



Tinto Primary School Handbook 2019



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

Phone: 0303 123 1023

Email: education@southlanarkshire.gov.uk

Introduction by the Head Teacher

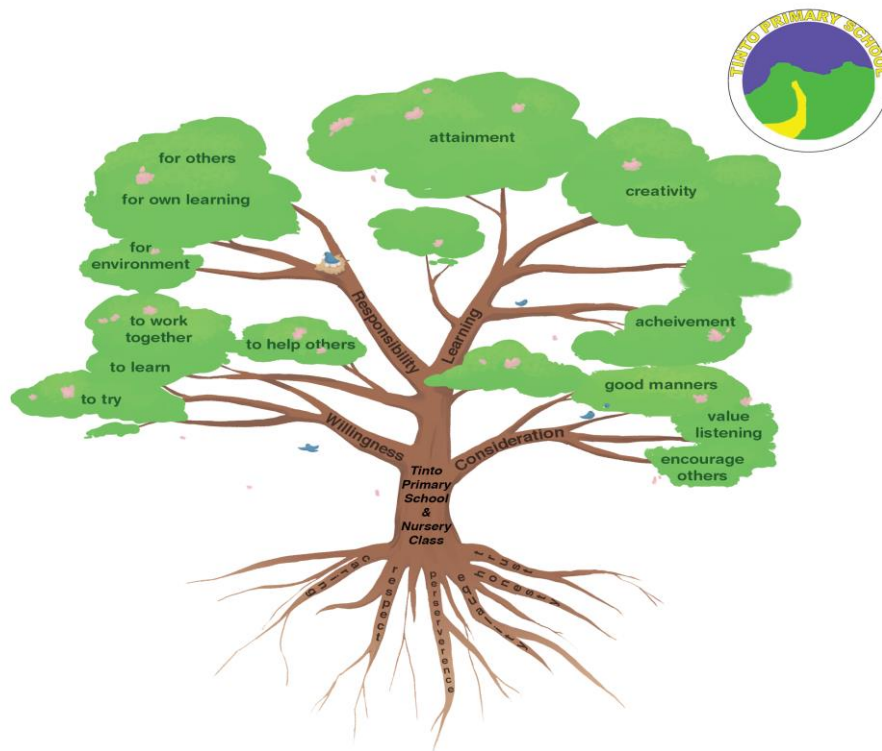
Welcome to Tinto Primary School and Nursery Class.

In Tinto Primary School we recognise that providing a happy, stimulating and challenging environment is only the beginning of achieving our aims.

We endeavour to help children further develop the knowledge, understanding, skills and attitudes which they have acquired in their pre-school years by:

- a) establishing and maintaining a school ethos in which children are motivated to learn;
- b) ensuring children are clear about what they have to learn;
- c) fostering good relationships with peers, parents and others;
- d) having high but attainable expectations of pupils in respect of both academic performance and good behaviour;
- e) providing tasks which are well matched to the needs, aptitudes and prior knowledge of pupils;
- f) ensuring that pupils are encouraged to become independent, resourceful and responsible learners who can work purposefully on their own and with others;
- g) ensuring that assessment is an integral part of classroom work and provides diagnostic information which informs further teaching.

Our ethos is illustrated by our Values Tree



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

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

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

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

About Our School

Tinto Primary School
School Road
Symington
Biggar
South Lanarkshire
ML12 6LT

Phone: 01899 30827
Email: parents@tinto-pri.s-lanark.sch.uk
Website: www.tintopri.s-lanark.sch.uk

Present Roll

82 pupils in P1-P7 (as at 18 December 2019)
24 pupils in 2-5 Nursery Class
Facility to accept thirty 2-5 year olds (maximum of 5 2-3 year olds)

Capacity of School

100 primary pupils and 30 nursery pupils

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

P1-7 and 2 nursery class- children may attend the nursery from the age of three years (from 2 years if in receipt of certain benefits).

Tinto Primary School is a non-denominational establishment.

Education is provided for female and male pupils.

Tinto Primary School does not provide teaching by means of the Gaelic language (as spoken in Scotland).

