



Education Resources

*Robert Smillie*



*Memorial Primary*

***School Handbook  
January 2018***

# 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.gov.uk](mailto:education@southlanarkshire.gov.uk).

## 1) Introduction by the Head Teacher

Dear Parent

Welcome to Robert Smillie Memorial Primary School. May I extend a warm welcome to you on behalf of our pupils, our families, our staff and all those associated with Robert Smillie Memorial Primary School.

At Robert Smillie, we are very committed to working together, staff, pupils, family, community and partners, to ensure that all our children receive the highest quality education that we can provide.

We are all proud of our school and what Robert Smillie stands for. Our school has a strong identity and a solid commitment to our shared vision, values and aims.

### *Our Vision:*

*Together, we learn, we grow*

### *Our Values:*

*Respect, Achieving, Friendship, Positive, Learning*

### *Our Aims:*

*We aim to have better academic performance than schools of a similar demographic, and to have pupil attainment at least in line with the national average.*

*We aim to give all children excellent opportunities to achieve and develop their skills across a broad curriculum*

*We aim to achieve equity for all pupils.*

Everything we do is based round our values, our vision and our aims. Through these we are very focused on improving the outcomes for all our children and ensuring that our school is the best it can be.

We seek to work together to help our children develop a positive attitude to learning, respect for themselves, for others and for the environment. This is central to developing the whole child and as such we will focus on academic skills, as well as developing each child as a whole individual. This way we support all our children to achieve all they can whilst we hope they will truly be happy, successful and will build the skills they need for learning, for life and for work.

We see the partnership between parents and school as central to supporting each child's progress and we would wish you to be actively involved in our school through the various events and activities that occur throughout the school year. We look forward to meeting you and working with you at as many of these as you can manage. Please be involved and play an active role in the life of our school.

Be assured that no worry about your child is too small to share with us, please do not hesitate to contact our school at any time and we will do all we can to help.

We hope that the following pages will give you a flavour of our school.

Kindest regards





### **Support Staff**

Mrs C Devanney	Support Assistant (Office) Team Leader (0.8)
Mrs J Rowan	Support Assistant (Office) (0.8)
Mrs Shanks	Support Assistant (Office) (0.2)
Mrs Brazill	Support Assistant (class based)
Mrs MacKinnon	Support Assistant (class based)
Mrs Nelson	Support Assistant (class based)
Mrs Stillie	Support Assistant (class based)
Mrs. MacDonald	Support Assistant (class based)
Mrs E Walker	Support Assistant (class based)

Mrs McFadyen (0.2) Home/School Partnership Worker

### **Jigsaw House Staff**

Mrs S McCollum	Nurture Teacher
Mrs L Goldie	Early Years Nurture Worker

### **Nursery Class Staff**

Mrs K MacFarlane	Teacher
Mrs J Stewart	Team Leader
Mrs R Hair	Early Years Worker
Miss M Moffat	Early Years Worker
Mrs K McCafferty	Early Years Worker
Mrs. C Brown	Early Years Worker
Miss L Brown	Modern Apprentice

### **Facilities Management**

Mr Wedlock

### **Cleaning Staff:**

Mrs Deans, Mrs McIndoe and Mrs Connachan

### **Catering Staff**

Mrs A. Campbell  
Mrs L. Marshall

### **Parent Council Office Bearers:**

AnnMarie Hunter	Chair Person
Donna Leadbetter	Secretary
Lynsey Scott	Treasurer

## **Coming to Robert Smillie Memorial Primary School:**

Most children who attend Robert Smillie start in Primary One. We have a comprehensive transition programme for the children and families that starts with enrolment week in January of each year.

We welcome children transferring from other schools to Robert Smillie throughout the primary school years. To make this process as positive as it can be for parent and child, we encourage you to come for a visit before your child starts. On this initial visit, we can discuss your child's needs and how we can best meet these.

## **Attendance at School**

Very good attendance at school is vital for children. It helps them:

- Make better social bonds with their peers,
- Feel that this is their school and this is where they want to be
- Keep up with academic work and enjoy learning better
- Develop greater confidence
- Maintain a positive attitude to themselves, their skills and their ability to contribute to life.

