO school agenda as well as P.E and a healthy lifestyle. Our curriculum is delivered in a very multi discipline way – children are learning to be successful, confident, responsible and an effective contributor to our school and our Community. Parents are encouraged to take an active part in the life of the school. A large focus on children's health and wellbeing is the government SHANARRI. Children have the right to feel Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included.

By engaging with our Pathways Journals pupils are encouraged to discuss not only their successes but perhaps any barriers to learning they may have too.

Drama

In Drama lessons the children are encouraged to observe, listen and reflect in order to develop an appreciation of the value of their own and others contributions. We also make available to them an opportunity to appreciate professional and amateur performances both in school and with visits from Theatre Companies. Our P6/7 pupils attend the pantomime at Christmas.

Sciences and Technologies

These areas are very often taught through the many topics we learn about. Children share in the discussion making about the topics we want to learn about, and have a say in how we plan our topics. We do, however teach the skills in Science and Technology allowing our children to have a planned programme of structured knowledge which can be used in various situations.

Homelearning

All pupils are provided with a home learning folder and a home/school diary.

Our Homelearning programme has developed from discussions and sharing ideas with parents, pupils and teachers. At the start of each term we share the learning with parents through a newsletter and suggest various activities you can do at home with your children. This year we are focussing on learning as a family.

We use Google Classroom to share home learning ideas based on what pupils are learning in class. This is currently used for any pupils who need to learn at home due to Covid19 reasons.

We are currently consulting our pupils, staff and parents about what they want Family learning to be in our school.

LAC

We encourage children to Learn Across the Curriculum (LAC) This means that pupils have the ability to apply skills learned in one area of the curriculum to a different area, and this uses skills in life.

Spiritual, Social, Moral and Cultural Values (Religious Observance)

Rights of Parents / Carers

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.

We have links with the local parish as well as the Gospel Hall. In school we have a quiet area where pupils can go to reflect on various issues. Throughout the year, we have a calendar of events from all world religions which staff and pupils can use to choose which events they wish to learn about.

Equalities

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

7) Assessment and Tracking Progress

Assessment/Personal Planning

In Stonehouse Primary School we are continually assessing our pupils learning. We want to share with you on how your child's learning is progressing. We do this through a variety of assessment and reporting methods.

Assessment can be summative or formative.

Summative Assessments are the various forms of check ups and tests in Reading, Writing and Maths which allow children to progress through standardised systems.

At key stages of pupils learning we use reading assessments to ascertain a child's reading age. This happens at P1, P4 and P7.

For the past few years, the Scottish Government are using standardised testing for all Primary 1, 4 and 7 pupils in reading, writing and maths. These are usually administered in the summer term

We worked closely with parents and pupils to produce an assessment policy for the school, detailing exactly when and how pupils are assessed and what impact this has on their learning. We are continuing to develop ways of sharing this information with parents.

As well as these we have reading, writing and maths assessments built into every level of Curriculum for Excellence. These assessments are given throughout the year as the pupil and teacher feel an outcome has been achieved.

Curriculum for Excellence is a series of outcomes and experiences that children work through – Early level (Nursery and P1) 1st Level – (P2 and P4) and 2nd Level – (P5 to P7) Throughout these levels, experiences are matched to the needs of pupils at the level they are operating a, and pupils' skills are matched to benchmarks from Scottish Government.

Formative Assessment is a means of pupils, teachers and parents working together to share the learning intentions required to allow children to progress. The next steps are discussed regularly with pupils and shared with parents on a weekly basis through the homelearning communication diary. These next steps are closely linked to the targets set through Curriculum for Excellence, as well as the next steps each individual child needs to take to progress in learning. Parents are regularly updated on their child's progress, and learning content is shared through our class curricular newsletter.

8) Reporting

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

Our 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. Throughout the year we regularly report on your child's progress.

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 local school until the Council have made a decision on the 'placing request'. Please note if your 'placing request' application is unsuccessful and all places at your catchment school are filled you will be offered a place at the next nearest appropriate South Lanarkshire School.

Please note that if an application for a 'placing request' is successful then school transport is not provided.

If you move out with your catchment primary school a 'request to remain form' must be completed. If you move out with your catchment primary, this may affect your right to transfer to the associated Secondary School. Please note the secondary school is determined by the pupil's permanent home address and chosen denomination. If you require further information, please contact Education Support Services on edsuppserv.helpline@southlanarkshire.gov.uk or 0303 123 1023.

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 relating to your child's wellbeing you can speak to the Named Person who will be happy to work with you provide support and decide how to move forward.

More information can be found on:

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

Additional Support for Learning Needs

Some children in their school life may experience difficulties of one kind or another and these difficulties are handled in several ways depending on what the difficulty is. Most matters can be attended to by the Class Teacher in conjunction with the Senior Leadership Team. On some occasions agencies will be asked for their help and advice e.g. our Support for Learning Specialist or our Educational Psychologist Mr Madeline Hillman, Parents will always be informed and involved in any assessments and action planned.

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

What we do to support children and young people

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

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

What does it set out to do?

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

How can I find out more?

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

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

11) School Improvement

This session we have been focussing on our School Improvement Plan, in line with South Lanarkshire Council priorities as well as those identified in school. One of our main priorities is to close the poverty related attainment gap. The Scottish Government have given schools money to target the attainment gap within every school from the Pupil Equity Fund. This year, we have targeted groups from Primaries 3 to 5 who work in small groups with teaching and support staff, to support their attainment in literacy and numeracy. We have built in assessments in literacy and numeracy which take place when a pupil has experienced the skills within an area of the curriculum. We have a particular focus on improving attainment in writing this session.

