



Education Resources

WOODPARK

PRIMARY SCHOOL
AND NURSERY CLASS



Handbook
January 2020



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

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



1) Introduction by the Head Teacher

Welcome to Woodpark Primary School and Nursery Class

Dear Parents/Carers,

I would like to warmly welcome you and your children to Woodpark Primary School.

We are all extremely proud of our wonderful school, the learning opportunities and experiences we provide. Woodpark Primary is a friendly, 'family' school where our children and staff care deeply about each other. Our children are happy and make great progress too!

Our school vision statement is:

Woodpark Primary School is a vibrant place full of learning, laughter and fun. The school creates a safe and stimulating environment where quality teaching develops children as confident and motivated individuals. The children are proud of their achievements and talents and are happy, healthy and valued.

I hope that our handbook will answer many questions you may have about our school. If you have any other questions please do not hesitate to get in touch.

We look forward to working in partnership with you now and in the future.

Kind regards,

Debbie MacKenna

Head Teacher



Woodpark Aims

1. Key performance outcomes

Woodpark Primary School improves attainment through the provision of active learning activities and links better behaviour to better learning. Our children are successful, confident, responsible and contribute to the life of the school and wider community.

2. Impact on learners

The children of Woodpark Primary are actively involved in their own learning and feel confident that their views are listened to and acted upon. Children, parents and families of Woodpark are involved in all aspects of education.

3. Impact on staff

All staff in Woodpark are valued, consulted and supported and aim to provide high-quality education for all learners. They are involved in all aspects of school life.

4. Impact on the community

Woodpark Primary is involved in helping others in the local and wider community and encourages the local community to attend our events.

5. Delivery of education

Woodpark Primary delivers a challenging, interesting education which promotes active learning in fun and fair situations.

6. Policy development and planning

Woodpark Primary is a democratic school involving pupils, staff, parents/carers, partner organisations and other services in their policy development and planning.

7. Management and support of staff

Woodpark Primary gives all children a better learning experience by increasing the number of staff to support children who are experiencing difficulty. Our staff feel valued and involved in the work of the school and their efforts are recognised and celebrated.

8. Partnership and resources/Resources

Woodpark Primary works in partnership to maximise the use of quality resources to meet the needs of all stakeholders.

9. Leadership

Woodpark Primary provides fair, consistent and shared leadership to promote teamwork in our school.



2) About our school

| | |
|------------------------------|--|
| Name of School | Woodpark Primary School and Nursery Class |
| Address | Priory Road Lesmahagow ML11 0AA |
| Phone Number | 01555 892251 |
| Fax Number | 01555 895904 |
| Website | www.woodpark-pri.s-lanark.sch.uk |
| E-Mail | office@woodpark-pri.s-lanark.sch.uk |
| Head Teacher | Debbie MacKenna |
| Total Capacity | 217 |
| Present School Roll | 186 |
| Nursery 3 – 5 years | 54/54 |
| Nursery 2 year olds | 15/15 |
| Planning capacity | Parents should note that the working capacity of the school may vary dependent upon the number of pupils at each stage and the way in which the classes are organised. |
| Stages Covered | Nursery to Primary 7 |
| Denominational Status | The school is non-denominational. The school is co-educational. |
| Gaelic Provision | The school does not provide teaching by means of the Gaelic language (as spoken in Scotland) |

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.

School Staff

| | |
|----------------------------|-----------------|
| Head Teacher | Debbie MacKenna |
| Acting Depute Head Teacher | Marianne Duncan |



