



Education Resources
Executive Director Tony McDaid

Woodhead Primary School and Nursery Class

Handbook 2021 / 2022



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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



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".

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.

In Woodhead Primary School we take pride in providing a happy, safe and stimulating environment for all of our children, enabling them to make the most of their skills and abilities. We work hard to ensure that learning is challenging, enjoyable and relevant, giving our children the best possible foundation in their education for life.

As part of their learner journey, all children and young people in Scotland are entitled to experience a coherent curriculum from 3 to 18, in order that they have opportunities to develop the knowledge, skills and attributes they need to adapt, think critically and flourish in today's world.

At Woodhead, our children benefit from a rich curriculum based on the principles of a Curriculum for Excellence (<https://scotlandscurriculum.scot/>) which enables all learners to become successful learners, confident individuals, effective contributors and responsible citizens.

You can find out more about our school on our website at www.woodheadprimary.co.uk or on our Twitter page @woodheadprimary

I look forward to working with you as your child begins their learning journey in Woodhead Primary School.

Head Teacher – Mr Scott Jasnosz-Clark MSc BEd (Hons)

December 2021

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

Address: Woodhead Primary School and Nursery Class
Woodhead Crescent
Hamilton
ML3 8TB

Telephone: 01698 457669

Email: gw14woodheadpsoffice@glow.sch.uk

Twitter: www.twitter.com/woodheadprimary @woodheadprimary

Denominational Status: Non-denominational

Educational Status: Co-educational provision for children in Primary 1 to 7.

Nursery Provision: Co-educational provision for children aged 3-5.

Present School Roll: 362 children

Nursery Capacity: 46 children

Gaelic Provision: Not provided

Learning Community: Calderside Learning Community

Parent Council Chair: Mrs. S. Moore

Contact Details: speirssheila@gmail.com

Parent Council Website: https://bit.ly/wps_parentcouncil

School hours	
Soft Drop-off	8.45am-9.00am
School Starts	9.00am
1 st Morning Interval	10.20am-10.35am
2 nd Morning Interval	10.45 am-11.00 am
1 st Lunch Break	12.10am-12.55pm
2 nd Lunch Break	12.30 am-1.15 pm
School Closes	3.00 pm

Nursery Hours	
Drop-off	8.40am-9am
Collection	2.40pm-3pm
<i>Each key group has their own allocated drop-off and collection time.</i>	

On a very rare occasion it may be necessary to dismiss the children earlier than usual due to adverse weather or other emergency situations, but notice of this will be intimated to parents in advance, where possible, in a school newsletter or via Text Message. Advice on procedures during adverse weather is posted on the school website and twitter page.

School Holidays

A list of South Lanarkshire Council School Holidays is included at the back of this booklet. Details of holidays and In-Service days are also available on the SLC website.

Thing Link Visual Guide to Woodhead

An interactive guide to Woodhead Primary School, created by our Specialist Support Team, can be accessed at

<https://www.thinglink.com/scene/1428397058674393091> or by scanning this QR code with your mobile device camera:



The Woodhead Team

Head Teacher	Mr. S. Jasnosz-Clark
Depute Head Teacher	Mrs. C. Watson (Department Lead for N-P1)
Depute Head Teacher	Mrs. C. Fox (Department Lead for P5-7)
Principal Teacher	Mrs. J. Keltie (Department Lead for P2-P4/5)
Primary 1a	Mrs. G. Mitchell
Primary 1b	Mrs. J. Waddell & Mrs. S. Arthur
Primary 1/2	Miss. J. Casey
Primary 2	Mrs. V. Clark & Miss A. Bowden
Primary 2/3	Mrs. L. Murray
Primary 3	Mr. C. Markac
Primary 4	Mrs. J. Howat & Miss L. Stevenson
Primary 4/5	Mrs. A. Mackie
Primary 5	Ms. I. Quigley
Primary 5/6	Miss. R. Miller
Primary 6a	Mrs. F. Rashid
Primary 6b	Mrs. K. Roe
Primary 7a	Miss K. Ianniello
Primary 7b	Mr. P. Sullivan
Area Cover Teachers (Based at Woodhead)	Mrs. V. McPhee Ms. L. Goh
Area Cover Teachers (Currently Allocated to Woodhead)	Miss S. Harvey Miss H. Black
Early Years Team Leader	Miss A. Harkness
Early Years Worker	Miss M. McDougall
Early Years Worker	Miss A. Pirie
Early Years Worker	Mrs. L. Goldie
Early Years Worker	Mrs. L. Davidson
Early Years Worker	Mrs. C. Garland
Early Years Worker	Mrs. V. Kerr
Early Years Support Assistant	Mrs. L. Docherty
Youth,Family and Community Learning Worker	Mrs. C. Stewart
School Support Assistant	Mrs. G. Steele
School Support Assistant	Mrs. M. Anderson
School Support Assistant	Mrs. F. McNulty
School Support Assistant	Mrs. J. Dunsmore
School Support Assistant	Mr. S. Allardice
School Support Assistant	Mrs. L. McAuley
School Support Assistant	Mrs. I. Kinniburgh
School Support Assistant	Miss J. Steven
School Support Assistant	Ms. L. Moir
School Support Assistant	Mrs. C. Welby
School Support Team Leader	Mrs. B. Primas
Janitor	Vacancy
Cook-in-Charge	Mrs. K. Stewart
Cleaning Supervisor	Mrs. C. McCormick

Senior Leadership Team Remits



Mr. Scott Jasnosz-Clark Head Teacher

The role of the Headteacher is, within the resources available, to conduct the affairs of the school to the benefit of the pupils and the community it serves, through pursuing objectives and implementing policies set by the education authority.

