



Education Resources

Spittal Primary School

HANDBOOK

January 2014



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1)	Introduction by the headteacher
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Spittal Primary School is situated on Lochlea Road, Spittal. The school currently has 7 classes and a Nursery Class. The Nursery Class offers both a morning and an afternoon session as well as additional hours, between 8.00am and 5.00pm.

At Spittal Primary School staff work together to provide education of the highest quality in line with the Scottish Government priorities and Curriculum for Excellence. In addition to providing a rich variety of learning experiences in the curriculum areas of Literacy and Language, Mathematics and Numeracy, Health and Wellbeing, Technologies, Social Subjects, Sciences, Religious and Moral Education and Expressive Arts, we value the benefits of providing after/before school clubs or lunchtime clubs, particularly in the area of Physical Activity. These currently include Boys Football, Girls Football, Netball and Dodgeball, with plans for Basketball and Dance Clubs. Our Parent Council also provide opportunities for extra curricular Guitar lessons.

We value partnership and community links and welcome the inputs from local organisations such as Blairbeth Chaplaincy Team, the School Nurse, Castlemik Park and the Jeelie Piece Club.

At Spittal Primary all children are encouraged to always do their best and to respect others. This includes developing positive attitudes to learning and behaviour. We regularly consult with pupils, staff and Parents/Carers to ensure we agree on the same high expectations for achievement and attainment. Spittal Primary School operates a zero tolerance approach to bullying of any form.

Our ethos is one of inclusion where the rights and responsibilities of everyone are respected. We strive for success and continual improvement and we celebrate and share this through whole school assemblies and regular newsletters. We have a school website which is regularly updated.

A year ago we moved into a wonderful new school building and the staff team have worked together and involved pupils and parents/carers in establishing our school vision and values. These are:

Vision Statement

We share, we learn, we grow, we care

Values

Supporting all learners to reach their full potential

Preparing for lifelong learning

Including everyone in all we do

Trusting and being trusted

Teaching a curriculum for the 21st century

Aiming high to achieve success

Learning to live, living to learn

I look forward to working in partnership with you and providing education of the highest quality for your child to enjoy.

Lorna Harvey
Head Teacher

Introduction to South Lanarkshire Council

Spittal Primary School is 1 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.

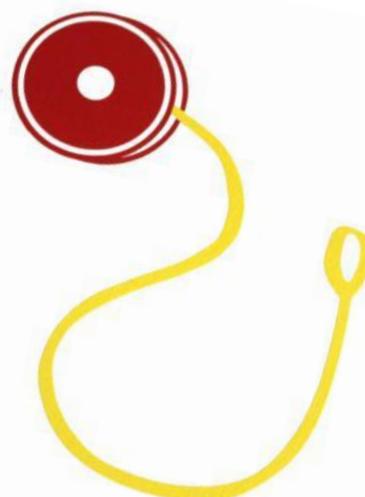
The Council's Plan Connect sets out the Council's vision which is, "to improve the quality of life for all within South Lanarkshire".

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.

2)	About our school
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Spittal Primary School
Lochlea Road,
Spittal
G73 4QJ

- Telephone Numbers
 - School 0141 634 4861
 - Nursery 0141 634 9349
- Website address: www.spittal-pri.s-lanark.sch.uk
- Email address: office@spittal-pri.s-lanark.sch.uk



We provide education for children from age 3 to 12:

- Nursery (age 3-5)
- Primary 1 to Primary 7

The current roll is 152 pupils

- Spittal Primary is a non- denominational school and we welcome pupils and staff of all faiths.

Our Staff Team

Headteacher

Mrs Lorna Harvey

Principal Teacher

Mrs Alison Mechan

Class Teachers

P1 Mrs Heather Houston and Mrs Anne McMenemy/Mrs Jill Rennie

P2 Miss Allison Murray and Mr Neil Houston/Mrs Pauline Laccharini

P3 Mrs Brenda Clark and Mr Stephen Miller

P4 Miss Holly Fillingham

P5 Miss Kaitlin Beatts

P6 Mrs Barbara Morton

P7 Mrs Diane Broadfoot

Mrs Mechan and Mrs Laccharini provides Class Teachers with class contact cover reduction (CCC) time of 2.5 hours per week.

