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

Phone 01698 454545   Email: education@southlanarkshire.gov.uk
1) Introduction by the Head Teacher

Dear Parent or Carer,

On behalf of all staff, pupils and parents, may I extend a very warm welcome to Spittal Primary School.

I hope that you will find our School Handbook interesting and informative - and that it gives you an insight into our school.

In Spittal Primary School, our ethos is one of inclusion where the rights and responsibilities of everyone are respected. We value each individual and aim to educate the whole child in a nurturing, stimulating and challenging manner. Our aim is to provide learning opportunities which will encourage children to become confident individuals, successful learners, effective contributors and responsible citizens and who have a love of learning which will stay with them for life.

All members of staff have high expectations of our pupils - in attitude, application and behaviour. We want the best for our pupils and we want them to have high aspirations of themselves. We promote positive attitudes towards learning and encourage an “I can do ...” attitude. We encourage the children to take responsibility for their learning and behaviour. We strive for success and continual improvement and we celebrate the success and achievements of all.

At Spittal Primary School, staff work together to provide learning and teaching opportunities 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 we value the benefits of providing extra-curricular opportunities eg after/before school clubs or lunchtime clubs, educational visits etc.

We promote positive relationships with our parents and believe that working in partnership with families enhances the learning experience for the child. We regularly consult with pupils, staff and Parents/Carers to ensure we agree on the same high expectations for achievement and attainment.

We are extremely privileged to be working within our fabulous, new building which provides all the facilities necessary to create an excellent learning environment fit for education in the 21st century.

We value partnership and community links and welcome the inputs from local organisations such as Blairbeth Chaplaincy Team, the School Nurse, Castlemilk Park and the Jeely Piece Club. We aim to be a positive contributor in the local community and will participate in local events.

I look forward to working in partnership with you, to provide your child with a very positive learning experience at Spittal Primary and look forward to their many achievements and successes.

Yours sincerely

Joyce Paterson

Mrs Joyce Paterson
Head Teacher
Mural in Spittal Primary School
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

Spittal Primary School
Lochlea Road
Spittal
G73 4QJ

Phone Numbers
School 0141 634 4861
Nursery 0141 634 9349

Website address: [www.spittal-pri.s-lanark.sch.uk](http://www.spittal-pri.s-lanark.sch.uk)

Email address: [office@spittal-pri.s-lanark.sch.uk](mailto: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 158 pupils

Spittal Primary is a co – educational, non- denominational school.

Spittal Primary School is part of the Stonelaw Learning Community. We have links with all Pre 5 and Primary school within the learning community and regularly work together.

School Opening Times:

Monday – Friday 9.00 – 3.00
Interval 10.30 – 10.45
Lunch 12.15 – 1.00

Our Staff Team
Head Teacher  Mrs Joyce Paterson
Principal Teacher  Mr Stephen Miller
**Class Teachers**
P1  Mr Neil Houston/ Mrs Jill Rennie
P2  Miss Mhairi McLay and Miss Hazel Rennie
P3  Mrs Heather Houston
P4  Mrs Barbara Morton
P5  Miss Sarah Thomson
P6  Miss Gillian Hopkins
P7  Mrs Michelle Clark

**Non-class Contact** - Primary teachers have non-contact time every week when they are planning outwith their class. Other teachers cover aspects of the curriculum and are responsible for the class at that time. At the moment, most classes are covered by Mr Houston and Mr Miller.