Mr. Clark's specific responsibilities include:

- Overall responsibility for leading and managing the school and nursery class.
- Line Manager of promoted and unpromoted teaching staff.
- Overall monitoring of Quality Assurance of Learning and Teaching in the school and nursery class.
- Establishment Improvement Planning and Reporting.
- School Policy
- Relationships and Pupil Pastoral Care.
- Staff Wellbeing
- Health and Safety (inc. COVID-19 Planning)
- Maximising Staff Attendance
- Finance and Budget
- Advisor to the Parent Council.
- Child and Adult Protection Co-ordinator
- Pupil Attendance Monitoring
- Registered Manager of Nursery Class.

And all duties outlined in Annex B of a Teaching Profession for the 21st Century (available on request).



Mrs. Colette Watson Depute Head Teacher

The role of the Depute Head Teacher is to assist the Head Teacher to conduct the affairs of the school to the benefit of the pupils and the community it serves and deputise in the Head Teacher's absence.

Mrs. Watson's specific responsibilities include:

- Department Lead for Early Level (N to P1b)
 - Quality Assurance of Learning and Teaching.
 - Relationships and Pastoral Care.
 - Pupil Wellbeing and Attendance
 - Parental Queries and Concerns.
- Additional Support Needs Co-ordinator for N to P3
 - Liaison to External Agencies
 - RfA and Wellbeing Paperwork
- Transition from Nursery to Primary
- Literacy and Language Curriculum
- Literacy Week Coordinator
- Out of School Hours Learning
- Active Schools Liaison/Sporting Events/School Events
- School Chaplain Liaison
- Junior Road Safety Officers
- Liaison to the PTA

And all duties outlined in Annex B of a Teaching Profession for the 21st Century (available on request).



Mrs. Claire Fox Depute Head Teacher

The role of the Depute Head Teacher is to assist the Head Teacher to conduct the affairs of the school to the benefit of the pupils and the community it serves and deputise in the Head Teacher's absence.

Mrs. Fox's specific responsibilities include:

- Department Lead for Second Level (P5-P7)
 - Quality Assurance of Learning and Teaching.
 - Relationships and Pastoral Care.
 - Pupil Wellbeing and Attendance
 - Parental Queries and Concerns.
- Additional Support Needs Co-ordinator for P4-7.
 - Liaison to External Agencies
 - RfA and Wellbeing Paperwork
- Transition from Primary to Secondary
- Numeracy and Mathematics Curriculum
- Maths Week Coordinator
- Whole School Timetabling
- SLT Parent Council Link
- Student Teacher/Work Experience Regent
- Staff CLPL Co-ordinator
- Attachment Lead

And all duties outlined in Annex B of a Teaching Profession for the 21st Century (available on request).



Mrs. Joanne Keltie Principal Teacher

The role of the Principal Teacher is to assist the Head Teacher and Depute Head Teachers to conduct the affairs of the school to the benefit of the pupils and the community as a lead member of teaching staff with delegated management and leadership duties.

Mrs. Keltie's specific responsibilities include:

- Department Lead for First Level (P2-P4/5)
 - Quality Assurance of Learning and Teaching.
 - Relationships and Pastoral Care.
 - Pupil Wellbeing and Attendance
 - Parental Queries and Concerns.
- Scottish Attainment Challenge Lead
- Quality Assurance of unpromoted NCC Teachers
- Pupil Equity Funding/Participatory Budget Lead
- Health and Wellbeing Curriculum
- Health Week Coordinator
- Moderation Coordinator
- NCCT Class Cover
- Absence Cover

And all duties outlined in Annex B of a Teaching Profession for the 21st Century (available on request).

Attendance at School

It is important for the school to work with parents in encouraging all children to attend school. All absences from school are required by law to be recorded. Absences will normally fall under two categories – authorised or unauthorised absence. In cases where your child is unable to attend school parents are asked to:

- If you know in advance of any reason why your child is likely to be absent from school, then let us know. Phone us or advise us in writing. Please also give your child a note on his/her return to school, telling of the reason for absence;
- Notify the school first thing in the morning when your child is going to be absent. Let the school know the likely date of return and keep them informed if the date changes;
- Inform the school of any change to the following:
 - Home Phone number
 - Mobile number
 - Emergency contact details
- Requests for your child to be absent from school to make an extended visit to relatives must be made in writing to the Head Teacher, detailing the reason, destination and duration of absence and arrangements for their continuing education. On these occasions the pupil will be marked as an authorised absentee in the register.

