Education Resources

Auchengray Primary School Handbook 2019
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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.
1. Introduction

Dear Parents and Carers

We take great pride in the fact that Auchengray Primary offers a friendly, warm welcome to all pupils, parents/carers, visiting services and members of the local and wider community in a safe, caring and interesting environment.

We aim to provide a broad, balanced, rich and stimulating curriculum with opportunities for each pupil to make continuous progress ensuring his/her individual needs are met. At Auchengray Primary we are ambitious for all of our pupils. We strive to ensure that the ethos and the school environment is one where children are encouraged to become successful learners, confident individuals, responsible citizens and effective contributors. A team of dedicated staff work in partnership with pupils, parents/carers, agencies and the local and wider community to ensure the highest quality of education is provided in a safe, caring and interesting environment, allowing each pupil to achieve his/her full potential as 21st Century learners.

If you have any further questions, please do not hesitate to contact either myself or a member of our team. We are always happy to help. All staff at Auchengray Primary look forward to working with you as partners in your child’s education now and in the future.

Carol Pennock
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

Auchengray Primary School
Auchengray Road
Auchengray
Lanark
ML11 8LN

Phone: 01501 785245

Website: www.auchengray-pri.s-lanark.sch.uk

Email: office@auchengray-pri.s-lanark.sch.uk or gw14auchengrayht@glow.sch.uk

Stages covered - P1- P7

Present roll – 19

Auchengray Primary School is a co-educational, non-denominational establishment.

School staff

Head Teacher:
Shared Head with Walston Primary School       Mrs Carol Pennock

Principal Teacher:
Ms Cate Wright

Class Teachers:
P1 – 7               Ms Cate Wright
CCC Cover Teacher Ms Janice Murphy
Specialist Support Teacher Ms Kim Ross

Support Staff:
Team Leader             Ms. Mary Carrillo
Support Assistants Mrs Andrina Alexander
                       Mrs Alison Habasque
Caretaker/Cleaner        Mrs Myra Dick
Cook in Charge            Mrs Alison Bell
Active Schools Co-ordinator:               Mr Derek Howitt

Parent Council

Chairperson – Mrs Moria Marshall       Phone: c/o school office
Email: auchengrayprimaryparentcouncil@gmail.com
Parental Concerns

If you have a concern about your child please phone the school and ask to speak to a Mrs Pennock or Ms Wright. Your concern will be logged and investigated. Mrs Pennock or Ms Wright will make contact with you later that day or the following day to explain the findings.

In Person:

If you prefer to speak to Mrs Pennock or Ms Wright in person, please phone and make an appointment. Following your discussion with Mrs Pennock or Ms Wright, your concern will be logged and investigated. Mrs Pennock or Ms Wright contact you later to either talk through the investigation or if you prefer make an appointment for you to return to school for a follow up meeting.

Pupil absences

We appreciate that life can be difficult and often other issues may arise which mean that your child cannot come to school. Please telephone the school office before 10am to advise us of any absences.

Attendance at School

It is important for the school to work with parent 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 follow the procedures below.

- If you know in advance of any reason why your child is likely to be absent from school, please let us know in writing.
- Notify the school first thing in the morning when your child is going to be absent. If we have not received a phone call before 10am someone from the school office will contact you. Let the school know the likely date of return and keep them informed if the date changes.

- Inform the school of any changes to the following:
  - Home telephone number
  - Mobile number
  - Emergency contact details

Complaints procedure

We have a strong reputation in our local rural community and we would hope that any issue would be resolved at school level. However, if you need to make a complaint you can do so in person, by phone, by email or in writing. We will always try to deal with your complaint quickly however if the matter will need a detailed investigation we will keep you informed of our progress.

We take all complaints seriously and will make every effort to make sure they are dealt with appropriately. If however, you are not happy with the way a complaint has been dealt with, the Head Teacher will invite you to contact Mrs Caroline Walker (Quality Improvement Officer) at South Lanarkshire Council Headquarters.
School visits

If your child is joining Auchengray we are always happy to have visitors to our school. Please contact the school to arrange this. If your child is starting school in August usually a representative from the school will visit your child in their nursery environment. We also have a Parent question/answer session, in May, for those with children starting their school career in August at Auchengray. During June we will arrange two sessions where our new P1’s can come and spend a morning with us. Parents have told us that this has been a great help for the new starts in P1 as it lets them meet their teacher and the other children in their class.