Music Instructors

Mr John Bryce (woodwind)

Mr James McAleenan (brass)

Specialist Support Teachers

Mrs Jacqueline Cavannagh

Educational Psychologist

Dr Val Duchak

Support Staff

Office Team Leader

Mrs Elizabeth Loughrie

Office Support Staff

Mrs Phil Dolan

Learning Assistants

Mrs Sherlene Gordon, Mrs Yvonne Kennedy, Mrs Chris McAllister

Nursery Staff

Teacher	Miss Rachael Napier and Mrs Pauline Beckett
Team Leaders	Mr Michael McKiernon and Mrs Leigh O'Kane
Early Years Workers	Mrs Linda Favaretto, Mrs Lyncarro Edmunds and Mrs Chris McAllister

Janitor, Catering and Cleaning Staff

Janitor	Mrs Vicky Gardner
Kitchen Staff	Mrs Elizabeth Graham, Mrs Margaret Martin and Mrs Elaine Duffy
Cleaning Staff	Mrs Elizabeth Graham, Mrs Margaret Martin and Mrs Elaine Duffy

Concerns about your child

- If any parent/carer has a concern about their child they are invited to contact the Headteacher or the Principal Teacher to make an appointment to discuss their concern.
- The HT or PT will work with the child's Class Teacher and Support Staff, as appropriate to deal with any concerns.
- Parents/carers have two opportunities each year to meet formally with their child's Class Teacher to discuss general academic progress, however appointments can be made outwith these times to discuss issues as and when they arise throughout the school year.

Procedures for Pupil Attendance

If your child is absent from school please contact the School Office so that the Class Register can be updated and Teacher informed. The HT monitors absence monthly and is required to contact Parents/Carers by letter if their child's absence is 85% or below.

We encourage children to arrive at school for 9am each day. We have monthly Punctuality Weeks where children are rewarded with stickers for punctuality. Our Parent Council run a Breakfast Club from 8.30am and all children are welcome to come into the Dining Hall and enjoy a healthy, free breakfast before school starts.

Complaints procedure

Parental enquiries and complaints will be addressed, in the first instance, by the Headteacher. Please contact the Headteacher by phoning the school or making an appointment with the School Office.

School Enrolment

If you have been offered or are seeking a place for your child at Spittal Primary School you should contact the School Office. The Headteacher will meet with you to discuss procedures for enrolment and answer any queries you may have about the school.

If Spittal Primary is your catchment school (you live in the catchment area) you will be required to complete an enrolment form and provide your child's birth certificate and two forms of proof of address. Only a Parent can enrol their child. If Spittal Primary is not your catchment school but you wish your child to attend you will be required to enrol at your catchment school and also complete a Placing Request Form and a decision will be made by South Lanarkshire Council.



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

The Chair of our Parent Council is Mrs Christine Sharkey.

Our Parent Council meet regularly to discuss and plan a variety of activities for pupil and parents/carers to engage in for the benefit of all children. They organise fund raising and provide funding for transporting children to/from special events such as outings at Christmas and in the Summer Term. They also provide treats such as goodie bags for the Christmas Pantomime and an annual Disco to celebrate St Andrew's Day in November.

The Parent Council organise and manage the Breakfast Club-this is open to all pupils in P1-P7. It takes place daily in the Dining Hall between 8.30 and 8.55am.

In addition to this the Parent Council also organise a fiction lending library and provide opportunities for children to participate in after school guitar lessons.

All parents/carers are welcome to attend Parent Council meetings and any contributions to ideas or volunteers to help out with events are valued and appreciated.

4)	School Ethos
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Vision Statement

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Values

Supporting all learners to reach their full potential
Preparing for lifelong learning
Including everyone in all we do
Trusting and being trusted
Teaching a curriculum for the 21st century
Aiming high to achieve success
Learning to live, living to learn

We recently asked our pupils about the kind of behaviour they wanted at Spittal Primary School and how this could be achieved. Here are some of their responses:

We want our school to be a place where-

1. Pupils are polite and friendly to each other
2. Everyone is respected
3. Pupils are responsible, sensible and have good manners
4. Pupils look after our school, resources and each others' belongings.