School Staff

Head Teacher:		Ms Alex Stark
Principal Teacher:		Mrs Lorna Kilgallon
Class Teachers:	P1/2	Mrs Jillian MacConnell & Miss Gillian Fraser
	P2/3	Miss Kennedy
	P4/5	Mrs Annabel Rodger
	P6/7	Mrs Susan Andrews
	CCC Teacher	Mrs Bowden & Mrs Kilgallon
Nursery Staff:	Nursery Teacher	Mrs Bowden
	Early Years Worker	Mrs Lynsey Millar (Team Leader) Mrs Gayle MacPhail Mrs Melanie Cowan Ms Katie Shillan Mrs Mairie Wilson Mrs Caroline Storeton West (additionality) Mrs Cindi Bryce
Nurture Base		Mrs Gill Davidson (Teacher) Mrs Ursula Baillie (S.A)
Support Staff		Mrs Judith Gilbert (Team Leader) Mrs Lyn McCammon Mrs Angela Miller Mrs Jayanthi Cathcart
Catering Staff:	Cook in Charge Assistant	Mrs Ailsa Forgie Mrs Roberta Mennie Mrs Carol Black
Janitorial Staff:		Mrs Gwen Stewart (7.30 am - 4.30 pm)
Cleaning Staff:		Mrs Roberta Mennie Mrs Josie McMorrow
Primary Staff (full time equivalent) 6.0		

Parent Council

The school and the local authority work in partnership with the Parent Council, listening to their views and responding to issues raised. Parent Councils make decisions about items such as:

- how their Parent Council will be set up and the constitution
- what it should be called (Parent Council or other name)
- what size it should be, e.g. in a very small primary school, all parents could be involved (no limit on size)
- who should be a member of the Parent Council (majority must be parents)
- how parents can join and support the school
- how they can work together with the school and pupils to support children's learning
- when the most convenient time is to hold meetings
- what will be discussed at meetings – these might be topics such as Curriculum for Learning – how parents can play an active part in helping the school to take forward Curriculum for Excellence; school uniform; fund-raising; how parents can support children's learning, helping the school develop guidelines such as anti-bullying, health and wellbeing etc.

However, it should be noted that a Parent Council cannot discuss issues attributed to individual pupils or other parents.

The Parent Council can be contacted as follows:

Chairpersons	Lorna Christie
Email address	tintoparents@gmail.com

Tinto Fundraisers is the fundraising arm of the Parent Council and various activities are planned throughout the year to support school initiatives and curriculum activities. The funds raised have bought reading and maths resources, staging, microphones and playground equipment.

Should Parents Have Concerns

If parents/carers have a concern regarding their child's learning, behaviour or care and welfare the following procedure should be followed:

- write a note to the class teacher in the home/school diary, by email or in a separate letter and the class teacher will then respond that same day, OR;
- contact the school and ask to speak to the class teacher either by phone or arrange to meet at the end of a school day.

If the concern continues to remain after the above has taken place then:

- contact the Head Teacher to discuss further either at a meeting or by telephone/ email/letter.

The staff work in partnership with a range of external agencies and are able to facilitate support for learning from the Extended Learning Team for Clydesdale and the Educational Psychologist; emotional and behavioural support from Integrated Children's Services, Educational Psychologist and counselling services; speech and language support and the Home/School Partnership.

Parents/carers can ask to speak to the Quality Improvement Officer for Tinto Primary and Nursery. The current post holder is Mrs Lisa Quin SLC HQ telephone: 0303 123 1023

Parents can also ask for support and advice from the Parent Council where appropriate.

Should parent/carer concerns become a complaint then the South Lanarkshire Council Complaint policy will be followed.

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 parents are asked to:

- if you know in advance of any reason why your child is likely to be absent from school, please tell someone at the school, telephone us or let us know in writing.
- 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. However parents still need to contact the school daily if their child is absent. Please note that a member of staff will firstly call home and then the emergency contacts if no notification is received regarding your child's absence from school. This is essential in making sure that all children leaving home for school arrive safely.
- Inform the school of any change to the following:
 - home telephone number
 - mobile number
 - emergency contact details
 - home address.

Requests for your child to be permitted 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 may be marked as an authorised absentee in the register.

Today I'll Notice Tomorrow's Opportunities

Medical and Healthcare

Should any child become unwell during school, the parent is contacted in the first instance, or failing this the emergency contact is alerted. Similar action is taken should a child have an accident. No child is allowed to leave the school premises unless accompanied by a 'responsible adult'. If it is not possible to make contact with the parent, a member of staff will accompany the pupil to the health centre or hospital if this is considered necessary.