## **When your child is sick**

It is important for the school to work with parents in encouraging all children to attend school. All absences from school are required by law to be recorded. Absences will normally fall under two categories – authorised or unauthorised absence. In cases where your child is unable to attend school parents are asked to:

- Please tell someone at the school - telephone us or let us know in writing.
- Notify the school first thing in the morning when your child is going to be absent. Let the school know the likely date of return and keep them informed if the date changes.
- Parents/carers will be contacted by the school office if children are absent without notification.

Requests for your child to be absent from school to make an extended visit to relatives must be made in writing to the head teacher, detailing the reason, destination and duration of absence and arrangements for their continuing education. On these occasions the pupil will be marked as an authorised absentee in the register.

## **Family Holidays During Term Time**

Every effort should be taken to avoid family holidays 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 the Scottish Executive Education Department advice this will be classified as an unauthorised absence. However, in exceptional circumstances schools may register a family holiday during term time as an authorised absence when for example, parents are unable to obtain leave during the school holiday period. Clearly, absence with no explanation from parents will mean that the absence will be recorded as unauthorised.

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

Both late coming and attendance are monitored by the school. Parents will be contacted where there is a continued pattern of late coming and low attendance, in order that the situation can be discussed and hopefully, improved.

### **Addressing Concerns:**

*What do you do when you have a concern regarding your child at school?*

All children will have times when things go very well for them in school. However, we recognise that at times, school can pose many different challenges for some.

*Working together – parents, school staff and children ensures we reach the best possible solutions!*

We maintain an 'OPEN DOORS' policy where a member of the school's management team (Head Teacher or Depute Head Teacher) are happy to listen to any concerns and address any issues. We **ALWAYS** look for the most positive solution for all children so that every child can come to school and feel safe and secure.

If you feel that the school has not managed to secure the correct outcome for your child and you would like to take it further, South Lanarkshire Council policy 'Have Your Say' will be followed to address any further issues. A copy of this policy is available from the school office.

### **Your Details**

At the start of each session we ask you to give us your contact details so that we can make contact with you when required. If your details change through the year please inform the school immediately of any change to the following:

- home telephone number
- mobile number
- emergency contact details



Our schools most important values are:

Respect, Friendship, Achieving, Positive, Learning

We believe that through working together, families, teachers, support staff, children and many other groups that we associate with, we can help prepare our children for a positive future.

Our curriculum is designed to help every child achieve their potential and develop their individual talents and skills. In line with Curriculum for Excellence we hope to play a significant role in developing our youngsters as 'Confident Individuals, 'Successful Learners' 'Responsible Citizens and 'Effective Contributors'.

We have a number of organisations that we work closely with in order to help us achieve this.

**The Machan Trust** help and support us greatly in the delivery of afterschool activities and clubs.

**Active Schools** provide specialist sporting tuition

**SLC Libraries** organise visits for pupils

**Home School Partnership** worker, Mrs Mc Fadyen is based in our school and offer high quality support to parents and families.

**Chalmers Church** youth and childrens workers volunteer in the school. They also offer family child events.

**Our School Learning Community** offers a range of activities and transition events for pupils as well as supportive networks for staff.

**Jigsaw House** – our Authority Nurture provision is also a great resource for helping us to respond and support children with acute needs.

Teachers, support staff and children at Robert Smillie have worked hard to improve attainment as well as attendance and behaviour. We are well supported by our parent group in this and are proud of the achievements we have made.

We are committed as a school to ensuring our children grow up with a 'Growth Mindset' that enables and empowers each individual to realise their learning potential and make the most of their skill.

Every week pupils are rewarded for good behaviour through our Friday Fun initiative. Pupils chose skills based activities that showcase their talents.

