



Education Resources



# Spittal Primary School Handbook 2019



# Contents



1. Introduction
2. About our School
3. Parental Involvement
4. School Ethos
5. The Curriculum
6. Assessment and Tracking Progress
7. Reporting
8. Transitions
9. Support for Pupils (Additional Support Needs)
10. School Improvement
11. School Policies and Practical Information

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

Phone 0303 123 1023      Email: [education@southlanarkshire.go.uk](mailto:education@southlanarkshire.go.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 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 for 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, all 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 e.g. 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 21<sup>st</sup> century. The ongoing work in our playground and pitch area will provide us with outdoor space for play and outdoor learning

We value partnership and community links and welcome the inputs from local organisations such as Blairbeth Chaplaincy Team, the School Nurse, Castlemilk Park etc 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**

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 132 in the school and 40 children in the nursery.

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 (Acting)	Miss Sarah Thomson

### Class Teachers (Session 2018 – 19)

P1	Miss S. Thomson
P2/3	Miss R. Dowling/ Miss A Carroll
P3/4	Mr N. Houston
P4/5	Miss H. Rennie
P5/6	Miss E. Blair/ Miss G Elliott
P6/7	Mrs D. Broadfoot
CCC	Mrs C. Coulter

**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 Mrs Coulter.

### **Support Staff**

Office Team Leader Mrs E. Loughrie  
Office Support Staff Mrs P. Dolan  
School Support Staff Mrs C. McAllister, Miss S. Johnston, Miss W. Whiteside, Ms Z. Haq and Mrs A. Wright

### **Nursery Staff**

Teacher Mrs H. Houston  
Team Leader Mrs L. O'Kane  
Early Years Workers Miss H. Cameron  
Miss V. Allan  
Mrs L. Hays  
Mrs M. Frame  
Miss V. Campbell

### **Janitor, Catering and Cleaning Staff**

Janitor Mrs T. Slavin  
Kitchen Staff Mrs A. Hunter, Mrs M. Martin, Mrs E. Duffy and Mrs A. McKeown  
Cleaning Staff Mrs M. Martin, Mrs E. Duffy, Mrs T. McIlroy

### **Visiting Instructors/ Teachers**

**Specialist Support Teacher** Mrs J. Cavanagh (visiting)

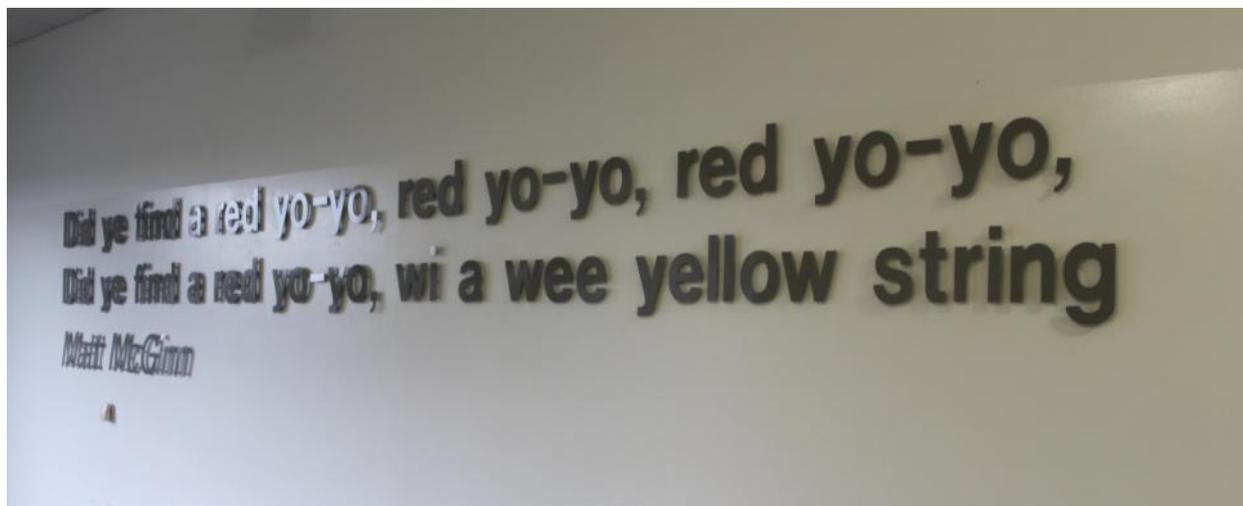
**EAL Teacher** Mrs R. Macintosh (visiting)