It is essential that parents inform the school of any particular medical requirements or condition which may affect the pupil's ability to benefit from or participate in school activities.

Where a pupil has to take any medication during the school day, parents must complete an administration of medicine form. All medicines are stored in a designated locked drawer in the school office or in the nursery in a secure cupboard if the child attends the nursery class.

Complaints Procedure

Tinto Primary and Nursery follow the guidelines as laid down by South Lanarkshire Council. These are available on the Council website. In practice this will entail recording all complaints on a specific proforma, detailing the nature of the complaint and people involved. This will then be investigated by the Head Teacher, findings noted and actions taken to resolve the issue. These actions will be noted and discussed with all involved to ensure a resolution is met.

Should the complaint be unable to be resolved at school level then it will be passed onto the school's Quality Improvement Officer (see above) to manage.

Visiting School

If your child is starting their school experience at Tinto Primary as a P1 then there are set procedures in place to ensure a smooth transition. A detailed transition programme is issued to all pre-schoolers (in our nursery class and external nurseries) inviting them to a range of activities throughout the last two weeks in May and first week of June. These activities include meeting their P7 buddy, playing with their buddies outside, meeting their P1 teacher and spending time with her twice a week for about an hour.

If you are moving into this catchment area and wish to view the school please contact the office to arrange a date and time to visit. The Head Teacher will ensure that you are given a tour of the school buildings and will meet with you to answer any questions you may have.

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 Tinto Fundraisers or After School Club 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

School Ethos

Our Values

A school community must have a set of shared values in order to work effectively towards achieving the aims of the establishment. Shared values set the ethos of the school and enable us to work effectively towards our common goals. The Values Tree on p3 of the handbook clearly illustrate the Tinto Values.

Our values are at the “root” of all that we do.
They support our “growth” as individuals.
They provide the “trunk” for our school community.

We have a responsibility to ensure that everyone in our school community feels that they belong by showing

And ensuring

Respect
Caring
Trust
Equality
&
Equity

Our Aims

- To foster, amongst the whole school community, a climate of excellence.
- To enable each child to achieve their potential both academically, through the acquisition of knowledge and understanding, and in terms of personal achievements by fostering positive attitudes.
- To ensure every child receives the support needed to achieve their potential including additional support for learning, child protection, emotional and mental health.
- For every child in our school to feel nurtured, respected and happy.
- To prepare each child to live and work beside people, in school and in the future, co-operatively and respectfully.
- To develop a sense of values and moral responsibility towards each other and the world we live in.
- To develop in each child a commitment to, and enjoyment of, lifelong learning and the study skills to enable this to happen.
- To enable each child to develop effective communication skills, both oral and written.
- To involve parents, carers and the wider school community in a meaningful and purposeful partnership.
- To develop a sense of pride in Scottish and local cultures and at the same time developing an understanding, appreciation and respect for other cultures.

Parent Questionnaires Quotes

Tinto is a great school – I feel my children are well supported and challenged.

The school has a caring family atmosphere which I'm glad my children are part of.

My daughter looks forward to school everyday. She says learning is fun...The staff are welcoming, friendly and approachable. There is good home:school communication. The school is part of the village community.

Lovely, friendly staff who support the children well

Thank you for the 20/20 information. As a parent I like to challenge my daughter to get the best – it is good that the school notices pupil abilities and challenges them to do more

The H.T & P.T are very welcoming/supportive. This makes us feel comfortable and confident in approaching the school for support

Achievements

The school community places a strong emphasis on celebrating and recognising the achievements of our pupils and staff. Parents and pupils are encouraged to bring into school items such as certificates and photographs of detailing activities outwith school hours. These are as diverse as photos of fish caught, swimming badges, Beavers and Brownie awards to trophies awarded for karate. These are all displayed on a large board – currently our “Wall of Fame” – and discussed at assemblies. P7 pupils are responsible for maintaining the Wall of Fame. Staff achievements are also displayed so that the pupils can see that even adults continue to learn and achieve! We also include achievements in school, such as models, sporting events, curriculum work.

The school app has class pages and teachers use these to highlight achievements in school so that friends and family can also celebrate these.

Children are also encouraged to record their achievements in their home/school diaries and to then transfer these to their pupil portfolios each half term.