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

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

In our approach to raising 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.

Complaints Procedure

We work in partnership with parents/carers and encourage anyone who has a concern or complaint to get in touch with the Department Lead by telephone or email via the school office. We welcome all opportunities to assist and support and will work together to ensure a mutually agreeable outcome.

If a parent/carer is dissatisfied with the outcome, they should contact the Head Teacher in the next instance.

Complaints/concerns can also be made directly to South Lanarkshire Council via their website:

https://www.southlanarkshire.gov.uk/info/200170/comments_complaints_and_consultations/579/comments_compliments_and_complaints_procedure

Information on proposed transfer of school

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

If you are proposing a change of school for your child please provide as many contact details as possible in relation to the new school so that a smooth transfer of information relating to your child is ensured.

To enroll your child at Woodhead Primary School, please contact the school office or visit

https://www.southlanarkshire.gov.uk/info/200186/primary_school_information/392/enrolling_your_child_for_school

Please note that current COVID-19 mitigations may prevent families from visiting schools prior to enrolment.

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 about your child's learning;
- Encouraged to make an active contribution to your child's learning;
- Able to support learning at home;
- Encouraged to express your views and involved in forums and discussions on education related issues.

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

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

- Parentzone - <https://education.gov.scot/parentzone>
- Scottish Government Education Blog – <https://blogs.gov.scot/education/>
- Parent Club Scotland - <https://www.parentclub.scot/>
- South Lanarkshire Council – www.southlanarkshire.gov.uk

Woodhead Primary Parent Council

Our Parent Council meets approx. once per month and makes a valuable contribution to the life and ethos of Woodhead Primary. They support the work of the school and help us identify improvement plan priorities. We seek their views on a wide range of issues and benefit from their perspective as parents. The school, Parent Council, and PTA enjoy very positive relationships and work well together for the good of our school community.

Parent -Teacher Association

The PTA in Woodhead is very active and works hard to fundraise and support the school in many ways. They organise regular fundraising activities to benefit our pupils and to purchase extra resources to enhance our children's learning environment. They have already run various successful events and look forward to more in the coming year.

In the past, the PTA have fund-raised to help support the cost of transports to outings and sporting events, to fund Christmas pantomime and events, to provide hands-on Science workshops for STEM week and purchased additional resources to support learning.

We are always looking for new members to join the PTA. It is an enjoyable and rewarding way of actively helping the school and our pupils. If you wish more information or you can help in any way, please contact the school office.

Communication with our School Community

A school newsletter is sent out via Sway each month giving details of school events. We also have our own school website, where parents can download information, newsletters and view photographs of recent events in school. Each week we publish information about the week ahead and the lunch menu. The website can be accessed at www.woodheadprimary.co.uk

We also have a Twitter account which is used to share photographs of our work and information about upcoming events. You can follow us @woodheadprimary or visit www.twitter.com/woodheadprimary if you do not have your own account.

We also use the email facility of ParentPay to send letters and useful information. In the nursery class, Learning Journals are also used for this.

We welcome the help and expertise of parents on school outings and with various other activities. Many parents help on a regular basis throughout the year as part of a rota of helpers. If you feel you can offer support in school we would be pleased to hear from you. Parent/community helpers are now required to complete a PVG check before being able to help in school on a regular basis. This is part of a nationwide procedure designed to safeguard our children.

Parents are encouraged to share any concerns that they may have so that problems or issues can be resolved as quickly as possible. Parents can phone or email the school office and arrange to speak with a member of Senior Management Team or the Class Teacher.

We are involved in liaison with local Pre-5 Centres and Secondary schools and maintain useful links with other Primary schools in the area. Pupils visit the local Library and we advertise all the activities organised locally for young people. We like to encourage our pupils to take pride in their community and to contribute in any way possible. We welcome community members who are willing to share their particular expertise with our children. This is a valuable community resource and it helps build mutual respect between our children and other adults in the community. We enjoy good relationships with the local churches, School Health Service, Community Police Service and Fire Service.

Homework

Homework is given out in class on a weekly basis and we currently use Google Classroom as our main method of issuing homework. If you need any help or support with IT access, please let us know. Classes will receive an explanation at the beginning of the school year as to the pattern of completion as this varies depending on the stage of the pupils within the school. This work will reflect current class work (generally Maths, Reading and Spelling) or perhaps revision work prior to beginning a new topic/theme in class but will always have been explained to pupils in advance. Other information and guidance will be issued to parents during the school

year on curriculum developments and new approaches. We always appreciate feedback on these. If your child seems worried about some aspect of homework, please do not hesitate to contact the class teacher or a member of the Senior Management Team.

5) School Ethos

Our school's core purpose is summed up in one statement:



Our vision and values are an important part of the life and ethos of our school. Our desire is to provide an education that is second to none, one which equips our children for learning, life and work in the 21st century. We will strive to provide a safe, stimulating environment for our children where they will be encouraged to achieve their full potential.