| | |
|--------------------------|---------------------------------|
| Acting Principal Teacher | Jennie Purton |
| Nursery Teacher | Karoline Hunt |
| Early Years Team Leader | Marian Faulds |
| Willow Room Staff | Kat Caldwell |
| | Yvonne Mackie |
| | Linzi Morrison |
| Rowan Room Staff | June Boughey |
| | Lisa Davidson |
| | Abbie Jayne Elliott |
| | Louise Finnie |
| | Samantha Frame |
| | Catherine Gallagher |
| | Vicki Gibson |
| | Amy McDade |
| | Shirley Mitchell |
| | Caroline Waite |
| Primary 1 | Charlene Bryson/Gavin Wylie |
| Primary 1/2 | Gemma Finlay |
| Primary 2 | Colin French |
| Primary 3 | Fiona Taylor/Eve Walker |
| Primary 4 | Lesley Wood |
| Primary 5 | Carrie McPhee/Sarah-Jane Smith |
| Primary 6 | Stephen Hartley |
| Primary 7 | Hayley McLaughlin/Jennie Purton |
| CCC teacher | Lynn Connell |
| PEF teacher | Duska McLeish |
| Office Team Leader | Yvonne Gray |
| Support Staff | Angela Clarkson |
| | Claire Hardie |
| | Fiona Kelly |
| | Julie McAdam |
| | Lynn Moffat |
| | Siobhan Steele |
| | Sheryl Storrie |
| | Jane Ward |
| Janitor | Jim McGhee |
| Cleaning supervisor | Libby Steele |
| Cleaner | Martha Fleming |
| | Alison Hamilton |
| | Elaine Torrance |
| Catering manager | Brenda Haggerty |
| Catering assistant | Lynda Sloman |
| | Lynn Macfarlane |
| | Laura Cardwell |

School Hours

Nursery Class

9am – 12.10pm morning session



12.50pm – 4pm afternoon session
9am – 3pm full day session

Primary School

9.00 – 10.30am Learning and teaching
10.30 – 10.45am Interval
10.45 – 12.30pm Learning and teaching
12.30 – 1.15pm Lunch
1.15 – 3.00pm Learning and teaching

A list of holiday dates for sessions 2019-20 and 2020-21 can be found within the appendices of our handbook.

Absence reporting

If your child is unwell, please notify the school office before 9.30am on their first day of absence. In line with NHS guidelines, children who have had episodes of sickness and/or diarrhoea should not return to school until 48 hours after the last episode has stopped.

If your child becomes unwell during the school day or has an accident requiring your attention, we will contact you. Please make sure you inform the school office of any changes to your, or your emergency contacts', details.

Visiting the school

Any parent/carer who is seeking, or has been offered, a place for their child at Woodpark Primary is very welcome to visit the school. Please contact the school office to arrange a suitable time.



3) Parental involvement

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

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

As a parents/carers we want you to be:

- welcomed and given an opportunity to be involved in the life of the school;
- fully informed about your child's learning;
- encouraged to make an active contribution to your child's learning;
- able to support learning at home;
- encouraged to express your views and involved in forums and discussions on education related issues.

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

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

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

Home and School Links

One of our main priorities at Woodpark Primary is to build on the already strong, supportive links with our parents and the wider community. It cannot be over stressed how important it is that you, the parents, feel welcome to come to the school to discuss concerns you may have regarding your child.

There are two parents' evenings during the session, an informal session in October/November and a formal 'appointment' consultation in March. These meetings are arranged to give teachers and parents the opportunity to discuss their child's progress.

We also have an information evening about homework every year in the first term and the Primary 1 parents are invited to a Reading Workshop every year during the Hallowe'en disco.

Information about school life is communicated via our school app as well as by letter, telephone and our monthly newsletter which is packed full of information. The newsletters are also available on our school website. We encourage parents to sign up to weekly alerts through the school website so they never miss important information and to sign up to our free school app. We share our successes with the wider community through our Twitter page.

Parents can help within the school at a variety of tasks, for example in structured play, practical maths activity, art and craft activity. Any parent or friend of the school who would like to help with school activities should contact the school to arrange for a PVG check to be carried out.



Communication

Woodpark is a very open and friendly school and if you have *any* worries or concerns we would always want to know as soon as possible. We operate an open door policy and encourage parents/carers to come in to discuss any concerns or issues at an early stage with the class teacher and/or a member of the senior management team.

In the unlikely event that you have a complaint to make about the school or member of staff, please contact the Head Teacher in the first instance. She will do her very best to deal with your complaint and if you are still unhappy will pass your concerns to the Head of Education (Area) for Clydesdale, Carole MacKenzie.

4) School Ethos

Inspectors from Education Scotland stated during our last inspection that one of the particular strengths of Woodpark Primary was the 'well behaved, polite and motivated children who are proud of their school'. We think this sums up Woodpark perfectly and we all work very hard to maintain that ethos in this happy school.