Tinto Primary has a close working relationship with our local church. During 2018-19 the Minister, George Shand, has taken school assemblies and will continue to do so throughout the year. The pupils also celebrate Harvest and Easter in the church.

Tinto Primary is part of Biggar Learning Community with the feeder primaries and high school working closely together. There are various activities throughout the year to enable the P6 & P7 pupils to meet before going to high school. Staff from the primaries and the high school also work together throughout the year in curriculum groups. Examples of work completed by these groups are a Learning Community Teaching & Learning policy, maths programme, science programme, technology programme and French programme.

Staff have also produced moderation materials to support assessment of writing and worked together to moderate reading strategies.

Active Schools provides a range of sporting activities for the children throughout the year. These include rugby and football coaching P1-7; netball tournaments; football tournaments; benchball and basketball festivals and dance festival.

Tinto Primary is very fortunate in having a fantastic After School Club that is organised by parents. The club provides a range of sporting, art, cooking events (to name but a few) throughout the year. Funding is raised through grant applications and we do ask for contributions if the activity has had to buy materials, for example, cookery. Some of the activities are led by parents, others by teaching and support staff, professional coaches, dance instructors or artists.

After School Club



The ASC football team trains weekly

Today I'll Notice Tomorrow's Opportunities

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 have been developed for this purpose.

Positive Behaviour at Tinto

Tinto Primary has a positive behaviour policy which is in the process of being updated. After consultation with the pupils and parents a number of years ago, a house system was setup. Each child is now in one of three houses – Clyde, Tay or Forth – and works hard to gain house points throughout the year. A Bronze certificate is awarded for 25 points; Silver for 50 and Gold for 75. These are presented at assemblies by the House Captains. The children work very hard for these certificates and there is a healthy rivalry for the House Shield, Inter House Quiz Trophy and Sports Shield.

Pupils are also rewarded for positive behaviour in the dining hall and playgrounds by having the opportunity to go on the “Top Table” once a month. Catering and Support staff select twelve pupils and the children then sit at the “Top Table” and have their meals served to them by the Head Teacher and Principal Teacher.



The Curriculum

Curriculum for Excellence is the name given to the current curriculum in Scotland for all children and young people aged 3-18. It is a forward looking, coherent, flexible and enriched curriculum that provides young people with the knowledge, skills and attributes which will be needed 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 curriculum areas are as follows:

- Expressive Arts
- Languages and Literacy
- Health and Wellbeing
- Mathematics and Numeracy
- Religious and Moral Education
- Science
- Social Studies
- Technologies

If you want to know more about Curriculum for Excellence, please visit website <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.

Today I'll Notice Tomorrow's Opportunities

Tinto Primary and Nursery are continuing to develop their approach to delivering the Curriculum for Excellence. We have focussed on providing interdisciplinary learning experiences for the pupils in order that they can see the links between curriculum areas. We also focus on skill development across the curriculum and ensure pupils are knowledgeable about these and how they can be transferred to the world of work.

Staff also issue a termly overview each term and this is published on the school app. The overview details what the children will be learning that term across the curriculum

Examples of learning experiences can be seen in the following photos:

The P4-7 pupils staged a fantastic musical performance in March 2019.

This learning experience included aspects of music, drama and literacy plus it most definitely met the requirements of being a confident individual!



This class planned a day of outdoor learning and activities which included bringing their bikes and scooters to school. They all ensured that helmets were worn!

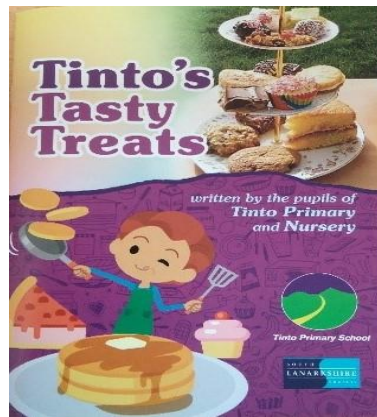
The pupils are working together to build a number line using the Numicon resource. This is a good example of being a successful learner.



The children have opportunities to learn with adults in partnership with the local community. Here the P1-3 pupils are participating in a story reading session with a local author. Everyone was a “Successful Learner”!