Pupils and staff believe this can be achieved in the following ways:

1. Listening and following instructions

2. Trying our best at all times
3. Celebrating our successes-individual, group, class and school
4. Zero tolerance to bullying

We value the promotion and celebration of positive behaviour throughout our school and this is rewarded on a Friday afternoon during Golden Time. This lasts for up to an hour and children can choose from a variety of activities offered by staff. These include ICT, Dance and Baking.

We encourage our children to be actively involved in their learning and we listen to their ideas and suggestions. The following Pupil Groups operate-

- Pupil Council
- Eco Group
- Junior Road Safety Officers (JRSO)

During weekly Assemblies we highlight the work of our Pupil Groups, achievements in and out of school and Class Projects. We celebrate learning in a variety of way and invite parents/carers to share our learning through termly events.

In January we have a whole school Project on Scotland which includes a Scots Poetry Competition. In June we all enjoy a Summer Outing to Ayr where we have our Sports Day.

5)	The Curriculum
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Curriculum for Excellence is the name given to the new 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 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



Inter Disciplinary Learning is when learners are encouraged to make links across the curriculum. This method of planning is used by Teachers to really bring learning alive and to hand to support learners to understand the connections and to realise the relevance of what they are learning and how they can apply different skills to different kinds of learning.

If you want to know more about Curriculum for Excellence, please visit website www.curriculumforexcellence.gov.uk or www.parentzonescotland.gsi.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.

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

Spittal Primary School is a non-denominational school and we welcome pupils and staff from all faiths.

We have strong links with Blairbeth Church and we visit the church for an Easter and Harvest Service. In school, children learn about the 6 main world religions but we do not practise any religion, although we do respect the rights of others.

Rights of Parents/Carers:

Scottish Government Ministers consider that religious observance complements religious education and is an important contribution to pupils' development. It should also have a role in promoting the ethos of a school by bringing pupils together and creating a sense of community. There is a statutory provision for parents to withdraw children from participation in religious observance. The rights of parents' wishes will be respected. When a child is withdrawn from religious observance, schools will make suitable arrangements for the child to participate in a worthwhile alternative activity.

Equalities:

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

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

6)	Assessment
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At Spittal Primary School, Teachers gather evidence of learning daily. This may take the form of pupil written work, photographs of things children have made or done, and notes about what children have said. This involves careful planning and observations of what children write, do make or say. Teachers regularly talk with children about their learning and children are beginning to become more involved in their learning by being involved in setting Next Steps and by reflecting on not only what they have learned but also how they have learned it.

At times, Teachers will give children written assessments mainly in the areas of Language and Mathematics, in order to assess progress made over a period of time.

Teachers use a range of formative assessment strategies in school. This includes talking to children about their learning and involving all children in class discussions. For example, a child may be asked to "Traffic Light" their work. This means they allocate a colour to reflect their understanding; green for good, amber for not sure and red for I need some help.

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

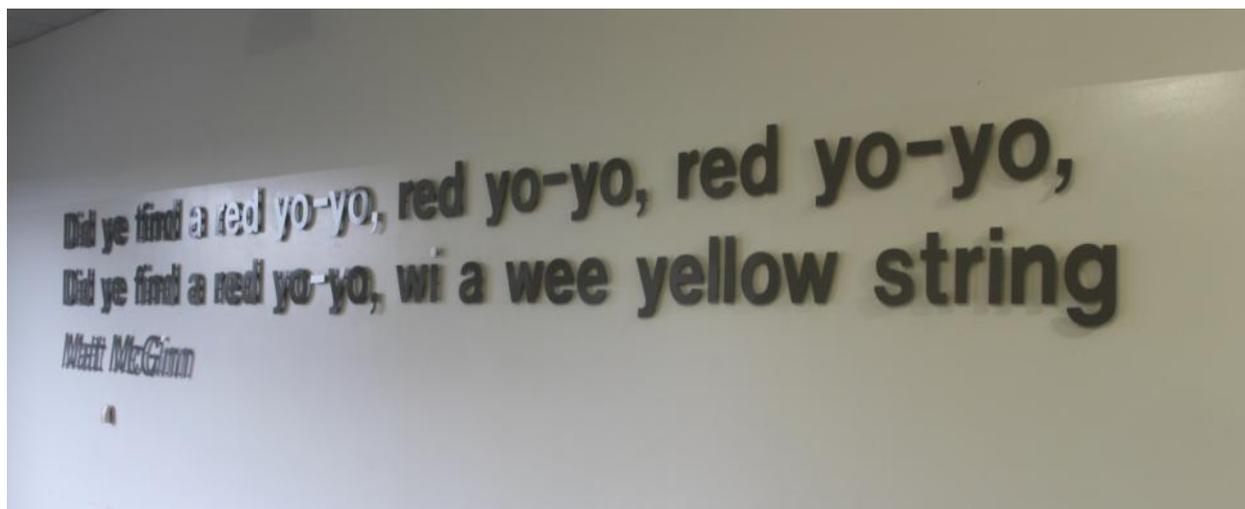
We will provide parents with reports so that you can see what your child is doing and how they are progressing. In addition, there will be parents' meetings which offer you the opportunity to discuss how your child's progressing and how you can contact the school if you wish further information. The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