**Music Instructors**
Miss L Baillie (woodwind)
Mr James McAleenan (brass)

**Specialist Support Teachers**
Mrs Jacqueline Cavanagh

**EAL Teacher**
Mrs Ruth McIntosh

**Educational Psychologist**
Mr Rick Walsh

**Active Schools Coordinator**
Karen McInally

**Support Staff**
Office Team Leader  Mrs Elizabeth Loughrie
Office Support Staff  Mrs Phil Dolan
Learning Assistants  Mrs Sherlene Gordon, Miss Vicky Allan, Mrs Chris McAllister
                     Mrs Audrey Wright

**Nursery Staff**
Teacher  Miss Hazel Rennie
Team Leader  Mrs Leigh O’Kane
Early Years Workers  Miss Yvonne McDonald
                     Miss Colette Traynor

**Janitor, Catering and Cleaning Staff**
Janitor  Mrs Vicky Gardner
Kitchen Staff  Mrs Elizabeth Graham, Mrs Margaret Martin and Mrs Elaine Davies
Cleaning Staff  Mrs Elizabeth Graham, Mrs Margaret Martin, Mrs Elaine Duffy and
               Mr William Thomson

**Crossing Patrol**
Mrs Valerie Strain
Concerns about your child
- If any parent/carer has a concern about their child they are invited to contact the Head Teacher 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. A Parent group runs a Breakfast Club from 8.30am until 8.50am and all children are welcome to come into the Dining Hall and enjoy a healthy, free breakfast before school starts. The children leave breakfast club by 8.50 and go to the playground.

Complaints procedure
Parental enquiries and complaints will be addressed, in the first instance, by the Head Teacher. Please contact the Head Teacher 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 Head Teacher 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.

Spittal Primary School – Dinner Hall
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](http://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 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](http://www.parentzonescotland.gov.uk)
- South Lanarkshire Council – [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

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.
4) School Ethos

The staff team has worked with 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

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)  
- Committees

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 ways and invite parents/carers to share our learning through termly events.
5) The Curriculum

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 [http://www.educationscotland.gov.uk/thecurriculum/](http://www.educationscotland.gov.uk/thecurriculum/) or [www.parentzonescotland.gov.uk](http://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.

<table>
<thead>
<tr>
<th>Level</th>
<th>Stage</th>
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<tbody>
<tr>
<td>Early</td>
<td>The pre-school years and Primary 1 or later for some.</td>
</tr>
<tr>
<td>First</td>
<td>To the end of Primary 4, but earlier or later for some.</td>
</tr>
<tr>
<td>Second</td>
<td>To the end of Primary 7, but earlier or later for some.</td>
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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

At Spittal Primary School, teachers gather evidence of learning daily. This may take the form of pupil’s 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

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

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

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

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

If you move out with your catchment primary school a ‘request to remain form’ must be completed. If you move out with your catchment primary, this may affect your right to transfer to the associated Secondary School. Please note the secondary school is determined by the pupil’s permanent home address and chosen denomination. If you require further information, please contact Education Support Services on 01698 454102.
9) **Support for pupils**

**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](http://www.girfecinlanarkshire.co.uk) and  
[www.scotland.gov.uk/gettingitright](http://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](http://www.southlanarkshire.gov.uk)

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 0845 123 2303  
Email enquiry Service: [info@enquire.org.uk](mailto:info@enquire.org.uk)  
Advice and information is also available at [www.enquire.org.uk](http://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 leaflets, postcards or guides please contact [info@enquire.org.uk](mailto:info@enquire.org.uk)
10) School Improvement

Each year the Head Teacher 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 Head Teacher 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. **Reading**
   - To continue to raise attainment in Reading
   - Pupils will be able to name some higher order reading skills
   - Children will be taught to use a variety of strategies (before, during and after) reading.
   - Staff working together to further develop a range challenging activities to accompany new reading resources.
   - Further development of the “Book Banding” system to allow progression in reading

2. **Mathematics**
   - To create a progression pathway for Numeracy and Mathematics.
   - Developing planning, and assessment in Mathematics
   - Embedding “First Steps” - a programme which identifies understanding in numeracy.

3. **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.

4. **ICT**
   - To further improve the quality of ICT provision with a focus at Early Years.
11) School policies and practical information

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

- Income Support, Universal Credit, Job Seeker’s Allowance (income based), 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 and Customs), Child Tax Credit only (where your income does not exceed £16,105 as assessed by the HM Revenues and Customs) or receive support under Part V1 of the Immigration and Asylum Act 1999.