Pupil effort and work is recognised through a variety of rewards in class and as a school. Pupil of the Week, Work of the Week, Star Stickers and House points are all used to encourage our children to do their best in all aspects of school life. All teacher have their own reward systems in class that allow personalisation and choice and contribute to creating a positive learning ethos within

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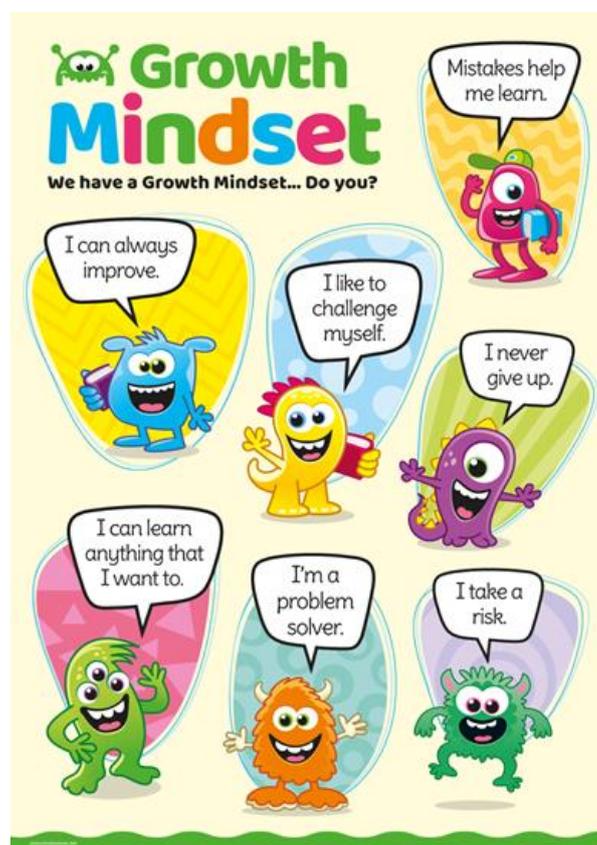


Image courtesy of Brainwaves.net



## 5) The Curriculum

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

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

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

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

If you want to know more about Curriculum for Excellence, please visit these websites: <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)**

A statement of the school policy in relation to the development of pupils' spiritual, moral, social and cultural values. This statement should be based on the national guidance issued by the Scottish Government on 21 February 2011 and the Education (Scotland) Act 1980. The statement must include reference to the parental right of withdrawal and how it may be exercised.

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

## 6) Assessment and tracking progress

Why do we Assess?

'Assessment practice will reinforce the curriculum and promote high quality learning and teaching approaches.'  
BTC 5 (Education Scotland)

All pupils have their progress assessed. Assessing pupils helps us to respond to the current learning needs of every child.

### What we do at Robert Smillie

We assess and track pupils' progress very carefully.

Right from the start of their education, even in Nursery Class, teachers and staff are constantly interacting with children so they can making high quality professional judgements as to the learning needs of every individual. This informs not just the learning that each child needs to do next, but also the best way to deliver the teaching so as to build the pupil's skills.

This is what we call 'formative assessment' and it happens constantly in the school.

We also assess and track pupil learning through a wide range of specific assessment tasks and activities. Starting in Primary 1, we have a programme of specific assessments in Literacy and English, Maths and Numeracy and Health and Wellbeing. These are used to help confirm teacher professional judgement and ensure that our views of pupil standards is consistent with other educational professional across the whole of Scotland.

From 2017/2018 new formal Scottish National Standardised Assessments are being implemented in P1, P4 and P7.

Assessment information is very informative and helps us to share your child's learning with you. We do this through arranged meetings as well as Parent Nights and School Reports.

More information on all of the above is available in the school. Please ask your child's teacher or a member of the school Senior Management Team.

## 7) Reporting

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

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

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

## 8) Transitions

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

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

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

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

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

## 9) Support for Pupils

### Getting it right for every child

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

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

More information can be found on:

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

## Support for All (Additional Support Needs)

Almost all children require help and support during their time at school. This may be due to a number of reasons. Some common issues are outlined below:

a particular challenge related to one or more aspects of learning,  
finding learning more challenging in general and progressing at a slower rate than peers  
maintaining friendships and positive relationships  
maintaining positive behaviour  
emotional upsets in their life through no fault of their own

Whilst every child is well supported and encouraged through school, we follow a staged intervention approach that allows us to take a proportionate and measured approach to meeting children's needs. Additional resources are allocated according to availability and need.