8)	Transitions
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Pupils normally transfer from primary to secondary school between the ages of $11\frac{1}{2}$ and $12\frac{1}{2}$, 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. The majority of our P7 pupil transfer to Stonelaw High School. 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 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 01698 454102.

9)	Support for Pupils
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Getting it right for every child, (GIRFEC)

Getting it Right for Every Child (GIRFEC) was promoted and endorsed by the Scottish Government at the Children's Summit in 2010. There is a commitment to ensure that your child has the best possible start in life and to improve outcomes for children and families based on a shared understanding of their wellbeing. Most children make their journey from birth to the world of work supported by family and the universal services of Health and Education. The Named person in Education helps to make sure that the child's wellbeing is developing. The school will let you know the named person for your child. This is likely to be the HT in a Primary School and the Pupil Support Teacher in a Secondary School. 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)

Some children may require some additional support in order to meet their educational needs. This may be a short term arrangement or a permanent need. Our Specialist Support Teacher or Educational Psychologist can help with identifying additional needs and will provide advice to staff and parents/carers to help support individual children.

We strive to meet the needs of pupils who require additional support through the setting of individual targets. This is recorded on an ASP (Additional Support Plan.) This is monitored and reviewed regularly. At times a child may require specialist support for learning, behaviour or emotional difficulties.

South Lanarkshire Education Resources have published a series of leaflets available which cover information for parents and carers about the Additional Support for Learning Acts. Further information can be accessed on South Lanarkshire Council's website- www.southlanarkshire.gov.uk

Each year the Headteacher produces a School Improvement Plan. This Plan is written in consultation with school staff and takes account of the needs of learners in the school at the time. The views of pupils and parents/carers are taken into consideration when devising the School Improvement Plan. The Headteacher leads and manages the implementation of the Plan and report progress to parents/carers through newsletters. Our School Improvement Plan can be accessed on our school website.

This session our Priorities include:

1. Sciences
 - Nursery and P1-P7 staff will work together to plan a range of learning activities for children to develop their knowledge and understanding of Science.
2. Mathematics
 - Developing Financial Education through the development of Money Week.
 - Introducing First Steps-a programme which identifies understanding in numeracy.
3. Health and Wellbeing
 - The Eco Group will work towards gaining a Green Flag award. This will include recycling, litter reduction, composting, saving energy and active travel to/from school.
 - The Pupil Council will organise a weekly Healthy Tuck Shop.
4. Assessment
 - Children will be involved in setting next steps in learning. Teachers will collect evidence of learning using a variety of strategies. Progress will be reported annually to parents/carers
5. Reading
 - Children will be taught to use a variety of strategies (before, during and after) reading.
6. Self Evaluation
 - All staff will be involved in continual improvements to learning and teaching and will work together to evaluate the work of the school.
7. Leadership
 - All staff will have leadership roles throughout the school and pupils will be aware of these.
 - Pupil Groups will have opportunities to take on leadership roles and the Pupil Council will be consulted regularly about the work of the school and their learning.

Free School Meals

Children of parents who receive the following benefits are entitled to a free lunchtime meal for their child

- Income Support, Income-based Job Seeker's Allowance, Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your income does not exceed £6,420 gross per annum as assessed by the HM Revenues & Customs) , Child Tax Credit only (where your income does not exceed £16,190 gross per annum as assessed by the HM Revenues & Customs).

