



Education Resources



***Law Primary School  
Handbook Information  
(January 2018)***



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

Phone: 0303 123 1023    Email: [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk).

## 1) Introduction by the Head Teacher

Dear Parents/Carers

A very warm welcome to Law Primary and Nursery Class.

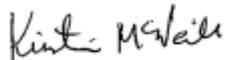
Some of you are already familiar with our school, others we welcome for the first time. I hope that you find our school handbook both useful and informative. The handbook has been designed to provide an insight into the many experiences on offer at Law Primary and to answer many of the questions you may have. However, should you have any further questions or queries, please do not hesitate to contact the school.

**Our vision statement:**

We strive to create a happy learning environment where everyone is welcome and, by respecting the principles of our school charter, ensure that everyone is supported and challenged appropriately.

**Our school motto is:**

In happiness we strive to learn.



Mrs Kirstin McNeill  
Head Teacher

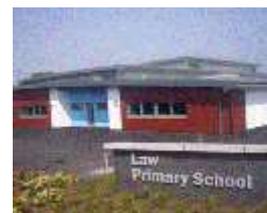
South Lanarkshire Council is the fifth largest authority in Scotland. It covers the following main areas; Clydesdale in the south which features extensive rural areas, Cambuslang, Rutherglen, Blantyre and Uddingston to the north as well as the towns of East Kilbride and Hamilton.

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

- **School name** Law Primary School
- **Address** Lawhill Road  
Law  
Carluke  
South Lanarkshire  
ML8 5 HA



Phone 01698 350816  
Website address [www.law-pri.s-lanark.sch.uk](http://www.law-pri.s-lanark.sch.uk)  
E-mail address [gw14lawpsoffice@glow.sch.uk](mailto:gw14lawpsoffice@glow.sch.uk)  
Stages provided for Nursery – Primary 7  
Present roll Primary Classes (269) Nursery Class (50/30)  
Denominational status Non-denominational

The school does not provide teaching by means of the Gaelic language (as spoken in Scotland)

### Senior Management Team

Mrs Kirstin McNeill Head Teacher  
Mrs Natalie Currie Acting Depute Head Teacher

### Teaching staff

Miss A Gibson	Acting Principal Teacher	Primary 1
Mrs K Dowd	Teacher	Primary 1/2
Miss L Vickers	Teacher	Primary 2
Mrs L Gibson	Teacher	Primary 2/3
Mrs C Snobel	Teacher	Primary 3
Miss G McGuinness	Teacher	Primary 4
Miss L Duncan	Teacher	Primary 4/5
Mrs C Kiamari	Teacher	Primary 5
Mrs K McCluskie	Teacher	Primary 6
Mrs L McNab	Teacher	Primary 6/7
Mrs K Shields	Teacher	Primary 6/7
Mrs R Nelson	Teacher	Primary 7
Mrs G Kerr	Teacher	
Mrs CA McCann	Teacher	

### Nursery

Mrs M O'Shea/Mrs G Kerr	Teacher
Mrs A Britton	Nursery Team Leader
Mrs L Kane/ Mrs I Simpson	Early Years Practitioner
Mrs L Gunning	Early Years Practitioner (am only)
Mrs N Wood	Early Years Practitioner (am only)
Mrs L Scott	Early Years Practitioner (am only)

### Team Leader

Mrs K MacKenzie

### School Support Assistants

Mrs P Allan  
Mrs E Blades  
Mrs L Bryce  
Mrs N Docherty  
Mrs C Greer  
Mrs R Hinshelwood  
Miss P McGlone  
Mrs V Riley



### **Facilities staff**

Mr W Atkinson - Janitor

### **Ancillary staff**

Temporary Vacancy(Mat. Leave) - Cleaning Supervisor

Ms E Pearson

Ms J Rumsby/ Ms C McGurk

Ms D Watt

Ms M Cossar



### **Catering staff**

Ms E Pearson

- Catering Supervisor

Mrs C McClair

Mrs L Wishart

Ms C McGurk

PTA e-mail

[lawprimarypta@outlook.com](mailto:lawprimarypta@outlook.com)

### **Home and school links**

In Law Primary School, we place a great deal of importance on the support, co-operation and interest shown by parents/carers. There is an invitation for them to visit the school to discuss any matter of mutual concern or indeed to discuss their child's progress and development. A telephone call or letter before such a visit would ensure the availability of the relevant member of staff.