1. Every child receives help, support and challenge with learning across the broad curriculum at school. The stages of intervention school
2. Staged Intervention level 1  
The class teacher adjusts the curriculum so the resources used and the time needed ensure that a child can access learning. Allocation of classroom support assistants within a class helps to ensure that a child receives some additional support (by the teacher or by the support assistant).
3. Staged Intervention level 2  
Additional, non-standard resources are used to better meet the needs of the child. Access to specialists from within education resources (such as the Specialist Support Teacher) can lead to enhanced support and help.
4. Staged Intervention level 3  
A multi-agency approach is required to ensure that the child's needs are fully considered and that full access to learning can take place. We work with all other organisations, such as NHS departments (Speech and Language Therapy and Occupational Therapy) to ensure that the learning environment is suitable for children with particular and specified needs. An alternative placement not in the child's base school can on occasion be required to meet a child's needs.
5. Staged Intervention level 4  
Very occasionally a child will have an extreme specialist requirement. Placement in a specialist provision out-with the Local Authority is an option at this stage.

We like to track the support that we give our pupils to ensure that we are moving their learning forward proactively. For some children we do this using an Additional Support Plan. This document will be reviewed annually with parents contributions recorded as part of the review process.

No pupils at Robert Smillie currently have Coordinated Support Plans.

In Robert Smillie, we use a number of resources to help meet the needs of our children. Below are some examples of these.

Stage of Intervention	Resource	Curricular Area	Particular Need
Level 1	Visual Timetable	For all learning tasks	For children who need to a visual command to see what to do next
Level 1	Spelling group with Support Staff	Literacy and English	For children who need a little extra practice to help them remember spelling patterns.
Level 1	Paired Reading	Literacy and English	For children who need a little extra practice to help them read fluently.
Level 1	Numicon	Maths and Numeracy	Reinforcing concrete understanding of early numeracy principles.
Level 2	Screening assessment	Literacy / Spelling	To help build a better profile for a learner experiencing further challenges in literacy.
Level 2	Phonics Readers	Literacy / Reading	Children who have gaps in early phonological understanding.
Level 2	Emotional Literacy Group	Health and wellbeing	Developing greater empathy and understanding towards others.
Level 3	Nurture Class (including Jigsaw House)	Health and Wellbeing – developing emotionally stronger children	Children who have experienced difficult and challenging experiences in their life.
Level 3	Speech and Language Therapy	Literacy and English	Helping children with social communication, developing understanding as well as articulation.
Level 3	CUSTTAD therapy	Health and Wellbeing	A form of play therapy to help children process the emotions of life.

We are very proud of **Jigsaw House** – our P1 to P3 Nurture Class. This class takes up to 8 children from across the Local Authority between 9.30am and 12 noon.

This year we also have a P4 to P7 Nurture Class running between 1pm and 3pm. Both classes help children to develop more positive responses to a challenging world.



## **Enquire, the Scottish advice service for additional support for learning.**

Enquire – the Scottish advice service for additional support for learning

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 offers independent, confidential advice and information on additional support for learning through:

Phone Helpline: 0345 123 2303

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

Email Enquiry service: [info@enquire.org.uk](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 our leaflets, postcards or guides to share with parents and carers of pupils in your school, please contact us on [info@enquire.org.uk](mailto:info@enquire.org.uk)

South Lanarkshire Education Resources have a series of leaflets available which cover information for parents and carers about the Additional Support for Learning Acts. Please ask in the school office if you would like to see them.

## **10) School Improvement**

Each year school staff set aside working time to reflect on our strengths and how we can further improve the service we offer to children and families. This agenda is shaped by national and local priorities set out by the Scottish Government and the Local Authority.

Robert Smillie is a national Scottish Attainment Challenge school. This means we have some additional resources from the Government to help our children achieve higher standards. Our focus for improvement is on children's outcomes in Maths and Numeracy, Literacy and English and Health and Wellbeing.