The N-P7 classes worked together to write a recipe book! This was published and sold to raise funds for school. All the recipes were tried and tested in class. This is an example of the pupils being “Effective Contributors”.



The children take part in Learning Community events throughout the year. For the past three years we have had a dance group participating in the Clydesdale Dance Festival. The children were “Effective Contributors”

Staff also ensure all the learning that takes place is discussed with the pupils in terms of relevance for life/future learning; in terms of context, and that the pupils are involved in setting targets for and evaluating their learning. There is a very strong emphasis on skills for life, learning and work.

Learning is not “done” to the pupils – the pupils are responsible for their learning in partnership with the staff.

Formative assessment strategies are the norm for each classroom and the pupils are very familiar with these. These may include self assessment, peer assessment, ‘two stars and a wish’ (two areas that were good and one next step identified), children traffic lighting their work (red = difficult, amber = need some help, green = ok) and of course traditional teacher marking and feedback.

Residential Experiences

Curriculum for Excellence is not just about school based learning but encourages outdoor learning and residential experiences. Our pupils have the opportunity for a one night/two day residential in P4 and a four night/5 day residential experience in P5 and P7. The P4 & 5 programmes are planned to be developmental and progressive in terms of skills and experiences and take place at Scottish Outdoor Education Centres in West Linton and Belmont. The P7 residential experience is a cultural/thematic event and takes place in various locations, dependent on the theme. These have included Inverness (Culloden, Highland Clearances) Yorkshire (WWII, Romans, environment) and this session, Liverpool (Titanic, emigration to Australia, environmental sciences). These opportunities allow children to excel in a different environment and allow for prior knowledge and understanding to be used in new contexts.

Today I'll Notice Tomorrow's Opportunities

P5 Residential Trip, Broomlee



P7 Residential Trip, Liverpool



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.

Today I'll Notice Tomorrow's Opportunities

There is a statutory provision for parents to withdraw children from participation in religious observance. The 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 principal 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.

Assessment and Tracking Progress

Formative assessment strategies have been explained in the section Curriculum for Excellence. Class teachers will maintain pupil progress records as part of their planning. These are used to ensure that the pace of learning is appropriate for each child, that the progress with regard to knowledge, understanding and skill development is appropriate and targets are set with the pupils for next steps.

Teachers will plan for end of unit assessments and record the results of these. These results provide the evidence for end of term reports, interim reports, meetings with parents and the Head Teacher at set times throughout the year.

In 2018 the Scottish National Standardised Assessments (SNSA) were used in P1, P4 & P7 across Scotland. The results of these assessments are to be used diagnostically to support pupil learning. They will not be used to provide league tables as it is understood the results provide a "snapshot" only of a pupil's knowledge. The SNSA results are to be used in conjunction with professional judgements to ascertain if a pupil is on track.

Tinto Primary also use the GL spelling, maths and reading assessments once a year to provide further evidence of attainment. P1 pupils participate in the S.L.C. early intervention assessments for reading. The results are recorded so that pupils can be tracked over time to ensure progression. The tracking also highlights pupils who require additional support or challenge.

At the beginning of each term, teaching staff meet with the Head Teacher to discuss pupil progress. This is recorded and the Head Teacher monitors this throughout the year. Where appropriate, external supports are organised to ensure that each child is given the opportunity to meet their full potential. These supports may come from the Extended Learning Team, Educational Psychologist, ICT or Speech and Language. Staff identify pupils who require additional support that term or additional challenge. Letters are issued to parents detailing the targets and strategies that will be used. Parents are welcome to discuss these with staff should they wish.

Pupils also lead their own learning and discuss and set their learning targets for the term with their class teacher. These are recorded in their Pupil Portfolios and shared with parents during Open Days. Parents can then assist their child at home. At the end of each term, these are evaluated by the pupil and teacher and next steps identified.

Reporting

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

Our '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.

Tinto Primary School recognises that good teamwork among parents, children and schools is the key to a successful education for your child.

Reporting will be ongoing and comprise of a range of activities which can include:

- termly targets and evaluations will be in pupil diaries
- twice a year parent meetings (October and March)
- children presenting their learning
- newsletter
- ongoing oral discussions

Transitions

Pupils normally transfer from primary to secondary school between the ages of 11½ and 12½, so that they will have the opportunity to complete at least 4 years of secondary education.