**Educational Psychologist** Mr C. Thomson

**Music Instructors** Mr A. Gammie (woodwind)  
Mr J. McAleenan (brass)

**Active Schools Coordinator** Miss M. Lake

*Spittal Primary School – Dinner Hall*



## **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**

Attendance at school is very important. We would encourage you to ensure that your child attends school every day. If your child is absent from school please contact the School Office so that the class register can be updated and his/ her teacher informed. The Head Teacher 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. At Spittal Primary, we have a South Lanarkshire Council run Breakfast Club. The club runs from 8.15am until 8.45 am every day and all children are welcome to come into the Dining Hall to enjoy a healthy, free breakfast before school starts. The children leave breakfast club by 8.45 and go to the playground. The children are supervised in the Breakfast Club and playground by a member of Support Staff.

## **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. Placing requests can be made on South Lanarkshire Council's website. [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

### 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. Our Parent Council, "Friends of Spittal " have a Facebook page with lots of useful information.

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)
- Engage Parent Forum – [www.engageforeducation.org](http://www.engageforeducation.org)
- National Parent Forum for Scotland – [www.educationscotland.gov.uk/parentzone](http://www.educationscotland.gov.uk/parentzone)
- South Lanarkshire Council – [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

Our Parent Council, "Friends Of Spittal" 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 events 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 host discos throughout the session e.g. Welcome Back and Friendship Disco. All Parents are welcome to be part of our "Friends of Spittal " group.

## 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 21<sup>st</sup> 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 other's' 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 e.g. Community Links, Sports, Playground etc.

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 such as Class led assemblies, Learning Showcases etc.

## 5) The Curriculum

Curriculum for Excellence is the name given to the curriculum in Scotland for all children and young people aged 3-18. It is a forward; looking, coherent, more flexible and enriched curriculum that provides young people with the knowledge, skills and attributes they will need 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 21<sup>st</sup> 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 help to support learners to understand the connections in their learning. It helps the children 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/> 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.

<b>Level</b>	<b>Stage</b>
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.

Schools and local authorities must provide religious and moral education in non-denominational schools to every child and young person in accordance with legal requirements. This is statutory for all pupils attending primary and secondary education.

We have strong links with Blairbeth Church with termly visits from the Chaplaincy Team and we visit the church for an Easter Service. In school, children learn about the 6 main world religions. We do not promote or 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 and how they can use that learning.

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. Staff use a variety of Assessment for Learning strategies to assess and evaluate learning and teaching.

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.

In line with National guidance and guidance from South Lanarkshire Council, we use the Scottish National Standardised Assessments at P1, P4 and P7.

## 7) Reporting

We will provide parents with reports so that you can see what your child is doing and how their learning is 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 outwith 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 **0303 123 1023**

## 9) Support for pupils

### Getting it right for every child, (GIRFEC)

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

If you have any concerns relating to your child's wellbeing 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.

The school has access to a Specialist Support Teacher and Educational Psychologist, who can help with identifying additional needs and will provide advice to staff and parents/carers to help support individual children. The school also works closely with the EAL service to support children with English as an additional language.