Over the next 3 years we aim to:

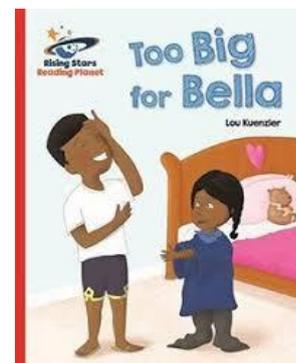
- Improve attainment in Literacy, especially Reading for all pupils.
- Improve attainment in Numeracy and Mathematics for all pupils.
- Use robust monitoring and tracking procedures and systematic collection of evidence and data to build upon prior learning and improve attainment for all pupils.
- Improve attainment and increase learning power by creating a whole school learning culture that cultivates habits and attitudes that enable young people to face difficulty and uncertainty calmly, confidently and creatively.

What might you, as a parent, notice as a result of our improvement work?

- Reading materials – We have invested heavily in new reading materials to ensure that all our children are reading interesting and engaging stories that are modern. We hope you see your child more enthusiastic about reading as a result.



- Growth Mindset – Your child may chat to you about ‘the power of Yet!’ or other growth mindset work in school. Weekly target books have been introduced to help children and families see how together we can achieve.



- Big Maths ‘learn-its’ used for homework. Children may talk about Big Maths Beat That tests in class.
- For a few children and families, access to our nurture class (P4 to P7) is helping behaviour and emotional regulation.

Over the last two years we have embarked on a programme of support for pupils called ‘Catch-up’. This programme is an intensive support package for children to ensure that gaps in knowledge and understanding are bridged and that children who previously had fallen behind in learning can begin to rebuild learning confidence, make up lost ground and not slip further behind.

More detailed data on school achievement can be obtained from the Head Teacher.

## 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 gross annual income does not exceed £6,420 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £16,105 as assessed by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

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 morning break or lunchtime. Milk is also available for purchase to those pupils wishing to buy at breakfast service, where applicable, morning break and lunchtime.

Pupils in:

- Primary 1 - 3 receive a free school lunch.
- Primary 4 - 7 meal cost is £1.60

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.

### **Robert Smillie Primary School Uniform:**

Black Blazer Light blue shirt or blouse  
Black/sky blue tie Navy Jumper or cardigan  
Navy trousers Soft gym shoes (to be worn at all times)  
Navy skirt or pinafore  
Pale blue and white pinstripe dress.

For P.E. Activities -

- Pupils must wear clothing and footwear suitable to the activity, normally shorts/tee shirt and soft gym shoes. Please note that Bermuda type knee length shorts or shorts with very wide legs are **NOT** suitable as they could catch on equipment and cause injury.
- As jewellery and belts with metal buckles may cause injury to the wearer and others, they must be removed.
- Where long hair could be a hazard it must be secured.
- For all indoor work soft gym shoes (not trainers) must be worn.

On Gym days only a navy sweatshirt and light blue polo shirt should be worn.

Children change from outdoor shoes into soft gym shoes when they come in from the playground. The following items of uniform are available from school.

All items of school uniform can be bought through the school office with the Robert Smillie School badge on it.

### **Allergies**

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

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

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

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

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

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

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

## **Support for parent/carers**

### **Clothing grant**

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

Applications can be made online at [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk). If you are required to submit evidence of your Tax Credit income it is important that a copy of this evidence is attached to your online application. Should you require further information or you are unable to submit an application online then please contact the helpline number **0303 123 1011** (option 5).

### **School hours/holiday dates**

The start time, lunch time and closing time for each day should be listed.

Information on holiday dates (including in-service days) should be provided for the forthcoming session. (Insert list of school holiday dates – see appendices).

See attached list showing school holiday dates.

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

Please provide information to parents on how to register their child for school. You may wish to include details of your enrolment dates and times.

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 2018 is week commencing **15 January 2018.**

## Transport

### School transport

South Lanarkshire Council has a policy of providing school transport to primary pupils who live more than one mile by the recognised shortest walking route from their catchment school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or Education Resources, Hamilton, phone **0303 123 1023** or web [www.southlanarkshire.gov.uk](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.