We regularly ask parents and children for their opinion on aspects of our school. Recent comments have included:

"I feel the staff in Woodpark work very hard and are always friendly, helpful and approachable."

"Woodpark has a very inclusive feel, each child seems to be allowed their own identity which is hard to achieve and maintain."

"From observations during events - such as fayres etc - I think it's wonderful how the pupils are given ownership and responsibility."

Community Involvement

Woodpark Primary is part of the Lesmahagow community and we are always looking for ways to help our friends and neighbours.

We are proud to be involved in community projects such as litter picking in the local community, tree planting with the Forestry Commission or fundraising for local and global charities.

We often advertise events in the local paper, our school website as well as on our Twitter page. Look out for our next exciting adventure!

Our Behaviour System

In Woodpark Primary, we use the following strategies to promote positive behaviour:

- Circle Time
- Golden Time
- Explaining, demonstrating and reminding children of the kind of behaviour we wish to see.
- Recognising and highlighting good behaviour as it occurs.
- Praising children for behaving well and informing parents about their child's good behaviour.
- Rewarding children for behaving well.
- Staff maintain a calm atmosphere and try to avoid raising voice.
- A range of extracurricular activities.
- Other class systems working alongside whole school system.

Reward Systems



We have a range of reward systems to acknowledge children's good behaviour, effort and learning:

- Golden Time
- 4 weekly 'In a Row' certificates
- Cool In School Certificate
- Jungle of Joy
- Group points
- House points
- VIP treats
- Extra playtime
- Lucky Dip
- House treats

5) The Curriculum

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

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

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

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

If you want to know more about Curriculum for Excellence, please visit these websites:
<http://www.educationscotland.gov.uk/thecurriculum/> or www.parentzonescotland.gov.uk.



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

Level Stage

Early The pre-school years and Primary 1 or later for some.

First 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.



Successful Learners



**Spiritual, social,
(religious observance)
Rights of Parents / Carers**

moral and cultural

values

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.

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.

We teach a Religious and Moral Education programme of work, following the Curriculum for Excellence, which includes the study of Christianity and two other world religions, Judaism and Islam. This will ensure a gradual development of our pupils' understanding and appreciation of religious concepts.

All parents have the right to withdraw their children from religious events and observance, and may do so by writing to the Head Teacher.

The school has a weekly assembly which deals informally with many issues – moral, social and, to a lesser degree, spiritual. Our local Minister, Reverend David Carmichael, often joins us for end of term services in the school and occasionally visits classrooms to speak to the children.

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



6) Assessment and tracking progress

Assessment

Assessment is a way of obtaining information which allows teachers, parents and pupils to make judgements about, and targets for, developing pupil progress.

Assessment is used to measure how successful learning, teaching and achievement have been. Assessment can be both formative and summative.

Formative assessment consists of four basic elements:

- Sharing learning goals
- Effective questioning
- Self and peer evaluation
- Effective feedback
-

Summative assessment is the formal testing of what has been learned in order to produce marks or grades which can then be used for reporting.

At Woodpark we use both formative and summative assessment techniques to ensure that our teaching meets the learning needs of our pupils.

7) Reporting

Reporting

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

We provide parents with reports so that you can see what your child is doing and how they are progressing. In addition, parents' meetings offer you the opportunity to discuss how your child is progressing and how you can contact the school if you wish further information. The school will offer you an appointment time so that you can visit in person to discuss your child's education.

Our pupil reports will help you to get to know more about the curriculum which each child follows and will describe their strengths, achievements and areas for development so you know what encouragement and support you can give.

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

8) Transitions

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



We will also provide you with information at this time and on events designed to let P7 children visit the secondary school, meet up with other P7 children from other schools so that the transition period is as smooth as possible.

Normally children attend the school in their catchment area. However, there are times when parents may wish their children to go to other schools. If you wish your child to go to another school then you may make what is known as a 'placing request'. If you live in South Lanarkshire and decide to submit a 'placing request', we are unable to reserve a place in your catchment school until the Council have made a decision on the 'placing request'. Please note if your 'placing request' application is unsuccessful and all places at your catchment school are filled you will be offered a place at the next nearest appropriate South Lanarkshire School.

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

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

9) Support for Pupils

Getting it right for every child.