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            0345 123 2303

Address                      Children in Scotland  
                                    Rosebery House  
                                    9 Haymarket Terrace  
                                    Edinburgh  
                                    EH12 5EZ

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. Curriculum Development

- Evaluate and improve the consistency of learning and teaching in P1-7 (with a focus on planning, tracking and monitoring, and assessment).
- New national assessment model implemented and begun to be used throughout the school (P1, P4 and P7) to support professional judgments (achievement of a level) Use of data to plan for improvement.
- Introduce new tracking and monitoring method. Greater interrogation of data and insight into individual position of whole school, stages/classes and individual children)

### 2. Raising Attainment

- Raising attainment in Literacy and Numeracy with a focus on 'closing/reducing the gap'.
- Arrange Catch Up training for Maths and increase training of Catch Up Literacy to members of staff to help reduce the gap between standard scores and chronological age. Use Catch Up Literacy and Numeracy as an intervention tool to support learners.
- Full training of Active Literacy Programme of Study to raise awareness of new resources to support learning and teaching pedagogy. Embed ne Active Literacy strategies in teaching to improve achievement in literacy.
- Increase percentage of targeted children achieving expected levels in Literacy and Numeracy using personalised programs of study with support (Including - dyslexia awareness, training and resources to support learners and colleagues)

- Narrow the gap for those children in receipt of Free School Meals and those living in the most deprived areas of Scotland - zones 1 and 2.

### **3. Nurture**

- Develop and evaluate whole school nurturing approach whilst developing a robust health and wellbeing programme of study.
- Increased staff awareness of and engagement with the nurture principles and these are evident in all classes.
- Increased staff training of accredited 3 day Nurture training course.
- Increase percentage of children within the nurture group achieving expected improvements in Boxall assessments.
- Designed Health and Wellbeing rolling Programme of study (whole school) across personal, social and emotional experiences and outcomes.
- Increased provision for in-house sustainable training opportunities relating to Health and wellbeing.



# 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 (where your take home pay is less than £610 per month), Job Seeker's Allowance (income based), Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your income does not exceed £6,515 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 £1.65.