After discussion with all of our pupils and staff, we agreed on six core values for our school:



These values characterise the ethos we are developing and nurturing in Woodhead Primary. We want our children to feel valued and listened to and, in return, be able to listen to others and respect their ideas, views and differences. We want to promote equality and diversity, whilst developing friendship and teamwork, recognising talents and abilities. Our children will learn about their rights alongside their roles and responsibilities.

Our ambition and vision for our school and its learners is summed up in this infographic:



Celebrating Achievements

We regularly celebrate achievements, both within and beyond the school. This motivates our children to aspire to excellence and to have high expectations of themselves and for their teams. We encourage our children and our entire school team to be reflective, always looking to improve our efforts, performances and achievements in every area of learning and school life. Achievements outwith school should be emailed to gw14woodheadpsoffice@glow.sch.uk or tweeted @woodheadprimary for inclusion in assembly and on our Wider Achievement display.

Extra-Curricular Activities

After school activities and clubs are an important part of our school life. They provide our children with a more relaxed and social atmosphere where they have opportunities to try out new activities and acquire new skills or further develop existing skills. Pupils are also encouraged to participate in a range of locally organised sporting activities including rugby, athletics, football, swimming and gymnastics. We currently have after school clubs for cross country, football, netball, film club, and choir. We also run lunch clubs for guitar, athletics and Scripture Union. We plan to resume our programme of after-school clubs in January 2022, dependant on COVID-19 mitigations.

All classes have at least one educational outings each session, linked to topic work or other curriculum areas. All of these activities help to broaden our pupils' experiences and enhancing the quality of their learning. It is hoped that COVID-19 guidance will allow these to go ahead this session.

Woodhead Primary Pupil Council

We have an active Pupil Council which meets to discuss issues raised by the children. The representatives from each stage are involved in making suggestions and decisions that affect them in their daily school life. This encourages our pupils to become effective contributors and responsible citizens and to work towards making our school a better place.

Woodhead Primary School Houses

We reintroduced school houses in 2018. Each child in P1-7 is a member of one house for the duration of their time at Woodhead. They can earn house points for displaying the school's core values in their work and relationships. The house with the most points each week is announced at assembly and their house colours are displayed on the House Trophy. Our six houses are named after Owls, as chosen by our parents/carers and pupils:



6) The Curriculum

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

If you want to know more about Curriculum for Excellence, please visit website <https://scotlandscurriculum.scot/> or <https://education.gov.scot/education-scotland/scottish-education-system/>

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.

We offer a curriculum that gives our children opportunities to develop their skills, knowledge and experience in a variety of contexts. The 'Four Capacities' of Curriculum for Excellence underpin all our learning and we are committed to encouraging each child to develop the skills and attributes which make them:

Successful Learners, Effective Contributors, Confident Individuals and Responsible Citizens.

Challenge and enjoyment Children and young people should find their learning challenging, engaging and motivating. The curriculum should encourage high aspirations and ambitions for all. At all stages, learners of all aptitudes and abilities should experience an appropriate level of challenge, to enable each individual to achieve his or her potential. They should be active in their learning and have opportunities to develop and demonstrate their creativity. There should be support to enable children and young people to sustain their best effort.

Breadth The curriculum should provide opportunity for learning within and beyond the classroom, in a variety of learning contexts. Learning through a wide range of well-designed activities will also offer relevance, coherence and breadth.

Progression Children and young people should experience continuous progression in their learning from 3 to 18 within a single curriculum framework provided by Curriculum for Excellence.

Each stage should build upon prior knowledge and achievements and children should be able to progress at a rate which meets their needs and aptitudes. Active learning will promote the development of logical and creative thinking and encourage a problem-solving approach.

Depth The encouragement of depth of learning challenges us to think beyond the notion of progression as moving quickly from one topic or level to the next. The time spent on discussion of learning, explaining it to others, applying what has been learned in different contexts, spending time to probe and research a particular issue adds depth to learning. There should be opportunities for children to develop their full capacity for different types of thinking and learning, applying increasing intellectual rigour and exploring and achieving more advanced levels of understanding.

Personalisation and choice The curriculum should respond to individual needs and support particular aptitudes and talents. It should give each child and young person increasing opportunities for exercising responsible personal choice as they move through their school career. Approaches which involve children in planning and respond flexibly to their interests and needs also contribute to personalisation and choice.

Coherence Taken as a whole, children and young people's learning activities should combine to form a coherent experience. There should be clear links between the different aspects of children and young people's learning, including opportunities for extended activities which draw different strands of learning together. Activities planned in this way and which build on what is familiar should enable children to make connections, give coherence to their learning and enable them to understand enable them to understand the relevance of what they are learning.

Relevance Children and young people should understand the purposes of their activities. They should see the value of what they are learning and its relevance to their lives, present and future.