### **Attendance at school**

It is important for the school to work with parents/carers 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 and unauthorised absence. In cases where your child is unable to attend school, parents/carers are asked: -

- If you know in advance of any reason why your child is likely to be absent from school, please tell someone at the school, telephone us or let us know in writing. Please also give your child a note on his/her return to school, telling of the reason for absence;
- To 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;
- To inform the school of any change to the following:
  - \* home telephone number
  - \* mobile number
  - \* emergency contact number
  - \* email address
- 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 on the register.

## **Working together – here is what we are trying to achieve**

We wish to give parents/carers every opportunity to become more involved in their child's education.

Schools and establishments should be the first point of contact for parents/carers who wish to discuss issues about their child. Our aim is to resolve issues at a local level. Education Resources wishes to promote liaison among schools, members of Parent Council, parents/carers and other services. We wish to provide advice and support to Parent Councils, parents/carers.

All enquires and concerns received from parents/carers are taken seriously. In order to ensure that enquiries are dealt with effectively, contact should be made in the first instance with the school.

Further parental enquiries and concerns can be discussed with the "Parental Involvement Team" on 0303 123 1023

Please note that South Lanarkshire Council also has a Complaints Handling Procedure called 'Have Your Say'. More information about this can be obtained from our school office/foyer.

If your child has been offered a place at Law Primary School and Nursery Class as a consequence of enrolment or application, arrangements will be made for them to visit the school prior to admission. This gives children and their parents/carers the opportunity to become familiar with the school. Staff will be on hand to answer any questions.

If your child is being, or has been offered, a place at Law after a session has started, the parent/carer may request a preliminary visit to the school and a chat with a member of the senior management team.

### **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 and/or the Parent Teacher Association just contact the school or visit our website.

Some useful information contacts for parents to find out more on education are as follows:-

- Parentzone – [www.parentzonescotland.gov.uk](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)

## 4) School Ethos

Law Primary School and Nursery aims to create an effective and caring community based on our vision, values and principles of our School Charter. We are committed to developing the potential of all pupils and staff in an atmosphere and ethos of trust, co-operation and mutual respect in partnership with parents/carers and the wider community.

In an environment like this, effective learning and teaching will take place ensuring each individual aspires to and realises their full potential, academically, socially and emotionally.

Here is what some children think about our school:

- ❖ We love Law Primary because learning is fun. P5s in Room 8
- ❖ I like the cafeteria because everyone can sit next to each other. Poppy, P2
- ❖ We have lots of options for equipment to play with. Jamie, P7

Here are some of the comments made by parent/ carers to our school and Nursery:

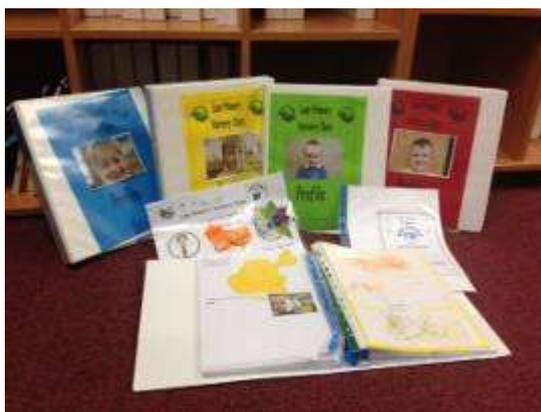
The school is an excellent school and teachers and staff are very friendly

*May 2017*

My son had a great first day, he couldn't wait to go in the morning after.

*Nursery feedback, August 2017*

Law Primary School and Nursery has an exceptionally positive ethos. We value our pupils, staff, parents/carers and members of our wider community. We take pride in our many achievements and take time to reflect on and celebrate the successes our children experience. For example, this is done through the presentation of Star Awards and Homework Champions at weekly assemblies, Golden Tokens, Pirate Points, our achievement section in our newsletters, displays and Profiles.



We also encourage parents/carers and children to share information about their wider achievements through our Wider Achievement section in our Brain Builder jotters and through our Wider Achievement Wall



Here's what some of our children said about our Wider Achievement Wall:

I like the idea of bricks because you are building your skills. Sarah P4

I like the wall. You get to show off what you have done and achieved and your friends can be happy for you. Eve P7

Our school is proud of its place in the community and works with local partners to benefit those who live around us. For example, we have strong partnerships with the Carluke Development Trust and Law Community Trust. We have an active Chaplaincy Team who support Religious Observance events in school and run our SU Clubs for P4 and P5-7 pupils. During session 2017-18 we held a Reflective Space event which allowed pupils to reflect on key questions related to their emotional wellbeing. This was developed with our Chaplaincy Team who ran the event.