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

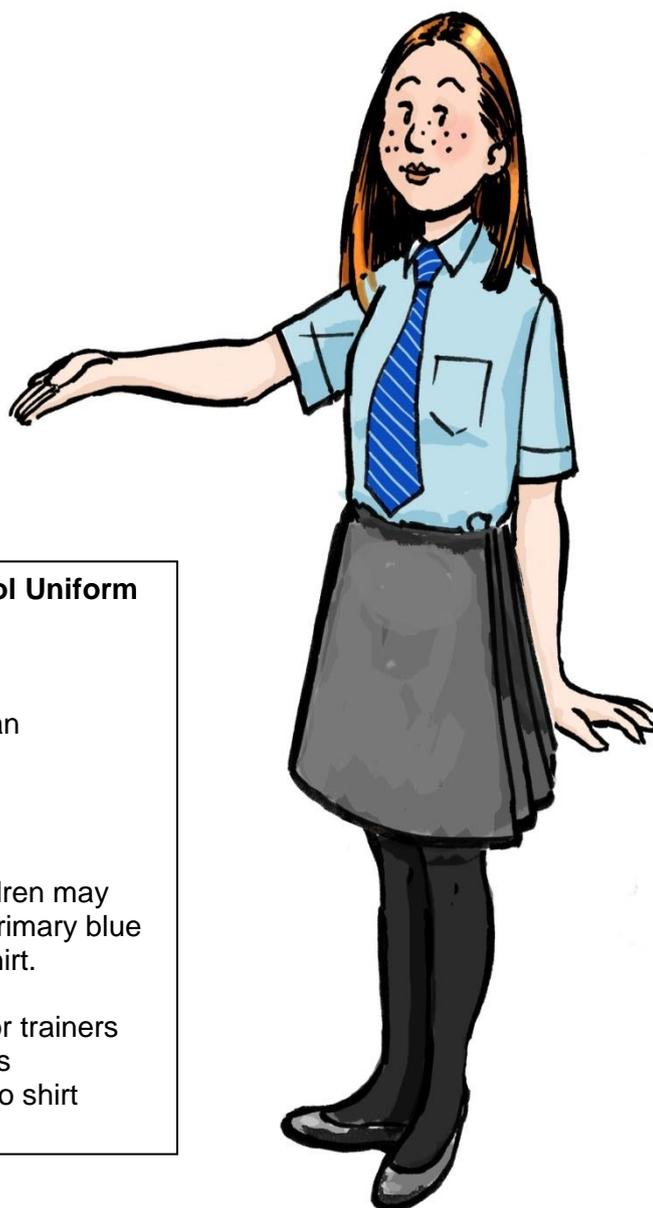
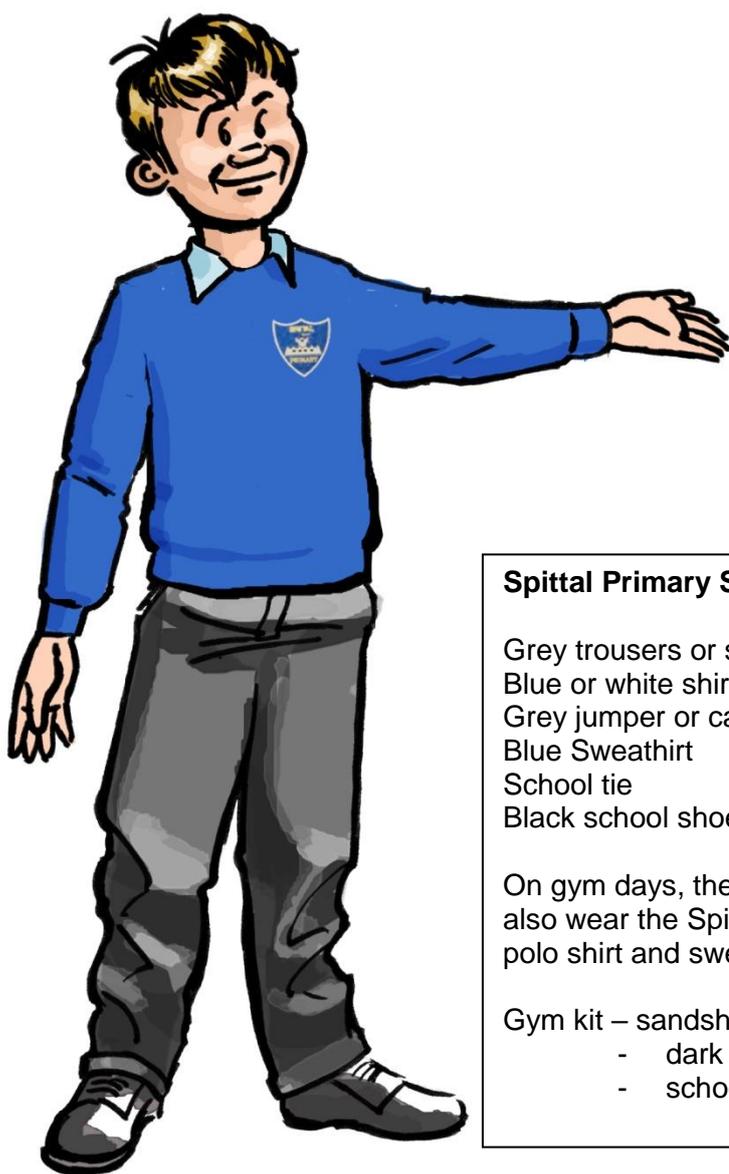
We ask all parents/carers to support the school by encouraging your child (ren) to adhere to the agreed dress code and the wearing of our school uniform. The wearing of a school uniform helps promote the identity of the school in the local community and helps create an ethos of sharing and pride in the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



#### **Spittal Primary School Uniform**

Grey trousers or skirt  
Blue or white shirt  
Grey jumper or cardigan  
Blue Sweathirt  
School tie  
Black school shoes

On gym days, the children may also wear the Spittal Primary blue polo shirt and sweat shirt.