Arrangements are made by the school to transfer children to the associated secondary school as determined by their home address. Parents of P7 children will be informed of the transfer arrangements made for their child to attend secondary school.

We will also provide you with information at this time on events designed to 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 local school until the Council have made a decision on the 'placing request'. Please note if your 'placing request' application is unsuccessful and all places at your catchment school are filled you will be offered a place at the next nearest appropriate South Lanarkshire School.

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

If you move 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.

Support for Pupils

Getting it Right for Every Child (GIRFEC)

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

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

More information can be found on:

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

Support for All (Additional Support Needs)

Tinto Primary has a staged intervention strategy to ensure that all pupils have their educational, social and emotional needs met. Class teachers are skilled at identifying if a pupil requires additional support or challenge and will complete the appropriate paperwork prior to meeting with the H.T. Letters are issued to parents detailing the targets and strategies that will be used. Parents are welcome to discuss these with staff should they wish

If class teachers require advice to support learning, then she/he will initially consult with the Extended Learning Team. The team is able to provide materials, advice, strategies and assessment tools for the teacher. A member of the team may also provide some individual teaching for the pupil. The parent/carer of the pupil will be involved in discussions at this point and may be asked to support the pupil at home with similar strategies. Should these strategies not be effective enough, the class teacher may request that the Educational Psychologist is involved and standardised assessments completed. Again the parent would be involved, a referral form completed with parental consent and the Educational Psychologist would assess and meet with parents and staff to discuss next steps.

If the support needed is emotional then the Head Teacher may refer the child to one of a range of supports available. Internal supports from trained staff at Tinto include Draw to Talk; Lego therapy and Nurture approaches. External supports include Befrienders, Give Us A Break and CAHMS.

We can also refer our pupils to Speech and Language, Occupational Therapists and the hearing clinics. Referrals for these may come from parent/carers or from staff. It is important that the adults involved in supporting the child work together and that the child is also involved in discussions regarding the support required.

Some children may require having an Additional Support Plan written for them if the support becomes long-term. These will be written in partnership with everyone who is involved, including the pupil and parent/carer. If other agencies are involved, such as health or social work, then a Co-Ordinated Support Plan would be put in place to ensure the child's needs are met.

Tinto P.S is also the base for the Clydesdale Nurture room – Treetops. Up to six P1-3 pupils from Clydesdale schools are allocated up to five terms in the Nurture Room. The provision provides

Today I'll Notice Tomorrow's Opportunities

support to children who have had traumatic experiences and are finding it challenging to be in a mainstream setting full time.

Attachment Strategy

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 actions 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'.

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 educational practitioners understand the importance of attachment and how positive relationships can make a difference to outcomes.

South Lanarkshire Council have published a series of leaflets which cover information for parents/carers about the Additional Support for Learning Acts and attachment theory. These are available in school and will be online shortly.

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

School Improvement

The School Improvement Plan is a yearly document that details the main achievements of the past school year and planned improvements for the next. This is discussed at the Parent Council meeting in May/June of each year and a copy of the audit and development priorities in the form of an Improvement Plan and Standard and Quality Report is put on the school website and app. There are also paper copies available from school.

There is also a working display showing the development priorities for the year and staff, pupils and parents add to this constantly. Comments may be about training, experiences or next steps. These are then collated and used to inform the following I.P and S&QR.

Tinto Primary has ensured that literacy, numeracy, health and well being are embedded across all curriculum areas. Staff track the pupils' attainment across the curriculum and ensure that all pupils are being challenged and supported. Writing remains a priority for Tinto in terms of attainment.

In terms of health and well being, achievements are tracked and monitored and staff plan to ensure all pupils have equal opportunities to achieve across the curriculum. The school have worked with Strathclyde University as part of a national research project focussing on health and wellbeing. Results evidenced a strong progression and rise in pupil well being. The S.L.C. Validated Self Evaluation process also evidenced that Tinto pupils had a very strong Pupil Voice that impacted positively on the school ethos. We are committed to maintaining this high standard.

Where specific curriculum areas have been a priority, these are detailed in the School Improvement Plan and [this is on the school website and app](#). The current Improvement Plan focusses on raising attainment in writing and improving pupil and staff knowledge and understanding of digital literacy across the curriculum.

The focus during the next three years will continue to be on raising attainment for all; working on closing attainment gaps and promoting strong home:school links and community partnerships.