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 lunchtime that meet the schools (Health Promotion and Nutrition)(Scotland) Act 2007 and the Nutrient Requirements for Food and Drink in Schools (Scotland) Regulations 2008.

All meals include fresh, chilled drinking water and milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at lunchtime.

Milk is also available to purchase for those pupils who wish at lunchtime – cost 20p

Pupils in Primary 1 – 3 will receive a free school lunch
Pupils in Primary 4 – 7 meal cost is £1.50.

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

South Lanarkshire Council provides fruit to P1 and P2 children 3 days per week to a selection of schools within the South Lanarkshire Area.

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.

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

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 11th – Friday 15th January 2016 from 9.30-10.30am and 2.00-3.00pm

Only parents/carers can enrol a child and will be required to provide the child’s birth certificate and two forms of proof or 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, phone 01698 454102. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

Enrolment date for 2016 is week commencing 11 January 2016

Flying Start Date
The Flying start date (when pupils go into school for a full day) is Monday 22nd August 2016
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.

We ask that you take great care in and around our school car park. Please only park in marked bays and avoid parking in the “Drop Off” area.

School transport
South Lanarkshire Council has a policy of providing school transport to primary pupils who live more than one mile by the recognised shortest walking route from their catchment school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or Education Resources, Hamilton, Phone 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 Phone 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.
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 Head Teacher 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.

We celebrate excellent attendance with certificates being issued in December and June

The school holiday dates and in-service dates are available from the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

**Promoting positive behaviour**

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

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

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

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

All staff in educational establishments in South Lanarkshire Council are required to 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](http://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](http://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 visit the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or email education@southlanarkshire.gov.uk
Your commitments
We ask that you:

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

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.
### Draft School holiday Dates Session 2015/2016

<table>
<thead>
<tr>
<th>Break</th>
<th>Holiday dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Term</strong></td>
<td></td>
</tr>
<tr>
<td>Teachers return</td>
<td>Thursday 13 August 2015</td>
</tr>
<tr>
<td>Pupils return</td>
<td>Monday 17 August 2015</td>
</tr>
<tr>
<td>September Weekend</td>
<td>Close Thursday 24 September 2015</td>
</tr>
<tr>
<td>Re-open</td>
<td>Tuesday 29 September 2015</td>
</tr>
<tr>
<td>October Break</td>
<td>Close on Friday 9 October 2015</td>
</tr>
<tr>
<td>Re-open</td>
<td>Monday 19 October 2015</td>
</tr>
<tr>
<td>Christmas</td>
<td>Close on Wednesday 23 December 2015</td>
</tr>
<tr>
<td><strong>Second Term</strong></td>
<td>Re-open Tuesday 5 January 2016</td>
</tr>
<tr>
<td>February break</td>
<td>Close on Friday 5 February 2016</td>
</tr>
<tr>
<td>Re-open</td>
<td>Wednesday 10 February 2016</td>
</tr>
<tr>
<td>Easter Break</td>
<td>Close on Thursday 24 March 2016</td>
</tr>
<tr>
<td>Re-open</td>
<td>Tuesday 29 March 2016</td>
</tr>
<tr>
<td>Spring Break</td>
<td>Close on Friday 1 April 2016</td>
</tr>
<tr>
<td>Re-open</td>
<td>Monday 18 April 2016</td>
</tr>
<tr>
<td><strong>Third Term</strong></td>
<td></td>
</tr>
<tr>
<td>Local Holiday</td>
<td>Closed Monday 2 May 2016</td>
</tr>
<tr>
<td>Local Holiday</td>
<td>Close on Thursday 26 May 2016</td>
</tr>
<tr>
<td>Re-open on</td>
<td>Tuesday 31 May 2016</td>
</tr>
<tr>
<td>Summer break</td>
<td>Close on Friday 24 June 2016</td>
</tr>
<tr>
<td>Proposed in-service days</td>
<td>*Proposed date for teachers return (subject to consultation) Thursday 11 August 2016</td>
</tr>
<tr>
<td></td>
<td>Friday 12 August 2016</td>
</tr>
</tbody>
</table>