Gym kit – sandshoes or trainers  
- dark shorts  
- school polo shirt

## Allergies

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

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

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

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

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

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

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

## Support for parent/carers

### Clothing grant/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](http://www.southlanarkshire.gov.uk) if you are required to submit evidence of you Tax Credit Income it is important that a copy of this evidence is attached to your online application. Should you require further information or you are unable to submit an application online then please contact the helpline number 0303 123 1011 (option 5)

## School hours.

School starts at 9.00am and finishes at 3.00pm

Pupil Playtime is 10.30-10.45am

Pupil Lunchtime is 12.15-1.00pm



## Education Resources

### School holiday Dates Session 2019/2020

Break	Holiday dates		
<b>First Term</b>	<i>Teachers In-service</i>	<b>Tuesday</b>	<b>13 August 2019</b>
	<i>In-service day</i>	<b>Wednesday</b>	<b>14 August 2019</b>
	Pupils return	Thursday	15 August 2019
September Weekend	Close on Re-open	Thursday Tuesday	26 September 2019 1 October 2019
October Break	Close on Re-open	Friday Monday	11 October 2019 21 October 2019
	<i>In-service day</i>	<b>Monday</b>	<b>18 November 2019</b>
Christmas	Close on Re-open	Friday Monday	20 December 2019 6 January 2020
<b>Second Term</b>			
February break	Close on Closed on	Friday Monday and Tuesday	7 February 2020 10 February 2020 11 February 2020
	<i>In-service day</i>	<b>Wednesday</b>	<b>12 February 2020</b>
Spring break/Easter	Close on Re-open	Friday Monday	3 April 2020 20 April 2020
<b>Third Term</b>			
Local Holiday	Closed	Monday	4 May 2020
	<i>In-service day</i>	<b>Tuesday</b>	<b>5 May 2020</b>
Local Holiday	Close on Re-open	Thursday Tuesday	21 May 2020 26 May 2020
Summer break	Close on	Wednesday	24 June 2020
Proposed in-service days	Tuesday 11 August 2020 and Wednesday 12 August 2020 Pupils return Thursday 13 August 2020		

#### Notes

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

Schools will close at 1pm on the last day of term 3 Wednesday, 24 June 2020



## Education Resources

### School holiday Dates Session 2020/2021

Break	Holiday dates		
<b>First Term</b>	<b>Teachers In-service</b>	<b>Tuesday</b>	<b>11 August 2020</b>
	<b>In-service day</b>	<b>Wednesday</b>	<b>12 August 2020</b>
	Pupils return	Thursday	13 August 2020
September Weekend	Close on Re-open	Thursday Tuesday	24 September 2020 29 September 2020
October Break	Close on Re-open	Friday Monday	09 October 2020 19 October 2020
	<b>In-service day</b>	<b>Monday</b>	<b>16 November 2020</b>
Christmas	Close on Re-open	Tuesday Wednesday	22 December 2020 6 January 2021
<b>Second Term</b>			
February break	Close on Closed on	Friday Monday and Tuesday	5 February 2021 8 February 2021 9 February 2021
	<b>In-service day</b>	<b>Wednesday</b>	<b>10 February 2021</b>
Spring break/Easter	Close on Re-open	Thursday Monday	1 April 2021 19 April 2021
<b>Third Term</b>			
Local Holiday	Closed	Monday	3 May 2021
	<b>In-service day</b>	<b>Thursday</b>	<b>6 May 2021</b>
Local Holiday	Close on Re-open	Thursday Tuesday	20 May 2021 25 May 2021
Summer break	Close on	Thursday	24 June 2021
Proposed in-service days	Tuesday 10 and Wednesday 11 August 2021 Pupils return Thursday 12 August 2021		

#### Notes

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

## **Enrolment – how to register your child for school**

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

- **Monday 14<sup>th</sup> – Friday 18<sup>th</sup> January 2019 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 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](http://www.southlanarkshire.gov.uk), schools, Q and A offices or by contacting Education Resources, Almada Street, Hamilton, phone **0303 123 1023** . Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

**Enrolment date for 2019 is week commencing 14<sup>th</sup> January 2019**

**P1 children will attend for full days from the first day of term in August 2019.**



## **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 may 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 **but not to park**. 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 and show consideration to other drivers and to pedestrians. 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 0303 123 1023 or web [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk). These forms should be completed and returned before the end of March for those pupils starting the school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year and will be considered by Education Resources.