Curriculum for Excellence identifies three core aspects that should be developed across all learning and these will continue to be an integral part of your child's education in Woodhead Primary:

Language and Literacy

Language is at the heart of children's learning. We place a great deal of emphasis on the teaching of reading, writing, listening and talking. At Woodhead Primary, we are working towards fully implementing the guidelines and principles outlined in North Lanarkshire's Active Literacy Programme.

Reading

All pupils are encouraged to read a range of materials including levelled texts, novels and non-fiction books. At Woodhead Primary School we actively encourage our pupils to read a range of materials both at home and at school. From an early age, pupils experience lessons to promote fluency and comprehension. This learning is evidenced in the children's daily writing and reading-to-write activities. Pupils are taught to analyse the texts they read, using word attack and comprehension strategies. Children in Primary 1 to 3 use a range of 'banded' texts to support their reading. At around Primary 3 stage, children may begin to use 'skinny novels' with novel studies being used further up the school.

Writing

Our aim is to encourage children to organise their thoughts and ideas, and to express them in the appropriate written form, with appropriate vocabulary. Spelling, grammar and handwriting are taught within the language programme and are related to the individual child's needs. Children are given opportunities to produce pieces of extended writing in a range of genres, with real-life contexts related to the children's own experiences or learning.

Listening and Talking

The school provides opportunities for a wide range of different kinds of talking and listening. Pupils are encouraged to listen to each other, to staff, to visitors. Listening and Talking is embedded into all aspects of literacy, especially reading and writing lessons.

Modern Languages

All pupils in Primary 1–7 are learning to speak French and our pupils in Primary 3-7 enjoy visits from a Chinese Language Assistant to learn a little Mandarin and Chinese culture.

Mathematics and Numeracy

Maths and Numeracy covers 'Number, Money, Measure', 'Shape Position and Movement' and 'Information Handling'.

As part of our programme, we develop and practise using mental maths skills and problem solving strategies from Primary 1 to Primary 7. We use Scottish Heinemann maths, Teejay Maths, ICT programmes, games, Numicon, Number Talks and a variety of other resources to support learning. The emphasis is upon understanding and practical application of learning rather than the completion of a workbook or textbook page.

Where a natural connection or link arises within another subject area or topic, we use this opportunity to reinforce and embed concepts in a context that makes the learning more relevant, e.g. enterprise contexts are often used to develop numeracy across learning, where children produce business plans, balance sheets and calculate profit and loss.

Health and Wellbeing

Within our Health and Wellbeing programme we teach skills and knowledge to address the following areas:

- Mental, emotional, social and physical wellbeing
- Planning for choices and changes
- Physical education - 2 hours a week includes outdoor PE for older children
- Food and Health
- Substance misuse
- Relationships, sexual health and parenthood

These are important areas of learning which help children develop good personal habits and equip them with the skills required to deal with the complexities of life.

Other Curricular Areas

Religious and Moral Education includes Christianity, and other world religions as well as exploring issues of beliefs and values and religious observance.

Expressive Arts incorporates teaching and learning in Art and Design, Dance, Drama and Music. We use specialist expertise of members of staff in Art and Design, Drama and Music to enhance our curriculum development.

In Sciences the key concepts are clearly identified using five organisers: Planet Earth; Forces, Electricity and Waves; Biological Systems; Materials, Topical Science. As well as discrete subject development, we also include science studies to create relevant contexts for learning and application of knowledge.

Social Subjects are developed discretely as well as through interdisciplinary studies and projects. The organisers for Social Studies are: People, Past Events and Societies; People Place and Environment; people in Society, Economy and Business.

Technologies includes ICT and computing skills as well as the development of a range of other skills. Part of our programme helps children to develop an awareness of the role of technology in society and business.

Technologies skills are also taught both discretely and through interdisciplinary studies and projects.

The organisers for Technologies are:-

- ICT to enhance learning
- Computing Science
- Technological developments in society

- Business
- Craft, design, engineering and graphics
- Food and textiles

We use components of Education City software, IDL Cloud, RM Easimaths and GLOW resources to further develop learning across the curriculum in Maths, Literacy, Science and French.

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

Rights of Parents / Carers

Scottish Government Ministers consider that religious observance complements religious education and is an important contribution to pupils' development. It should also have a role in promoting the ethos of a school by bringing pupils together and creating a sense of community.

There is a statutory provision for parents to withdraw children from participation in religious observance. This right of parents' wishes will be respected.

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

Equalities

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

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

7) Assessment and tracking progress

We want to share with you on how your child's learning is progressing. We do this through on-going formative assessment, which is planned by Class Teachers as part of the Learning and Teaching Process.

Teachers identify 'bundles' of experiences and outcomes from the Curriculum for Excellence, making links within and across areas of the curriculum. Learning Intentions and Success Criteria are identified and, from this information, assessment activities are planned which takes account of what the children can do, write, say and make.

Teachers gather information on pupil progress in a range of ways:

- through observations of the children's learning.
- by questioning the pupils in lessons to gauge their understanding.
- by reviewing, marking and providing feedback on children's written work and jotters.

- Through the use of summative assessments such as P1 Baseline Testing, Literacy Benchmarking and other assessments.