Getting it right for every child is a partnership commitment to ensure that your child has the best possible start in life, based on a shared understanding of their wellbeing. Most of the time, most children get all of the support they need from their families, with help from universal education and health services. When needed, the named person in education can offer help and support to children and families to make sure that the child's wellbeing is developing and that any issues are being addressed.

If you have any concerns about your child's wellbeing, you can speak to the named person who will work with you to ensure that your child gets the right help from the right person at the right time. 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.girfecinlanarkshire.co.uk and www.scotland.gov.uk/gettingitright

Support for All (Additional Support Needs)

If your child is experiencing any difficulty at school, you will be the first to know! We work in close partnership with our parents/carers and recognise the fact that you are your child's first teacher.

Any child who is recognised as having additional needs will be referred to the Support for Learning Coordinator who will gather information on the child and consider what additional support can be offered.

Children will often be given differentiated materials and may see our Support for Learning teacher for a short period to enable her to properly advise the class teacher on how best to meet your child's needs.

You will be kept informed at every step in the process and if your child needs an Additional Support Plan, you will be an integral part in that process.

Our Educational Psychologist can offer support, advice and assessment, and can be requested by the school with the agreement of the child's parents.



At present we do not have any child with a Coordinated Support Plan.

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 was launched in March 2019 and supports the action in the Getting It Right for Every Child in South Lanarkshire's Children Services Plan 2017-20 – 'Develop an attachment strategy and to inform training for staff working with early years to secondary aged children and young people on attachment-informed 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 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 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 we have plans to make them available on-line.



10) School Improvement

Our achievements in session 2018 - 2019

Our learners are successful, confident, exercise responsibility and contribute to the life of the school. Pupil voice is well embedded across the school, with each child participating in one of seven school committees. The fundraising committee and Pupil Council organised and led a very successful Red Nose Day. The library committee organised events to celebrate World Book Day. The health committee consulted with pupils to introduced a healthy tuck shop. The JRSO committee raised road safety awareness across the school. The eco committee led our work towards applying for Green Flag status. The Pupil Council led weekly assemblies to celebrate success and share learning. The website committee ensured our school website was kept up to date to share our achievements and important information with parents and families.

Our Woodpark Wonders celebrates pupils' wider achievements. Our tracking and monitoring systems also track and monitor pupil participation in clubs and activities to identify children who are not engaging in the wider life of the school or out of school activities.

Our children and young people are engaged in their learning and participate in decision-making about their learning experiences.

We reviewed our primary 1 transition programme this session, offering parents/carers the opportunity to take part in 'stay and play' sessions in primary 1, led jointly by nursery and P1 teachers. We developed a pack of resources for children to use throughout the summer, further enhancing early literacy and numeracy skills. We will continue to provide 'stay, play and learn' sessions for parents/carers and children in P1 this session in partnership with Early Years Scotland.

A whole school reading programme was introduced with significant investment in updating our resources from P4-7. This has led to increased enjoyment and engagement in reading, and staff development through working parties focused on the teaching of reading across all stages. Book banding was introduced and all children appropriately placed on the book banding scale. Pie Corbett reading spine resources have been introduced from nursery to P7 to ensure all pupils access a broad range of texts to further instill a love of stories and reading.

We have provided a range of after school and lunch activities throughout the session, in partnership with our active schools coordinator. We achieved silver SportScotland award this session. Our football team achieved runners-up in the Gardner's Cup and went on to win the Highland Games football tournament. Our school won 'Best Float' in the Highland Games procession in June.

Two pupils attended the SLC Pupil Award Ceremony in June in recognition of their contribution to the life of the school and their effort and achievement.

The work of the Eco committee led to our Green Flag award in July 2019.

Our key school improvement plan priorities for session 2019-20:

Raising attainment in literacy

We continue to develop active literacy across all stages. Spelling/phonics and reading have been introduced in the last two sessions. This session we will focus on the teaching of writing, using Talk4Writing approaches. Reading for pleasure will be enhanced using the Pie Corbett Reading Spine—a range of core stories and novels from nursery to P7.



Continue to raise attainment in literacy and numeracy in children in receipt of free school meals/live in decile 1

We continue to deliver targeted literacy and/or numeracy interventions by Pupil Equity Funded teacher and support staff in order to continue to close the attainment gap.