## **Better Behaviour, Better Learning**

We actively promote positive behaviour and the maintenance of good discipline. The school approach is called 'Going for Green'. By promoting positive behaviour, we encourage the children to be responsible for their own behaviour and to apply self-discipline.

It is the responsibility of all staff within the school to promote positive behaviour and to keep parents/carers informed of how their child is behaving. The senior management team review behaviour on a weekly basis and work to ensure that all stakeholders are committed to and are involved in the creation of a positive school ethos which encourages good behaviour. Equally, the school, while trying to promote positive behaviour, must support young people should incidents of bullying occur. Parents/carers have a significant role to play in working with the school so that teachers, parents/carers 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/carers, can work together to create a learning environment in which young people can enjoy learning and feel safe. Weekly assemblies help reinforce this message alongside learning through Health and wellbeing topics which focus on aspects of our School Charter and the Wellbeing Indicators: Safe, Healthy, Active, Nurtured, Achieving, Responsible, Respected and Included (SHANARRI).

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 our children and staff.

Further information on promoting positive behaviour is available later in this handbook.

## **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.



**Children develop early literacy skills through a range of approaches.**



**Children learn about ways they can keep themselves healthy through engaging activities.**



**We work in partnership with parent/carers to support learning in class and at home.**

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

### **Rights of parents / carers**

Scottish Government Ministers consider that religious observance complements religious education and is an important contribution to pupils' development. It should also have a role in promoting the ethos of a school by bringing pupils together and creating a sense of community.

There is a statutory provision for parents to withdraw children from participation in religious observance. This right of parents' wishes will be respected. Please put any request to withdraw your child in writing, addressed for the attention of the Head Teacher.

Where a child is withdrawn from religious observance, schools will make suitable arrangements for the child to participate in a worthwhile alternative activity.

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 and tracking progress**

At Law Primary School and Nursery class we believe that the most effective way to build a profile of children's achievements and attainments is to gather evidence from a range of different sources. We recognise that no single source will provide the information we need and therefore use a mixture of standardised assessments, school assessments and ongoing daily teacher assessments all of which helps inform our professional judgement. We track, record and monitor the children's attainment as well as their wider achievements.

The data we collect is reviewed regularly by the Senior Management Team to ensure that every child is achieving all that they can to be the very best they can be. This helps inform our approach to supporting and challenging all learners.

## **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)

It is not unusual for some children to find aspects of his/her learning challenging. We try to identify challenges in learning as soon as possible and to provide appropriate support. We have a comprehensive and targeted support programme within school. If more additional support is required the Extended Support Team, based in Carluke Learning Community Offices, will be called upon for consultation and advice. The Educational Psychologist is also available for consultation and direct input, as are a number of specialist support bases, depending on the area of expertise which needs to be accessed.

Some children may require a plan to coordinate the support which is being provided. This could be an Additional Support Plan (ASP) or, where a number of different professionals are involved in working with and supporting a child, a Co-ordinated Support Plan (CSP).

We also monitor and identify abler children who require additional challenge and/or extension to ensure that their needs are fully met.

At all stages of support, we will communicate with parents/carers to keep them informed about their child's progress. The staff at Law work in partnership with parents/carers and a range of professionals to ensure positive experiences in learning.

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.

In keeping with duties set out in the Education (Additional Support for Learning) (Scotland) Act 2004 (as amended) the guidance states that handbooks should specifically mention 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 – the Scottish advice service for additional support for learning

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

Phone Helpline: 0345 123 2303

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

Email Enquiry service: [info@enquire.org.uk](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)

## **10) School Improvement**

Every session our school and nursery class set out improvement priorities for the year ahead and review the priorities from the previous session. This is done in full consultation with all stakeholders. Our main achievements from Session 2015-16 can be read in our 2016-17 Standards and Quality Report. A copy of this can be obtained from the school office. A summary of the areas in which we are making progress is noted below:

### **Literacy:**

Our 2015/16 data shows that pupils in P1, P4 and P7 were broadly in line with both National and SLC Average in reading, writing, listening and talking however data for 2016/17 shows a **significant improvement** in reading at P1 and P4 and in writing at P1. This can be explained by the sustained focus on developing early literacy skills.

### **Numeracy:**

Our data and other evidence shows that in session 2015/16 pupils in Primary 1, 4 and 7 performed better than the SLC and National average and our data for the current session shows that this trend continues in Primary 1 and 4. The data shows that for Primary 7 pupils we are more in line with local and national averages during this session. The change in average figures can be attributed to individual differences within the two.