If you are thinking about enrolling your child at Auchengray, having moved from another school to our area, we will always be happy to see you. Please telephone the school first to discuss a suitable time for a visit.
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 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)
- South Lanarkshire Council – [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)
4. **School ethos**

Ethos is the overall feeling and nature of a school. A positive school ethos can significantly impact on the health and wellbeing of pupils and staff. The ethos includes the atmosphere in the school, relationships between pupils, staff, families and the wider community, the school building and grounds, the sense of welcome and positive learning in the classroom.

Features of our positive school ethos include:

- A strong sense of community
- Good interpersonal relationships
- Appropriate pastoral care for pupils and staff
- Pupil participation in decision management

At Auchengray Primary we promote an ethos of respect across the whole school and wider community. We have high expectations in terms of behaviour and attitude and every child is encouraged to be actively responsible for their learning.

We aim to ensure;

- every child feels safe, valued and respected
- every child is encouraged and supported to build resilience and independence through developing skills for learning, life and work
- every child is actively engaged in high quality learning experiences
- every child experiences equality of opportunity and social inclusion in order to meet their individual needs
- every child experiences and benefits from a broad general education as set out in Curriculum for Excellence
- we further develop and strengthen partnerships and links with home and the wider community
- we encourage social and personal development to enable all stakeholders to contribute effectively to society
What the children say about Auchengray Primary:

- I really like all the staff. I like having the muga pitch because you can play lots of games in it.
- I enjoyed the enterprise topic we did. I like doing topics like the Levenseat project.
- I like that we have access to computers. I enjoy doing art.
- I liked the team building because it helps me socialise. I like performing in the shows.
- A great performance by the young folk – they are a great credit to their parents and teachers – well done to all.
- Everyone eating together – pupils, staff and parents.
- I loved looking round your museum exhibits. Great to see so much hard work and I learned a few things. Well done to all.
- You all do a wonderful job and our wee school is a joy.
- Enjoy getting together in the school environment.

What the parents and community say about Auchengray Primary
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, flexible and enriched curriculum that provides young people with the knowledge, skills and attributes they will need if they are to flourish in life, learning and work, now and in the future.

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

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

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

If you want to know more about Curriculum for Excellence, please visit website [http://www.educationscotland.gov.uk/thecurriculum/](http://www.educationscotland.gov.uk/thecurriculum/) or [www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk).

Our learning and teaching activities are based on the outcomes and experiences in the guidelines that all schools have for Curriculum for Excellence.

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

Sharing their learning with a Classroom Museum.

Working collaboratively to learn about and engage with the local community.

Making Maths Count with our parents.

Developing an enjoyment of reading across Primary 1 to Primary 7

Enjoying sports day with our local community and families.

A great day out at the Royal Highland Show
**Spiritual, Social, Moral and Cultural Values (Religious Observance)**

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. At Auchengray Primary we will celebrate Religious Observance events during the school year.

There is a statutory provision for parents to withdraw children from participation in religious observance. This right of parents’ wishes will be respected. Should you wish your child to be withdrawn, please send a letter to Mrs Pennock with your request.

**Equalities**

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

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

Assessment is central to the learning and teaching process. A range of informal assessment, based on observations of the child’s daily work, assessment activities and where appropriate standardised tests in such areas as reading, writing and numeracy are used to monitor our pupils’ progress.

Recent research has shown that children learn better when they learn together, set their own targets and evaluate and assess their own work. We are developing this methodology into our curriculum and use formative assessment strategies which are in line with Curriculum for Excellence.

In all of this and in building up a picture of our learners, we continue to build on the existing strong supportive links we have with our parents. We would stress once again that you as parents should always feel welcome to come to the school to discuss your child’s learning or any concerns you may have. In turn, if we need to call on extra support for your child, we will discuss this with you first.