The Parent Council will continue to be consulted about the School Improvement Plan and the Parent Forum are issued with a questionnaire each year. The results from this are incorporated into the School Improvement Plan as appropriate.

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 & 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 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. The children also have unlimited access to 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 then there is no need for you to apply online, we will use this information to automatically award free school meals (P4-S6) and/or school clothing grants 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 "Toast & Go" service for all children at break times. The children can select 1-2 slices of toast and a piece of fruit.

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.

Today I'll Notice Tomorrow's Opportunities

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.

Tinto Primary school uniforms are supplied by ALJ's in Lanark, 18 Bloomgate, Lanark.

Support for Parent/Carers

Clothing Grant/Free School Meals

In certain circumstances the Council provides support to parents/carers for the purchase of school wear and free school meals. We would encourage families if they are eligible to apply for these benefits.

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).

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.

Today I'll Notice Tomorrow's Opportunities

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

School Hours/Holiday Dates

P1-7	Starting Time	-	9.00 am
	Morning Interval	-	10.30 - 10.45 am
	Lunch Time	-	12.15 - 1.00 pm
	Closing Time	-	3.00pm

Nursery Class As above, except lunch is 11.45-12.15 and there is no set interval.

See attached list showing school holiday dates (Appendix 1).

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 2019/20 is week commencing 13 January 2020. Please contact the school office for an appointment time. Times will be 11.00-12.00 and 2.00-3.00 p.m

P1 pupils will start school full time on the same day as all pupils return - **Thursday 13.8.20**
Parents of pupils entering school for the first time will be advised of the relevant enrolment times by:

- a) a notice in the Lanark Gazette
- b) a letter from the Head Teacher
- c) a notice in School and Nursery
- d) a notice in the local shop in Symington

Parents are asked to bring the child's full birth certificate plus two proofs of residency (eg utility bills) with them at the time of enrolment.

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 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. Where there is a request to place a child under school age in a school within the local catchment area they may receive transport in line with the Council's transport policy.

On the last day of each school term the school closes early (see Appendix 1.) Pupils travelling on the school buses are usually required to leave 10-20 minutes prior to school closure to fit in with transport demands from all schools in the area on these days.

Insurance for School-Pupil's Personal Effects

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

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 into 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 household insurance.

It is recommended that all clothing and any other personal items brought into school have your child's full name written clearly on them to help reduce the risk of loss.

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.

Today I'll Notice Tomorrow's Opportunities

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

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 improving our services to ensure children, young people and their families get the support that is appropriate to them.

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

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

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

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

Today I'll Notice Tomorrow's Opportunities

The Child Protection Committee's website has a range of information for parents / carers on how to 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 or 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 using ParentApp, FB, telephone, 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, email us at: education@southlanarkshire.gov.uk or visit the website www.southlanarkshire.gov.uk

Tinto Primary's procedure for school closure is noted below:

- **If closing before 9.00 am:**

A message will be put on the school app and FB page

- **If closing after 9.00 am:**

Parents will be contacted by **telephone and app** once we have been advised when buses will arrive at school and can advise of estimated departure time to ensure someone is at home to meet the pupils. Updates will also be posted on the app, emails and Facebook.

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 its' commitment to care for and educate your child.

General Data Protection Regulation as supplemented by the Data Protection Act 2018 (GDPR)

Data Protection Act 1998

Information on pupils, parents and guardians is held by the school to enable the teaching, registration and assessment of pupils as well as associated administrative duties. The information is stored and used as per the requirements of the GDPR with South Lanarkshire Council defined as the data controller. The Council have established a data protection policy that applies to all of its schools. 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
Christmas	Close on Re-open	Friday Monday	20 December 2019 6 January 2020
Second Term			
	In-service day	Friday	7 February
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	6 May 2020
Local Holiday		Friday	7 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

This annex gives a list of useful information and the links to the content is now available from the Council's website by accessing the following link
http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_for_excellence/3

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

Contact Details

Education Scotland's Communication Toolkit for engaging with parents

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

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

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

Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils

School Ethos

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

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

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

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

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

Curriculum

Information about how the curriculum is structured and curriculum planning

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

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

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

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

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

Assessment and Reporting

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

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

Today I'll Notice Tomorrow's Opportunities

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