8) Reporting

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

We will provide parents with reports so that you can see what your child is doing and how they are progressing. In addition, there will be parents' meetings which offer you the opportunity to discuss how your child 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 'learner reports' will help you to get to know more about the curriculum which each child follows and will describe their strengths, achievements and areas for development so you know what encouragement and support you can give.

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

We are always willing to discuss matters of concern with parents but ask that you contact the office to arrange a suitable time, as it is not always possible for class teachers to be available during the school day.

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

Change of School / Placing Request

Normally children attend the school in their catchment area. However, there are times when parents may wish their children to go to other schools. If you wish your child to go to another school then you may make what is known as a 'placing request'. If you live in South Lanarkshire and decide to submit a 'placing request', we are unable to reserve a place in your catchment school until the Council have made a decision on the 'placing request'. Please note if your 'placing request' application is unsuccessful and all places at your catchment school are filled you will be offered a place at the next nearest appropriate South Lanarkshire School. Please note that if an application for a 'placing request' is successful then school transport is not provided.

If you move outwith your catchment primary school a 'request to remain form' must be completed. If you move outwith your catchment primary, this may affect your right to transfer to the associated Secondary School. Please note the secondary

school is determined by the pupil's permanent home address and chosen denomination. If you require further information, please contact Education Support Services on edsuppserv.helpline@southlanarkshire.gov.uk or 0303 123 1023.

Pupils of Woodhead Primary School transfer to Calderside Academy, Calder Street, Blantyre, G72 0AX

10) Support for Pupils

Getting it right for every child.

Getting it right for every child (GIRFEC) supports families by making sure children and young people can receive the right help, at the right time, from the right people. The aim is to help them to grow up feeling loved, safe and respected so that they can realise their full potential.

Most children and young people get all the help and support they need from their parent(s), wider family and community but sometimes, perhaps unexpectedly, they may need a bit of extra help. GIRFEC is a way for families to work in partnership with people who can support them, such as teachers.

If you have any concerns about your child's wellbeing, you can speak to the named person who will work with you to provide support and decide how to move forward. Your school will let you know who this is. It is likely to be the Head Teacher in a primary school and a principal teacher (pupil support) in Secondary.

More information can be found on: www.scotland.gov.uk/gettingitright

Support for All (Additional Support Needs)

Most children will require additional support at some point in their school life. This can be for various reasons, e.g. bereavement, family circumstances, illness, learning difficulty, or more able. The Depute Head Teacher is the Co-ordinator for ASN. Through close liaison with the class teacher and parents, children will be identified for additional support through observation, class work and assessment.

The teacher may make provision within the classroom situation to reinforce work which has previously been taught. The child may work with a School Support Assistant to support them with their concentration or to reinforce skills.

Sometimes the advice of the Area Specialist Support Teacher and/or Educational Psychologist is sought to ensure your child's needs are being met. Where appropriate, and beneficial to the learner, an Additional Support Plan (ASP) may be created. Specific learning targets are set and reviewed on a regular basis. Parents will always be kept informed of progress through discussion with the Class Teacher, Parents' Meetings, multi agency meetings, arranged reviews and by letter or by phone.

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

Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

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

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

What does it set out to do?

The aim of the strategy is to promote better experiences of attachment for South Lanarkshire's children and young people and to ensure that all education practitioners understand the importance of attachment 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 Centre Sway accessible by teachers and staff.

11) School Improvement

The school's agenda for improvement is set out annually in the School Establishment Improvement Plan. This is contributed to by our Parent Council and our school team. In the spring of each year we evaluate progress and identify and agree our priorities for the following session. Copies of the plan are available for the school community to view on the school website and we always welcome support in implementing our priorities for improvement.

Literacy, Numeracy and Health and Wellbeing remain high on our agenda. Our priorities are:

- Raise attainment in Literacy: continue to improve attainment in Reading and Writing through implementation of Active Literacy NLC.
- Raise attainment in Numeracy through the use of SLC Progression Pathways and developing a consistent approach to the learning, teaching and assessment of maths using a variety of teaching approaches and resources.
- Raise attainment in Health and Wellbeing: Developing a whole school approach to nurture and the tracking of pupil engagement in Health and Wellbeing.

Woodhead Primary School and Nursery Class was visited by a team from HMIE Inspectors from Education Scotland in February 2020. They identified the following strengths of the school and nursery class:

- Led by the headteacher and wider leadership team, whole school approaches to teamwork and collegiate planning. Together they have created a clear focus on school improvement.
- Children's achievements through their participation in the many school clubs. They are developing a wide range of skills which promote improvements in their confidence and health and wellbeing.
- Within the recently established nursery setting, practitioners have created a quality learning environment to maximise the potential for children's learning.

The full report is available on the Education Scotland Website at <https://education.gov.scot/education-scotland/inspection-reports/>

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 (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 £6,900 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £6,515 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 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 offer a free Breakfast service. At present, this is a Toast to Go service, with toast available to all children in P1-7 between 8.45am and 9am.