Review vision, values, aims and curriculum rationale

We will undertake a full consultation with pupils, parents/carers, staff and the wider community to evaluate strengths and areas for improvement, and review our school values, vision, aims and curriculum rationale to reflect the context of the school and our local area.

Implement Cost of the School Day position statement

We will incorporate awareness-raising and discussion of poverty-related issues into our Health and Wellbeing second level programme, raise awareness amongst parents/carers of fundraising schemes and supports available, and develop our school policy on lending equipment and resources to support home learning activities/homework.

Review and audit of current numeracy curriculum across all stages

We will review our current curriculum and resources, discuss current practice in mental maths and problem-solving activities and review contextual problem-solving approaches across all stages. We will audit effectiveness of current tracking and monitoring in numeracy.

Digital communication

We will enhance our digital communication with parents/carers through the introduction of our school app. We will share our achievements through our Twitter account: **@WoodparkPrimary**

Future improvement

As we approach the end of our current three-year cycle of improvement, we will seek the views of parents/carers, children and staff in order to identify priorities for sessions 2020/21 to 2022/23. In line with national and local authority priorities we will continue to focus on raising attainment in literacy, numeracy and health and wellbeing for all our children, and on closing the poverty-related attainment gap.

11) School policies and practical information

School Meals

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

The menu consists of a three course meal and all meals include fresh chilled drinking water and milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at morning break or lunchtime. Milk is also available for purchase to those pupils wishing to buy at morning break and lunchtime. The children also have access to unlimited bread, salad and vegetables to supplement their meal.

Pupils in:

- Primary 1 - 3 receive a free school lunch.
- Primary 4 - 7 meal cost is £1.70

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

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 £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 runs from 8.15am to 8.45am each school day.

School uniform

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

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

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

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

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

Allergies

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

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



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

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

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

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

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

Support for parent/carers

Clothing grant

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

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

If your child is starting school for the first time you must enrol your child at their catchment school in January. If parents want their child to go to another school, they must enrol in the first instance with their catchment school and ask for an information leaflet that provides details on how to make a placing request. Forms are available from the SLC website – www.southlanarkshire.gov.uk, schools, Q and A offices or by contacting Education Resources, Almada Street, Hamilton, phone **0303 123 1023**. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

Enrolment date for 2020 is week commencing 13 January 2020. Please contact the school for our enrolment dates/times, or look out for notices displayed in our nursery.



Transport

School transport

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

A paid privilege transport scheme is operated for mainstream school contracts where a pupil is not entitled to free school transport. Privilege transport will only be granted providing there is spare capacity on an existing school contract and will be from and to designated pick up and drop off points. Privilege transport will not be provided where a service bus is used on the school run. Any spare capacity will be allocated using agreed priorities. For more information on school transport contact Education Resources phone **0303 123 1023**.

Pick-up points

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

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

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



Insurance for schools – pupils’ personal effects

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

(i) Theft/loss of personal effects

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

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

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

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

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

(ii) Damage to clothing

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

Family holidays during term time

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

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

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

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

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

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



Promoting positive behaviour

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

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

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

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

Child Protection

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

The vision for children and their families in South Lanarkshire is to ensure that they live in a community where they are safe, healthy, active, achieving, respected, responsible and included. They should be part of a society where they have the opportunity to maximise their full potential and have access to good health care, education and leisure services. In order to achieve, South Lanarkshire's children's services and its partners will work jointly to support children, young people and their families and are committed to continuously improve our services to ensure children, young people and their families get the support that is appropriate for them.

The Chief Officers and Child Protection Committee are the driving force for ensuring that agencies individually and collectively work to protect children and young people as effectively as possible.

The Council has a duty in law to report any suspicions that a child has been abused or is at risk of harm, abuse or neglect. Therefore, Council staff have a professional and contractual obligation to report concerns to the head of establishment or the child protection coordinator immediately.

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

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

The Child Protection Committee's website has a range of information for parents/carers on how to help ensure their child is safe. The website is: www.childprotectionsouthlanarkshire.org.uk



Information on emergencies

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

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

If for any reason, you are unsure if the school is open visit the website www.southlanarkshire.gov.uk or email education@southlanarkshire.gov.uk

Your commitments

We ask that you:

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



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

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.