To support pupils with their Health and Wellbeing, this session we are using resources such as Emotion Works and DoBeMindful. These resources allow a whole school framework where pupils and staff can develop their skills and knowledge in mindfulness, wellbeing and emotional literacy.

Every term class teachers use their professional judgement, pupil jotter work and tests – e.g. spelling, maths, check up, mental maths as well as discussions with pupils to gauge how a pupil is progressing through a level Curriculum for Excellence. This evidence is collated by the senior leadership team to monitor progression in learning.

We regularly meet as staff and senior leaders to discuss the progress and pace of learning for all pupils. We identify pupils who may need support to fully access the curriculum and are then able to put the required support in place.

Over the next 3 years we plan to continue to raise attainment in Literacy and Maths as well as Science, Expressive Arts and Social Subjects. Our pupils demonstrate their ability in Health and Well Being by delivering Health days, sponsored fitness events and ongoing recognition of a healthy diet.

Parents are continually kept informed of the school's progress by newsletters, Twitter and our School App as well as via our PTA and Parent Council. We welcome all views and opinions. Our website is currently being upgraded.

We continue to share information through our Curriculum Newsletters. These give detailed information on all areas of school life – the improvements we have made to date, and the improvements we plan in the future. Each class also share a curricular newsletter 4 times a year, detailing the learning in each class.

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.

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 £7300 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £16,105 as assessed by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

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

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

South Lanarkshire Council also offers a free Breakfast service. The service in our school runs from 8.30am 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 Parents/Carers

Clothing grant and school meals

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

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 school hours are:	Start	9.00 a.m.
	Morning Interval	10.30 – 10.45 a.m.
	Lunch	12.15 - 1.00 p.m.
	Close	3.00 p.m.

The attached sheet at the back of the handbook shows the holiday and in service days for the coming year.

Enrolment – How to register your child for schools

To register your child for school you should complete our online registration form. This can be done using the South Lanarkshire website.

www.southlanarkshire.gov.uk/info/200186/primary_school_information/392/enrolling_your_child_for_school If you have any difficulty in identifying your catchment school, please email Edsuppserv.helpline@southlanarkshire.gov.uk

The online registration form will ask you to provide each child's full birth certificate and two pieces of recent official documentation both containing your permanent home address for example a utility bill, council tax statement, housing rent card, child benefit documentation. Proof of where the child lives may also be needed.

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

If your child is starting school for the first time you must enrol your child at their catchment school in January. If parents want their child to go to another school, they must enrol in the first instance with their catchment school and ask for an information leaflet that provides details on how to make a placing request. An online placing request form is available from the SLC website – www.southlanarkshire.gov.uk or by contacting edsuppserv.helpline@southlanarkshire.gov.uk or phone **0303 123 1023**.

Enrolment date for 2022 is week commencing 17 January 2022.

Transport

Our supported children are taxied to and from school every day. This is our main reason for asking parents not to use the car park or the drop off area without prior discussion with the management of the school. As part of our Health and Safety policy, we encourage all pupils to walk to and from school if possible.

School Transport

South Lanarkshire Council has a policy of providing school transport to primary pupils who live more than one mile by the recognised shortest walking route from their catchment school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should complete a form online www.southlanarkshire.gov.uk or 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 ~~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. More information on school transport is available

www.southlanarkshire.gov.uk/info/200188/secondary_school_information/545/school_transport or phone **0303 123 1023**.

(ii) Pick up points

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

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

Parents are asked to note that South Lanarkshire Council does not provide transport for those pupils who attend school via a placing request.

Insurance for schools – pupils' personal effects

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

(i) Theft/loss of personal effects

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

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

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

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

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

(ii) Damage to clothing

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

Family Holidays during Term Time

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

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

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

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

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

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

Promoting Positive Relationships

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 Understanding Distressed 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

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 on how to help them keep ensure their children safe. 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, and 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, please contact the school or Education Resources, Operations Service, Almada Street, Hamilton. (Phone 01698 454545) or email us at: education@southlanarkshire.gov.uk or visit the website www.southlanarkshire.gov.uk

Your Commitments

We ask that you:

- support and encourage your child's learning
- respect and adhere to the 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).

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 2022/2023

Break	Holiday dates		
First Term	<i>Teachers In-service</i>	<i>Monday</i>	<i>15 August 2022</i>
	<i>In-service day</i>	<i>Tuesday</i>	<i>16 August 2022</i>
	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
	<i>In-service day</i>	<i>Monday</i>	<i>14 November 2022</i>
Christmas	Close on Re-open	Friday Monday	23 December 2022 (2.30pm) 9 January 2023
Second Term			
February break	Closed on	Monday and Tuesday	13 February 2023 14 February 2023
	<i>In-service day</i>	<i>Wednesday</i>	<i>15 February 2023</i>
Spring break/Easter	Close on Re-open	Friday Monday	31 March 2023 (2.30pm) 17 April 2023
Third Term			
Local Holiday	Closed	Monday	1 May 2023
	<i>In-service day</i>	<i>Tuesday</i>	<i>2 May 2023</i>
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

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

Contact Details

Education Scotland's Communication Toolkit for engaging with parents

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

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

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

Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils

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

School Ethos

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

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

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

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

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

Curriculum

Information about how the curriculum is structured and curriculum planning

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

Advice, practice and resources to support the experiences and outcomes on 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