7. **Reporting**

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

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

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

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

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

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

Normally children attend the school in their catchment area. However, there are times when parents may wish their children to go to other schools. If you wish your child to go to another school then you may make what is known as a 'placing request'. If you live in South Lanarkshire and decide to submit a 'placing request', we are unable to reserve a place in your 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, (GIRFEC)

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

If you have any concerns relating to your child’s wellbeing you can speak to the Named Person who will be happy to work with you to address any issues and to ensure that your child gets help that is needed at the right time.

More information can be found on: www.girfecinlanarkshire.co.uk and www.scotland.gov.uk/gettingitright

Support for all (Additional Support Needs)

All children have the right to access a quality educational provision. At Auchengray Primary School we endeavour to enable all pupils to be the best they can be. We believe that a quality provision should operate within a framework of a positive ethos with an effective partnership between school, parents and other support services. The Head Teacher works closely with class teachers to identify pupils who are experiencing difficulty or who are making exceptionally good progress. Pupils who require additional support will be supported in a positive and inclusive manner. We operate a staged intervention process and if after intervention we feel that the extra help available within school is not enough, we can, as appropriate, consult with our Educational Psychologist and Clydesdale Extended Community Team for additional support, resources and guidance.

Some pupils who require support from a number of agencies will have a Coordinated Support Plan (CSP) which will ensure that these agencies meet and discuss the child’s needs, planning interventions accordingly. Currently Auchengray Primary has no children with a CSP.

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. These are available through the school or on the South Lanarkshire Council website: www.southlanarkshire.gov.uk.

The leaflets available are:

- The Additional Support for Learning Act
- Requesting an Assessment
- Planning for Learning – ASP
- Planning for Learning – CSP
- Transitions
- Future Planning
- Information for Parents and Carers about moving on from school.
- Inclusive Education
- ICT Assessment
- Visual Impairment Support
- Early Years Specialist Support
- Independent Adjudication
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

Advice and information is also available at 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
10. School Improvement – We are working on these priorities this session.

Making sure that more of you make better than expected progress. We are doing this by:
- Making sure that everyone involved in the school knows what is important in our school.
- Making sure that that everyone involved in the school knows what it means to be a successful learner.
- Helping you work out what you are good at and what you need to work on.
- Making sure that you work as hard as you can all the time.

Making sure we are looking after you. We are doing this by:
- Making sure that you understand what SHANARRI means and what you can do to keep yourself healthy and well.
- Give everybody the opportunity to be a leader and celebrate their achievements.

Making sure that you enjoy the teaching and learning activities. We are doing this by:
- Looking at how well we are using our ICT equipment to make learning and teaching activities enjoyable.
- Working towards using our ICT equipment during every lesson.
- Making sure that everyone involved in the school understands how important it is to be safe online and how to do this.
- Create a Digital Learning Charter.
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 £6,515 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 £1.65

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

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

School uniform

We ask all parents/carers to support the school by encouraging your child(ren) to adhere to the agreed dress code and the wearing of our school uniform. The wearing of a 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.

ALJ Work and Leisurewear of Lanark are our uniform providers. You can view their range on their website: www.aljonline.co.uk or visit their shop at 18 Bloomgate Lanark.

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. 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

Pupil hours

| Time                  | Starting time | 9.00 am | Morning interval | 10.30 - 10.45 am | Lunch time | 12.15 – 1.00 pm |
Closing time - 3.00 pm

School Holiday dates

See below list showing school holiday dates for the sessions 2019/2020 and 2020/2021
## School holiday Dates Session 2019/2020

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

### Notes
- Good Friday falls on Friday, 10 April 2020
- *Lanark schools will close Thursday, 11 June 2020 and Friday, 12 June 2020*
- Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 20 December 2019 and Friday, 3 April 2020)
- Schools will close at 1pm on the last day of term 3 Wednesday, 24 June 2020
School holiday Dates Session 2020/2021

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

Notes

- Good Friday falls on Friday, 2 April 2021
- *Lanark schools will close Thursday, 10 June 2021 and Friday, 11 June 2021*
- Schools will close at 2.30pm on the last day of terms 1 and 2 (Tuesday, 22 December 2020 and Thursday, 1 April 2021)
- Schools will close at 1pm on the last day of term 3 Thursday, 24 June 2021.
Enrolment – how to register your child for school