- When 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 you wish to participate in activities or support for young people through our youth centres, or through adult learning programmes within the community, we will also ask for your personal information to support your application. This may include information about family circumstances or medical conditions.

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;
- 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 2019/2020

| Break | Holiday dates | | |
|--------------------------|--|-----------------------|--------------------------------------|
| First Term | Teachers In-service | Tuesday | 13 August 2019 |
| | In-service day | Wednesday | 14 August 2019 |
| | Pupils return | Thursday | 15 August 2019 |
| September Weekend | Close on Re-open | Thursday Tuesday | 26 September 2019 1 October 2019 |
| October Break | Close on Re-open | Friday Monday | 11 October 2019 21 October 2019 |
| | In-service day | Monday | 18 November 2019 |
| | In-service day | Tuesday | 19 November 2019 |
| Christmas | Close on Re-open | Friday Monday | 20 December 2019 6 January 2020 |
| Second Term | | | |
| | In-Service day | Friday | 7 February 2020 |
| February break | Closed on | Monday and Tuesday | 10 February 2020 11 February 2020 |
| | In-service day | Wednesday | 12 February 2020 |
| Spring break/Easter | Close on Re-open | Friday Monday | 3 April 2020 20 April 2020 |
| Third Term | | | |
| | In-service day | Thursday | 7 May 2020 |
| Local Holiday | Closed | Friday | 8 May 2020 |
| Local Holiday | Close on Re-open | Thursday Tuesday | 21 May 2020 26 May 2020 |
| Summer break | Close on | Wednesday | 24 June 2020 |
| Proposed in-service days | Tuesday 11 August 2020 and Wednesday 12 August 2020 Pupils return Thursday 13 August 2020 | | |

Notes

- ◆ Good Friday falls on Friday, 10 April 2020
- ◆ *Lanark schools will close Thursday, 11 June 2020 and Friday, 12 June 2020*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 20 December 2019 and Friday, 3 April 2020)
- ◆ Schools will close at 1pm on the last day of term 3 Wednesday, 24 June 2020





Education Resources

School holiday Dates Session 2020/2021

| Break | Holiday dates | | |
|--------------------------|--|---------------------------------|---|
| First Term | Teachers In-service | Tuesday | 11 August 2020 |
| | In-service day | Wednesday | 12 August 2020 |
| | Pupils return | Thursday | 13 August 2020 |
| September Weekend | Close on Re-open | Thursday Tuesday | 24 September 2020 29 September 2020 |
| October Break | Close on Re-open | Friday Monday | 09 October 2020 19 October 2020 |
| | In-service day | Monday | 16 November 2020 |
| Christmas | Close on Re-open | Tuesday Wednesday | 22 December 2020 6 January 2021 |
| Second Term | | | |
| February break | Close on Closed on | Friday Monday and Tuesday | 5 February 2021 8 February 2021 9 February 2021 |
| | In-service day | Wednesday | 10 February 2021 |
| Spring break/Easter | Close on Re-open | Thursday Monday | 1 April 2021 19 April 2021 |
| Third Term | | | |
| Local Holiday | Closed | Monday | 3 May 2021 |
| | In-service day | Thursday | 6 May 2021 |
| Local Holiday | Close on Re-open | Thursday Tuesday | 27 May 2021 1 June 2021 |
| Summer break | Close on | Thursday | 24 June 2021 |
| Proposed in-service days | Tuesday 10 and Wednesday 11 August 2021 Pupils return Thursday 12 August 2021 | | |

Notes

- ◆ Good Friday falls on Friday, 2 April 2021
- ◆ *Lanark schools will close Thursday, 10 June 2021 and Friday, 11 June 2021*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Tuesday, 22 December 2020 and Thursday, 1 April 2021)
- ◆ Schools will close at 1pm on the last day of term 3 Thursday, 24 June 2021.



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

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

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

Contact Details

Education Scotland's Communication Toolkit for engaging with parents

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

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

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

Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils

School Ethos

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

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

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

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

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



Curriculum

Information about how the curriculum is structured and curriculum planning

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

Advice, practice and resources to support the experiences and outcomes on literary, 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 on the following:

Education

Health

Young People

Children (Scotland) Act 1995

Standards in Scotland's Schools (Scotland) Act 2000