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

For their lunch each day pupils have the option to choose from two hot meal options, a snack option plus a vegan/vegetarian option. These are all served with vegetables and 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.

School uniform

Our school colours are grey, green and white and the uniform consists of:

Blazer	Grey
Shirt and tie	White Shirt – School Tie
Polo Shirt	White for gym days
Skirt	Grey or Black and of suitable length and style
Trousers	Grey or Black
V- neck school sweatshirt	Grey

PE Kit: Shorts, T-shirt and gym shoes (Soft shoes, without laces for infants). Please note that training shoes which are being worn as outdoor shoes will not be allowed on the new gym hall surface. We request that black soled shoes be avoided as they mark the surface.

Sweatshirts and polo shirts with the school logo are available from the school office or from local suppliers.

Information about the Woodhead Primary School and Nursery Class school uniform can be found at: https://blogs.glowscotland.org.uk/sl/woodheadprimary/?page_id=62

We ask all parents/carers to support the school by encouraging your child(ren) to adhere to the agreed dress code and the wearing of our school uniform. The wearing of a school uniform helps promote the identity of the school in the local community and helps create an ethos of sharing and pride in the school.

In addition, the wearing of a uniform helps towards increasing the protection of all pupils. The wearing of a uniform helps staff and the pupils to distinguish between who belongs to the school and those who may be visitors. This enables staff to approach and identify visitors more readily and helps in trying to offer a safer environment for pupils and teachers alike.

Equality of opportunity is an important aspect of the life of the school. Any proposals on the dress code and on what constitutes the school uniform will be the subject of discussion with the Parent Council and where appropriate consultation with parents, pupils and staff.

There are forms of dress which are unacceptable in all schools such as:

- the wearing of football colours
- clothing with slogans that may cause offence (anti-religious, symbolism or political slogans)
- clothing which advertises alcohol, tobacco or drugs
- clothing which can be deemed unsuitable in terms of health and safety grounds such as shell suits, combat style clothing, dangling earrings, loose fitting clothes particularly in practical classes
- articles of clothing that could be deemed to inflict damage on other pupils or be used by others to do so
- footwear that may damage flooring.

Allergies

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

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

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

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

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

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

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

Support for parent/carers

Clothing grant

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

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

Enrolment – how to register your child for school

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

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

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

Proof of where the child lives may also be needed.

If your child 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. This may be either denominational or non-denominational. 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

Parents who enrol children for P1 are invited to come to school with their child for a number of mornings in the summer term. This gives the children opportunity to make friends with their classmates and to get to know their teacher and the school environment. At the same time the Senior Management Team will meet with parents and carers to explain school procedure and to answer any questions they may have.

Parents who wish to enrol older children are also invited to make a visit before the proposed starting date. This helps ensure a smooth transition and transfer of information prior to the child's first day in their new school.

P1 children will attend for a full day from the first day of term in August.

Transport

School transport

South Lanarkshire Council has a policy of providing school transport to primary pupils who live more than one mile by the recognised shortest walking route from their catchment school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should complete a form online www.southlanarkshire.gov.uk 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 at www.southlanarkshire.gov.uk/info/200188/secondary_schoolinformation/545/school_transport or phone 0303 123 1023.

Pick-up points

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

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

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

Insurance for schools – pupils' personal effects

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

(i) Theft/loss of personal effects

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

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

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

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

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

(ii) Damage to clothing

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

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

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

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

The Child Protection Committee's website has a range of useful information for parents/carers to help them keep their children safe.

Keeping Safe online

The Council has produced an information leaflet – 'stay safe' for parents/carers on how to help ensure their child is safe when using the internet and mobile devices. Copies are available from the school or the web: www.southlanarkshire.gov.uk

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 Phone, 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 phone number and change of address.

If for any reason you are unsure if the school is open, please 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/phone 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 its commitment to care for and educate your child.

Should your child become ill or have an accident at school our office staff will try to contact parents by phone. If unsuccessful they will then use emergency contact information supplied by parents to

- seek advice
- inform about accidents
- make arrangements for the child to be collected and taken home.

In the event of illness or accident occurring in school, depending on the severity of the situation, it may be necessary to contact parents immediately.

You will therefore understand the necessity for the school to have accurate addresses and phone numbers, both for parents and emergency contacts.

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 to produce this privacy notice to inform you how we deal with personal information as part of our statutory function as an education authority.

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

Using your personal information

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

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

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

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

Information we collect at other times

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

- If you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.
- If you make a request for additional support such as an educational psychologist or other support for learning we will ask for more detailed information to allow us to provide the most appropriate support for your family. This may include information about family circumstances or medical conditions.
- If there are concerns about your child’s wellbeing and/or your child has needs that may require additional support, we will wish to work with you to collect and consider information to enable us to help you get the right support at the right time in line with the Getting it right for every child approach.

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

Information that we collect from other sources

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

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

Why do we need this information?

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

- for the education of children, young people and adult learners;

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

We will share your information with:

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

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

You have the right to access your personal information as well as the rights of rectification, erasure, restriction and the right to object. For information on these rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice from our website: (https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general_privacy).