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

Healthy eating is something that the school supports and a range of meals are available at lunchtimes. The current cost for a school lunch is £1.20.

We would wish to draw to your attention to the fact that milk is available for pupils as part of the meal provision. Children who wish to have milk with their lunch can do so.

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

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.

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.

Application forms for clothing grant are available from the Council's website: www.southlanarkshire.gov.uk or from Q&A Offices, Audit and Development 01698 453504/453505/453213, the school or Education Resources, Almada Street, Hamilton, telephone 01698 454545.

School hours/holiday dates

School starts at 9.00am and finishes at 3.00pm

Pupil Playtime is 10.30-10.45am

Pupil Lunchtime is 12.15-1.00pm

Enrolment - how to register your child for school

Enrolment for our new P1 pupils will take place at the following times:

- Monday 13th January 2014 from 9.00-10.00am and 3.00-4.00pm
- Tuesday 14th January 2013 from 9.00-10.00am and 3.00-4.00pm
- Wednesday 15th January 2013 from 1.00-2.00pm

Only parents/carers can enrol a child and will be required to provide the child's birth certificate and two forms of proof of address.

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, telephone 01698 454102. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

Primary 1 will attend school for the full day from 25th August 2014.

Transport

It is the responsibility of parents/carers to ensure their child arrives safely at school, on time, each day. In school, children will learn about safe and active methods of school travel and will be encouraged to walk to school, where possible.

During Primary 6 children will have the opportunity to participate in Cycle Training. After they have completed this training they may cycle to school. We have covered bike storage in our Playground. Children younger than P6 who wish to cycle to school should be accompanied by a parent/carer.

Our school has a drop off area outside the main entrance. Parents/carers may use this dedicated area to drop off children. This area will also be used by buses collecting and returning children for outings or those attending after school care in local provisions.

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, telephone 01698 454102 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 telephone 01698 454102.

(ii) Pick-up points

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

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

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



Insurance for schools - pupils' personal effects

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

(i) Theft/loss of personal effects

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

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

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

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

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

(ii) Damage to clothing

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

Family holidays during term time

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

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

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

Absence Procedures

- It is important that children attend school as often as possible and that their attendance is punctual. Children who are frequently absent or late from school may experience difficulties progressing with their learning and this can be challenging for some children. They may miss out on important learning experiences and school events-this can make a child feel upset and can add stress when they return to/arrive in school.
- If a child is ill or will be absent from school the parent/carer should contact the school office by telephone or in person to explain why the child will be absent from school.
- If any child is absent from school and the Office have not been notified a member of Office Staff will phone the parent/carer. If

they are unable to contact the parent/carer a letter will be sent out asking you to contact the school to inform us of the reason and duration of the absence. Please inform the school of any changes to your home telephone number, mobile number or emergency contact.

- The Headteacher monitors attendance of all pupils and will contact parents/carers by telephone or letter with any concerns about absences. South Lanarkshire Council procedures will be followed at all times and parents/carers will be informed and reminded of these through newsletters and via the school website.

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 There is a copy of current dates at the back of this Handbook.

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 (Management of Challenging 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 follow the advice and guidance contained in "South Lanarkshire Child Protection Interagency Guidance and Education Procedures".

The shared vision for Lanarkshire's children is: "all children and young people in Lanarkshire have the right to be cared for and protected from abuse and harm in

a safe environment in which their rights are respected." All agencies will work together in a collaborative way to promote the safety and wellbeing of children and young people in Lanarkshire.

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

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

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

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

Keeping Safe Online

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

Information on emergencies

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

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

If for any reason, you are unsure if the school is open, please contact the school or Education Resources, Operations Service, Almada Street, Hamilton. (Telephone 01698 454545) or email us at: education@southlanarkshire.gov.uk or visit the website www.southlanarkshire.gov.uk

Your commitments

We ask that you:

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

Data Protection Act 1998

Information on pupils, parents and guardians is held by the school to enable the teaching, registration and assessment of pupils as well as associated administrative duties. The information is stored and used as per the requirements of the Data Protection Act 1998 with South Lanarkshire Council defined as the data controller. The Council have established a data protection policy that applies to all of its schools. For more information please contact the school.