If your child is starting school for the first time you must enrol your child at their catchment school in January. If parents want their child to go to another school, they must enrol in the first instance with their catchment school and ask for an information leaflet that provides details on how to make a placing request. Forms are available from the SLC website – www.southlanarkshire.gov.uk, schools, Q and A offices or by contacting Education Resources, Almada Street, Hamilton, phone 0303 123 1023. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

Enrolment date for 2019 is week commencing 14 January 2019. Please contact our school office for an appointment.

Preparing your child for school

Your child will be invited to visit us before he/she actually begins school on 15th August 2019.

On these visits he/she will meet the class teacher and his/her fellow classmates, see the classroom where he/she will work and have the opportunity to join in some of the activities. Our intention is to promote confidence and show him/her that school is a pleasant and welcoming place.

Starting in P1

You can help by talking about school and encouraging your child to try out activities when he/she comes for a visit.

It is important that you reassure your child that someone will be at home for him/her when he/she finishes school.

If home arrangements change during the day it is advisable to let the school know so that the new arrangement can be explained to your child before bus time.

In case of another adult collecting your child from school in place of yourself we require to be informed beforehand.

Parents are asked to bring the child’s birth certificate plus 2 proofs of residency (e.g. utility bills) with them at the time of enrolment.

During June, new pupils will be invited to school to spend time with parents/carers having the opportunity to attend a series of parent workshops. Parents who wish to enrol children at other times should contact the school office to arrange an appointment to visit the school.
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. 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.

Our School transport contractors are presently: Market Cabs and McIvor Chauffeur & Wedding Hire

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

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

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

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

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

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

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

Information on emergencies

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

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

If for any reason, you are unsure if the school is open visit the website www.southlanarkshire.gov.uk or email education@southlanarkshire.gov.uk
Your commitments

We ask that you:

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

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

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

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

Privacy Notice

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

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

Information we collect from you about you and your child at enrolment
When you enrol for a nursery or school, we ask for the following information:
- parent/carer contact details (name, address, phone, email);
- the child’s name, date of birth, gender and address;
- information about medical conditions, additional support needs, religion and ethnicity;
- any information you may wish to provide about family circumstances.

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

- When you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.

- If you make a request for additional support such as an educational psychologist or other support for learning we will ask for more detailed information to allow us to provide the most
appropriate support for your family. This may include information about family circumstances or medical conditions.

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

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

Information that we collect from other sources
As an education authority and as part of our statutory function in accordance with our legal obligations, we receive information from other sources such as the SQA, the NHS or Social Work about you or your child, this includes:
- exam results and assessment information;
- information about health, wellbeing or child protection.

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

We will share your information with:
As an education authority and as part of our statutory function in accordance with our legal obligations we will share information with other bodies or parts of the Council, including:
- The Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland and other organisations that support children and young people’s learning;
- Other parts of the Council when required for services such as school meals, school transport, education benefits and with Social work in connection with any child protection concerns we become aware of;
- South Lanarkshire Leisure and Culture Limited, where children and young people are participating in sports and leisure activities;
• Other schools/local authorities – if a child moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school/local authority.

You have the right to access your personal information as well as the rights of rectification, erasure, restriction and the right to object. For information on these rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice from our website: (https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general_privacy).

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

Contact Details

Education Scotland's Communication Toolkit for engaging with parents

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

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

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

Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils

School Ethos

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

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

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

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

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

Curriculum

Information about how the curriculum is structured and curriculum planning

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

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

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

Information on the Senior Phase

Information on Skills for learning, life and work

Information around the Scottish Government's 'Opportunities for All' programme
Information for organisations responsible for the planning, management and delivery of career information, advice and guidance services

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

**Assessment and Reporting**

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

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

**Transitions**

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

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

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

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

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

Enquire is the Scottish advice service for additional support for learning

Parenting Across Scotland offers support to children and families in Scotland

**Support for Pupils**

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

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

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

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

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

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

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