**Notes**
- Good Friday falls on Friday, 25 March 2016
- Lanark schools will close 9 and 10 June 2016
- Schools will close at 2.30pm on the last day of terms 1 and 2 (Tuesday, 22 December 2015 and Thursday, 24 March 2016)
- Schools will close at 1pm on the last day of term 3 (Friday 24 June 2016)
- *Two in-service days proposed for 11 and 12 August 2016 to be confirmed.
# Draft School holiday Dates Session 2016/2017

<table>
<thead>
<tr>
<th>Break</th>
<th>Holiday dates</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Term</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teachers return</td>
<td>Thursday</td>
<td>11 August 2016</td>
</tr>
<tr>
<td>Pupils return</td>
<td>Monday</td>
<td>15 August 2016</td>
</tr>
<tr>
<td>September Weekend</td>
<td>Close</td>
<td>Thursday</td>
</tr>
<tr>
<td>Re-open</td>
<td>Tuesday</td>
<td>27 September 2016</td>
</tr>
<tr>
<td>October Break</td>
<td>Close on</td>
<td>Friday</td>
</tr>
<tr>
<td>Re-open</td>
<td>Monday</td>
<td>24 October 2016</td>
</tr>
<tr>
<td>Christmas</td>
<td>Close on</td>
<td>Thursday</td>
</tr>
<tr>
<td><strong>Second Term</strong></td>
<td>Re-open</td>
<td>Monday</td>
</tr>
<tr>
<td>February break</td>
<td>Close on</td>
<td>Friday</td>
</tr>
<tr>
<td>Re-open</td>
<td>Wednesday</td>
<td>15 February 2017</td>
</tr>
<tr>
<td>Spring break/Easter</td>
<td>Close on</td>
<td>Friday</td>
</tr>
<tr>
<td>Re-open</td>
<td>Tuesday</td>
<td>18 April 2017</td>
</tr>
<tr>
<td><strong>Third Term</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Holiday</td>
<td>Closed</td>
<td>Monday</td>
</tr>
<tr>
<td>Local Holiday</td>
<td>Close on</td>
<td>Thursday</td>
</tr>
<tr>
<td></td>
<td>Re-open on</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Summer break</td>
<td>Close on</td>
<td>Friday</td>
</tr>
<tr>
<td><strong>Proposed in-service days</strong></td>
<td>*Proposed date for teachers return (subject to consultation)</td>
<td></td>
</tr>
</tbody>
</table>

## Notes
- Good Friday falls on Friday, 14 April 2017
- *Lanark schools will close 8 and 9 June 2017*
- Schools will close at 2.30pm on the last day of terms 1 and 2 (Thursday, 22 December 2016 and Friday 31 March 2017)
- Schools will close at 1pm on the last day of term 3 (Friday 23 June 2017)
- *Two in-service days proposed for August 2017 to be confirmed.*
Useful Websites

Education Scotland’s Communication Toolkit for engaging with parents –  

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

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

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 –

Information about Curriculum for Excellence levels and how progress is assessed –

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

Information on recognising achievement, reporting and profiling –
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/inclusionandequalities/supportingchildrenandyoungpeople/whatissupport/universalsupport/roleofkeyadult.asp


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/


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


Appendix A

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

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

Contact Details

Education Scotland’s Communication Toolkit for engaging with parents

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

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

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

Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils

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

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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

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Transitions

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Career Information, Advice and Guidance in Scotland - A Framework for Service Redesign and Improvement provides guidance on career information, advice and guidance strategy

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School Improvement

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The Scottish Survey of Literacy and Numeracy (SSLN) is an annual sample survey which will monitor national performance in literacy and numeracy.

Scottish Credit and Qualifications Framework (SCQF)

Scottish Qualifications Authority provides information for teachers, parents, employers and young people on qualifications.

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