Our full privacy notice will also provide information on how to make a complaint or to request a paper copy of the privacy notice from the Data Protection Officer.

Appendix A

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

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

Parental involvement

- [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 - <http://bit.ly/1LVdWD3>
- Choosing a School: A Guide for Parents - information on choosing a school and the placing request system - <http://bit.ly/1layFKn>
- A guide for parents about school attendance explains parental responsibilities with regard to children's attendance at school - <http://bit.ly/1XUxbIB>
- Guidance on the Scottish Schools (Parental Involvement) Act 2006 provides guidance on the act for education authorities, Parent Councils and others - <http://bit.ly/1LVeetx>
- [Parentzone](#) provides 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
- Health and wellbeing guidance on healthy living for local authorities and schools - <http://bit.ly/1Qj98dS>
- 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 - <http://bit.ly/1RBzx4Y>
- Scottish Catholic Education Service's resource "[This is Our Faith](#)" which supports the teaching and learning of Catholic religious education.

Transitions

- Career Information, Advice and Guidance in Scotland: A Framework for Service Redesign and Improvement provides guidance on career information, advice and guidance strategy - <http://www.scotland.gov.uk/Publications/2011/03/11110615/0>
- 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 - <http://bit.ly/1PsoBHC>
- [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 Education Scotland [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 (Revised edition): provides Statutory guidance relating to the Education (Additional Support for Learning) (Scotland) Act 2004 (as amended) - <http://bit.ly/1PsoBHC>
- [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

- 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
- Information about youth awards in Scotland - <http://bit.ly/1Q8tJCz>
- Information on how to access statistics relating to School Education - <http://bit.ly/1SvV6VI>

National policies, information and guidance can be accessed from the Scottish Government website on www.gov.scot.



Education Resources

School holiday Dates Session 2021/2022

Break	Holiday dates		
First Term	<i>In-service day</i>	<i>Thursday</i>	<i>12 August 2021</i>
	<i>In-service day</i>	<i>Friday</i>	<i>13 August 2021</i>
	Pupils return	Monday	16 August 2021
September Weekend	Close on Re-open	Thursday Tuesday	23 September 2021 28 September 2021
October Break	Close on Re-open	Friday Monday	8 October 2021 18 October 2021
	<i>In-service day</i>	<i>Monday</i>	<i>15 November 2021</i>
Christmas	Close on Re-open	Wednesday Wednesday	22 December 2021 5 January 2022
Second Term			
February break	Close on Closed on	Friday Monday and Tuesday	11 February 2022 14 February 2022 15 February 2022
	<i>In-service day</i>	<i>Wednesday</i>	<i>16 February 2022</i>
Spring break/Easter	Close on Re-open	Friday Tuesday	1 April 2022 19 April 2022
Third Term			
Local Holiday	Closed Re-open	Monday Tuesday	2 May 2022 3 May 2022
	<i>In-service day</i>	<i>Thursday</i>	<i>5 May 2022</i>
Local Holiday (inc. Queen's Platinum Jubilee)	Close on Re-open Close on Re-open	Thursday Monday Thursday Monday	26 May 2022 30 May 2022 2 June 2022 6 June 2022
Summer break	Close on	Friday	24 June 2022

Notes

- ◆ Good Friday falls on Friday, 15 April 2022
- ◆ *Lanark schools will close Thursday, 9 June 2022 and Friday, 10 June 2022*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Wednesday, 22 December 2021 and Friday, 1 April 2022)
- ◆ Schools will close at 1pm on the last day of term 3 Friday, 24 June 2022)



Education Resources

School holiday Dates Session 2022/2023

Break	Holiday dates		
First Term	<i>In-service day</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	Close at 3pm Re-open	Thursday Tuesday	22 September 2022 27 September 2022
October Break	Close at 3pm Re-open	Friday Monday	14 October 2022 24 October 2022
	<i>In-service day</i>	<i>Monday</i>	<i>14 November 2022</i>
Christmas	Close at 2.30pm Re-open	Friday Monday	23 December 2022 9 January 2023
Second Term			
February break	Close at 3pm Closed on	Friday Monday and Tuesday	10 February 2023 13 February 2023 14 February 2023
	<i>In-service day</i>	<i>Wednesday</i>	<i>15 February 2023</i>
Spring break/Easter	Close at 2.30pm Re-open	Friday Monday	31 March 2023 17 April 2023
Third Term			
Local Holiday	Closed Re-open	Monday Wednesday	1 May 2023 3 May 2023
	<i>In-service day</i>	<i>Tuesday</i>	<i>2 May 2023</i>
Local Holiday	Close at 3pm Re-open	Thursday Tuesday	25 May 2023 30 May 2023
Summer break	Close at 1pm	Friday	27 June 2023

Notes

- ◆ Good Friday falls on Friday, 7 April 2023
- ◆ *Lanark schools will close Thursday, 8 June 2022 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 (Friday, 27 June 2023)