Useful Websites

Education Scotland's Communication Toolkit for engaging with parents - <http://www.educationscotland.gov.uk/learningteachingandassessment/partnerships/engagingparents/toolkit/index.asp>

The Scottish Government guide Principles of Inclusive Communications provides information on communications and a self-assessment tool for public authorities - <http://www.scotland.gov.uk/Publications/2011/09/14082209/0>

Choosing a School: A Guide for Parents - information on choosing a school and the placing request system - <http://www.scotland.gov.uk/Publications/2010/11/10093528/0>

A guide for parents about school attendance explains parental responsibilities with regard to children's attendance at school - <http://www.scotland.gov.uk/Publications/2009/12/04134640/0>

PARENTAL INVOLVEMENT

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

<http://www.scotland.gov.uk/Publications/2006/09/08094112/0>

Parentzone provide information and resource for parents and Parent Councils -

<http://www.educationscotland.gov.uk/parentzone/index.asp>

SCHOOL ETHOS

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

<http://www.educationscotland.gov.uk/supportinglearners/>

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

<http://www.journeytoexcellence.org.uk/cultureandethos/index.asp>

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

<http://www.scotland.gov.uk/Topics/Education/Schools/HLivi>

Building Curriculum for Excellence Through Positive Behaviour and Relationships outlines the Scottish Government's priority actions around positive behaviour in schools and is also a source of support - <http://www.scotland.gov.uk/Publications/2010/06/25112828/0>

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

<http://www.sces.uk.com/this-is-our-faith.html>

CURRICULUM

Information about how the curriculum is structured and curriculum planning -

<http://www.educationscotland.gov.uk/thecurriculum/>

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 -

<http://www.educationscotland.gov.uk/thecurriculum/howisthecurriculumorganised/experiencesandoutcomes/index.asp>

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

<http://www.educationscotland.gov.uk/learningteachingandassessment/learningacrossthecurriculum/responsibilityofall/index.asp>

Broad General Education in the Secondary School - A Guide for Parents and Carers -
http://www.educationscotland.gov.uk/resources/b/genericresource_tcm4725663.asp?strReferringChannel=parentzone&strReferringPageID=tcm:4-634353-64

Information on the Senior Phase -
<http://www.educationscotland.gov.uk/thecurriculum/whatcanlearnersexpect/seniorphase.asp>

Information on Skills for learning, life and work -
<http://www.educationscotland.gov.uk/thecurriculum/whatcanlearnersexpect/skillsforlearning.asp>

Information around the Scottish Government's 'Opportunities for All' programme -
<http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-individuals/opportunities-for-all.aspx>

Information for organisations responsible for the planning, management and delivery of career information, advice and guidance services -
<http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/career-management-skills-framework.aspx>

The Skills Development Scotland website 'My World of Work' offers a number of tools to support career planning - <http://www.skillsdevelopmentscotland.co.uk/>

ASSESSMENT AND REPORTING

Building the Curriculum 5: a framework for assessment provides guidance around the assessment framework -
http://www.educationscotland.gov.uk/Images/BtC5Framework_tcm4-653230.pdf

Information about Curriculum for Excellence levels and how progress is assessed -
<http://www.educationscotland.gov.uk/thecurriculum/howisprogressassessed/stages/index.asp>

Curriculum for Excellence factfile - Assessment and qualifications -
http://www.educationscotland.gov.uk/publications/c/publication_tcm4624968.asp

Information on recognising achievement, reporting and profiling -
<http://www.educationscotland.gov.uk/learningteachingandassessment/assessment/achievement/index.asp>

TRANSITIONS

Curriculum for Excellence factfile - 3-18 Transitions - provides information on the transitions children and young people will face throughout their education and beyond - http://www.educationscotland.gov.uk/publications/c/publication_tcm4660285.asp

Career Information, Advice and Guidance in Scotland - A Framework for Service Redesign and Improvement provides guidance on career information, advice and guidance strategy - <http://www.scotland.gov.uk/Publications/2011/03/11110615/0>

Choices and changes provides information about choices made at various stages of learning - <http://www.educationscotland.gov.uk/supportinglearners/choicesandchanges/index.asp>

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 - <http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL>

Supporting Children's Learning Code of Practice includes specific requirements on education authorities and others under the new legislation in relation to transition - <http://www.scotland.gov.uk/Publications/2011/04/04090720/21>