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

## **Pick-up points**

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

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

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

## **Insurance for schools – pupils’ personal effects**

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

### **(i) Theft/loss of personal effects**

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

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

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

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

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

### **(ii) Damage to clothing**

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

## **Family holidays during term time**

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

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

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

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

## **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.

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 receive an annual update and follow the advice and guidance contained in "South Lanarkshire Child Protection Interagency Guidance and Education Procedures".

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

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

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

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

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

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

[www.childprotectionsouthlanarkshire.org.uk](http://www.childprotectionsouthlanarkshire.org.uk)

## **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, School APP and 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](mailto: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 its commitment to care for and educate your child.

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

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

Education Resources has also prepared a privacy notice (below) which sets out how we will deal with personal information as part of our statutory function as an education authority. For more information please contact the school.

## **Privacy Notice**

### **Introduction**

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

### **Using your personal information**

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

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

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

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

### **Information we collect at other times**

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

- When you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.
- If you make a request for additional support such as an educational psychologist or other support for learning we will ask for more detailed information to allow us to provide the most

appropriate support for your family. This may include information about family circumstances or medical conditions.

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

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

### **Information that we collect from other sources**

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

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

### **Why do we need this information?**

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

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

### **We will share your information with:**

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

- The Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland and other organisations that support children and young people's learning;
- Other parts of the Council when required for services such as school meals, school transport, education benefits and with Social work in connection with any child protection concerns we become aware of;
- South Lanarkshire Leisure and Culture Limited, where children and young people are participating in sports and leisure activities;

- Other schools/local authorities – if a child moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school/local authority.

You have the right to access your personal information as well as the rights of rectification, erasure, restriction and the right to object. For information on these rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice from our website:

[https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general\\_privacy](https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general_privacy)).

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



## Appendix A

This annex gives a list of useful information and the links to the content is now available from the Council's website by accessing the following link  
[http://www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/1264/curriculum\\_or\\_excellence/3](http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_or_excellence/3)

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

### Contact Details

Education Scotland's Communication Toolkit for engaging with parents

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

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

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

### Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils

### School Ethos

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

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

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

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

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

### Curriculum

Information about how the curriculum is structured and curriculum planning

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

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

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

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

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

Assessment and Reporting

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

The Scottish National Standardised Assessment- in Scotland, pupils in P1, P4, P7 and S3 complete online standardised assessments in literacy and numeracy as part of their everyday learning and teaching.

Transitions

Curriculum for Excellence factfile - 3-18 Transitions - provides information on the transitions children and young people will face throughout their education and beyond

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

Choices and changes provides information about choices made at various stages of learning

The Additional support for learning page provides links to relevant legislation and guidance, including the arrangements that should be in place to support pupils with additional support needs

Supporting Children's Learning Code of Practice includes specific requirements on education authorities and others under the new legislation in relation to transition

Enquire is the Scottish advice service for additional support for learning

Parenting Across Scotland offers support to children and families in Scotland

Support for Pupils

The Additional support for learning page provides links to relevant legislation and guidance, including the arrangements that should be in place to support pupils with additional support needs

Information about the universal entitlement to support that underpins Curriculum for Excellence

Supporting Children's Learning Code of Practice (Revised edition) - provides Statutory guidance relating to the Education (Additional Support for Learning) (Scotland) Act 2004 as amended

Getting It Right For Every Child and Young Person, is essential reading for anyone involved or working with children and young people, including practitioners working in adult services with parents and carers

School Improvement

Scottish Schools Online - provides a range of school information, including contact details, school roll, facilities, website, inspection reports

Education Scotland's Inspection and review page provides information on the inspection process

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