### **Improving standards:**

At Law Primary School and Nursery Class we are committed to improving standards in relation to all curriculum areas. However, we have a particular focus on driving up standards in the core areas of Literacy and English, Mathematics and Numeracy and Health and Well Being. We are also committed to promoting leadership at all levels within the school and to promoting reflective dialogue to guide the operational and strategic direction of the school.

We have made great progress in relation to this in the following ways:

- Working parties have been set up in the areas of Health and Wellbeing, Technologies, Numeracy and maths, 1+2 Language, Outdoor Learning and Literacy (with a focus on Listening and Talking); actions have been implemented to take forward aspects of our improvement priorities
- Our vision statement and aims was refreshed after consultation with parent/carers, pupils and staff; a whole school charter has been developed and children use this alongside the Wellbeing Indicators and UNCRC Rights of the Child as a focus for learning in Health and wellbeing
- Lead staff have been identified for all curricular areas with responsibility for promoting professional learning and events in their area of responsibility
- A more child led approach to learning in the nursery has been implemented with a free flow approach to allow children to experience learning opportunities in a range of areas
- Key staff have undertaken CPD in Outdoor Learning and improvements have been made to the learning environment and more are planned
- Additional staff have been recruited to allow for targeted support in developing literacy skills; key staff have attended CPD in Catch-up Literacy which is now being implemented
- Additional electronic devices have been purchased to support our development in the use of Easimaths as a motivational learning tool
- Our school achieved the Sports Scotland Silver Award and we are now working towards our Gold Award
- We have established a Twitter feed and a new website will be available early in January 2018 with an aim of improving communication with parent/carers and the wider community

### **Plans for improvement:**

Every session we write a school improvement plan. This helps us to continue to move forward in a structured and focused way. The key outcome is to ensure we are providing the best possible learning experiences and opportunities for our children. Here are our main priorities for session

### **Improvement Priorities 2017-18**

- ◆ Improve consistency of learning and teaching in Literacy and Numeracy across Law Primary and Nursery Class through a focus on assessment, feedback and pupil engagement
- ◆ Implement and embed a strategic approach to improve wellbeing, equality and inclusion (GIRFEC)

- ◆ Audit existing practice in the use of ICT and Technologies and develop new approaches including ways to support closing the attainment gap
- ◆ Develop leadership of learning at all levels including promoting teacher professionalism, self-evaluation and CLPL for all staff

## **Maintenance Agenda**

### **School and Nursery**

- ◆ Achieve success for all learners and GIRFEC by finalising an updated Vision Statement for Law Primary School and Nursery Class and creation of a whole establishment Charter for launch in August/ September
- ◆ Embed use of ASD Passports and moving on booklets for identified individuals
- ◆ Levels of attainment recorded using the attainment spreadsheet and summative assessments carried out in literacy and numeracy and results recorded; new SLC Tracking tools to be implemented

### **Nursery Only**

- ◆ review and update profiles to ensure they are in line with current guidance and legislation
- ◆ embed Sulp
- ◆ continue to implement actions identified through literacy and numeracy audits: e.g. Listening and Talking focus, Phonological Awareness, weights and measure elements of numeracy and maths
- ◆ continue to implement new Care Standards
- ◆ continue to develop the principles of Forest Schools/ O.L. opportunities taking account of recent staff changes

### **School Only**

- ◆ Consolidate work on promoting reading strategies, updating our libraries and promoting reading for enjoyment; including implementing parent/ carer partnership work through reading buddies/ library support, First Minister's Reading Challenge; Bookbugs; Read, Write, Count, Bistro Cafés, etc.
- ◆ Consolidate work on the implementation of Easimaths in P5-7
- ◆ Review impact of 'Brain Builders' with the aim of reinvigorating this approach to family learning
- ◆ Implementation of Pupil Wellbeing Profiles (LC Priority)

## **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 to 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.

### **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

Morning session	-	9.00am to 12.15pm
Interval	-	10.30am to 10.45am
Lunch	-	12.15pm to 1.00pm
Afternoon session	-	1.00pm to 3.00pm

### Nursery times

Morning session	-	8.45am – 11.55am
Afternoon session	-	1.00pm – 4.10pm

See attached list showing school holiday dates (including in-service days).

### 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 school's 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>
	Pupils return	Thursday	16 August 2018
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	Close on Closed on	Friday Monday and Tuesday	8 February 2019 11 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	Closed	Friday	28 June 2019
Proposed in-service days	*Proposed date for teachers return (subject to consultation)		

#### 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 (Thursday, 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