Enquire is the Scottish advice service for additional support for learning - <http://enquire.org.uk/>

Parenting Across Scotland offers support to children and families in Scotland - <http://www.parentingacrossscotland.org/>

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 - <http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL>

Information about the universal entitlement to support that underpins Curriculum for Excellence - <http://www.educationscotland.gov.uk/supportinglearners/whatisupport/universalsupport/roleofkeyadult.asp>

Supporting Children's Learning Code of Practice (Revised edition) - provides Statutory guidance relating to the Education (Additional Support for Learning) (Scotland) Act 2004 as amended - <http://www.scotland.gov.uk/Publications/2011/04/04090720/21>

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 - <http://www.scotland.gov.uk/Topics/People/Young-People/gettingitright>

SCHOOL IMPROVEMENT

Scottish Schools Online - provides a range of school information, including contact details, school roll, facilities, website, inspection reports - <http://www.educationscotland.gov.uk/scottishschoolsonline/>

Education Scotland's Inspection and review page provides information on the inspection process - <http://www.educationscotland.gov.uk/inspectionandreview/index.asp>

The Scottish Survey of Literacy and Numeracy (SSLN) is an annual sample survey which will monitor national performance in literacy and numeracy - <http://www.scotland.gov.uk/Topics/Statistics/Browse/School-Education/SSLN>

Scottish Credit and Qualifications Framework (SCQF) - <http://www.scqf.org.uk/>

Scottish Qualifications Authority provides information for teachers, parents, employers and young people on qualifications - <http://www.sqa.org.uk/>

Amazing Things - information about youth awards in Scotland - <http://www.awardsnetwork.org/index.php>

Information on how to access statistics relating to School Education - <http://www.scotland.gov.uk/Topics/Statistics/Browse/School-Education>

SCHOOL POLICIES AND PRACTICAL INFORMATION

Schools and local authorities should consider the most relevant school, local and national policies and include details or links for parents to sources of further information.

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

<http://www.scotland.gov.uk/Topics/Education>

<http://www.scotland.gov.uk/Topics/Health>

<http://www.scotland.gov.uk/Topics/People/Young-People>

Children (Scotland) Act 1995 - <http://www.legislation.gov.uk/ukpga/1995/36/contents>

Standards in Scotland's Schools (Scotland) Act 2000 - <http://www.legislation.gov.uk/asp/2000/6/contents>

Types of holiday listed by month

Holiday dates

August 2014

In-service day (all schools)

Monday 11 and Tuesday
12 August 2014
Pupils return on
Wednesday 13 August
2014

September 2014

In-service day (all schools)

Thursday 18 September
2014

September weekend

Friday 26 and Monday 29
September 2014
Pupils return on Tuesday
30 September 2014

October 2014

October break

Monday 13 to Friday 17
October 2014
Pupils return on Monday
20 October 2014

December 2014 and January 2015

Christmas/New Year

Schools close at 2.30pm
on Friday 19 December
2014
Schools re-open on
Monday 5 January 2015

February 2015

In-service day - Blantyre, Hamilton, Uddingston and Larkhall area
schools (including St Athanasius's Primary, St Mary's Primary,
Lanark and St Patrick's Primary Strathaven)

Friday 6 February 2015

In-service day - Cambuslang and Rutherglen area

Friday 6 February 2015

February break

Monday 9 and Tuesday
10 February 2015

In-service day - Clydesdale area schools (except St Athanasius'
Primary and St Mary's Primary, Lanark)

Wednesday 11 February
2015

In-service day - East Kilbride and Strathaven area schools (except St
Patrick's Primary, Strathaven)

Wednesday 11 February
2015

April 2015

Spring break/Easter

Schools close at 2.30pm

Types of holiday listed by month

Holiday dates

on Thursday 2 April 2015
Schools re-open on
Monday 20 April 2015*

May 2015

May Day
In-service day - all schools
Local holiday

Monday 4 May 2015
Thursday 7 May 2015
Friday 22 and Monday 25
May 2015**

June 2015

Summer break

Schools close at 1pm on
Wednesday 24 June 2015

*Good Friday falls on Friday 3 April 2015

**Lanark schools will close on 11 and 12 June 2015