Any information on transport appropriate to the school should be mentioned.

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

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

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

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

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

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

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

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

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

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

### **Family holidays during term time**

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

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

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

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

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

The school holiday dates and in-service dates are available from the website

[www.southlanarkshire.gov.uk](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 within the Education Operating 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.

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 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 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.



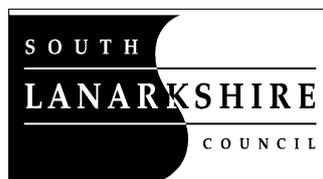
Education Resources

School holiday Dates Session 2017/2018

Break	Holiday dates		
<b>First Term</b>	Teachers return	Tuesday	15 August 2017
	Pupils return	Thursday	17 August 2017
September Weekend	Close	Thursday	21 September 2017
	Re-open	Tuesday	26 September 2017
October Break	Close on	Friday	13 October 2017
	Re-open	Monday	23 October 2017
Christmas	Close on	Friday	22 December 2017
<b>Second Term</b>	Re-open	Monday	8 January 2018
February break	Close on	Friday	9 February 2018
	Re-open	Wednesday	14 February 2018
Spring break/Easter	Close on	Thursday	29 March 2018
	Re-open	Monday	16 April 2018
<b>Third Term</b>			
Local Holiday	Closed	Monday	7 May 2018
Local Holiday	Close on	Thursday	24 May 2018
	Re-open	Tuesday	29 May 2018
Summer break	Close on	Thursday	28 June 2018

Notes

- ◆ Good Friday falls on Friday, 30 March 2018
- ◆ *Lanark schools will close 7 and 8 June 2018*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 22 December 2017 and Thursday 29 March 2018)
- ◆ Schools will close at 1pm on the last day of term 3 (Thursday, 28 June 2018)



Education Resources

School holiday Dates Session 2018/2019

Break	Holiday dates		
<b>First Term</b>	<b>Teachers In-service</b>	<b>Tuesday</b>	<b>14 August 2018</b>
	<b>In-service day</b>	<b>Wednesday</b>	<b>15 August 2018</b>
	<b>Pupils return</b>	<b>Thursday</b>	<b>16 August 2018</b>
September Weekend	Close on Re-open	Thursday Tuesday	20 September 2018 25 September 2018
October Break	Close on Re-open	Friday Monday	12 October 2018 22 October 2018
	<b>In-service day</b>	<b>Monday</b>	<b>19 November 2018</b>
Christmas	Close on Re-open	Friday Monday	21 December 2018 7 January 2019
<b>Second Term</b>			
February break	Closed Closed	Friday Tuesday	8 February 2019 12 February 2019
	<b>In-service day</b>	<b>Wednesday</b>	<b>13 February 2019</b>
Spring break/Easter	Close on Re-open	Friday Monday	29 March 2019 15 April 2019
	Close on Re-open	Thursday Tuesday	18 April 2019 23 April 2019
<b>Third Term</b>			
Local Holiday	Closed	Monday	6 May 2019
	<b>In-service day</b>	<b>Tuesday</b>	<b>7 May 2019</b>
Local Holiday	Close on Re-open	Thursday Tuesday	23 May 2019 28 May 2019
Summer break	Close on	Friday	28 June 2019

Notes

- ◆ Good Friday falls on Friday, 19 April 2019
- ◆ *Lanark schools will close 6 and 7 June 2019*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 21 December 2018 and Friday 29 March 2019)
- ◆ Schools will close at 1pm on the last day of term 3 (Friday 28 June 2019)  
\*Two in-service days proposed for August 2019 to be confirmed.



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

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

### **Contact Details**

Education Scotland's Communication Toolkit for engaging with parents

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

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

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

### **Parental Involvement**

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

Parentzone provide information and resource for parents and Parent Councils

### **School Ethos**

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

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

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

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

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

## **Curriculum**

Information about how the curriculum is structured and curriculum planning

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

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

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

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

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

## **Assessment and Reporting**

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

## **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