

**Education Resources**



Glassford Primary School

Handbook 2016-17

**Contents**

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

If you need this information in another language or format, please contact us to discuss how we can best meet your needs.    
Phone: 01698 454545  Email: [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk).



Dear Parent / Carer

Welcome to Glassford Primary. In this handbook we hope to give you an insight into the organisation of the school and try to answer many of the questions, which you may have*.*

We also seek to ensure that all children are given the opportunity to develop their knowledge and understanding, to develop their skills, to foster their personal and social development and to help prepare them for a purposeful life in the community. We endeavour to cater for the needs of all and recognise the special aptitude and interest of individuals. We seek to encourage self-discipline and a sense of responsibility in our pupils so that as they mature they become increasingly responsible for their own work. We seek to encourage the children to develop a healthy lifestyle with an appreciation and respect for the world around them.

It is important that our pupils enjoy and benefit from their years in Glassford Primary and to achieve this it is essential that parents, all staff and pupils work in co-operation with each other. There are parents’ evenings when you can speak to your child’s teacher, but you are also welcome to contact the school, at any time, to talk over any issues, which you feel are important to your child’s education.

I trust that you will find this handbook useful and hope that we can work together to see that your child finds that being at Glassford Primary is both a worthwhile and enjoyable experience.

Yours sincerely

Audrey Donnelly

Audrey Donnelly

Head Teacher

1. Introduction by the Head Teacher

**Mission Statement**

Glassford Primary School aims to provide quality teaching and learning for all our pupils, delivering a Curriculum for Excellence for the development of the whole child in a safe, happy, caring and simulating environment in order to ensure successful learners, confident individuals, responsible citizens and effective contributors within our school and our local community.

**Our Local Authority – South Lanarkshire Council**

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

The Council’s Plan Connect sets out the Council’s vision which is, “to improve the quality of life for all within South Lanarkshire”.

For Education Resources this means delivering services of the highest quality as well as striving to narrow the gap. It is about continually improving the services for everyone at the same time as giving priority to children, young people, families and communities in most need. The priorities for schools and services are set out in the Education Resources Plan which confirms the commitment to provide better learning opportunities and outcomes for children and young people.

1. About our school

**SCHOOL INFORMATION**

Glassford Primary

Modular Decant Facility

Ashkirk Road

Strathaven

ML10 6JT

Tele: 01357 521124

Fax: 01357 529234

E-mail: gw14glassfordoffice@glow.sch.uk

School website

www.glassford-pri.s-lanark.sch.uk

Parent Council Email

[glassfordparentcouncil@googlemail.com](mailto:glassfordparentcouncil@googlemail.com)

The school is non-denominational, co-educational and covers stages Primary 1 to Primary 7. The present roll is 44 and the building has accommodation for a maximum roll of 75. Parents should note that the working capacity of the school may vary dependent upon the number of pupils at each stage and in the way the classes are organised.

It is council policy that the school accommodation is made available, as far as possible, out with school hours for use by the community such use by groups, clubs etc. will be made in accordance with approved letting procedures.

**Schools Modernisation**

As part of South Lanarkshire Council’s investment in improving school buildings, the new Glassford Primary School is currently under construction and is due to be completed mid 2016.

At present Glassford Primary School pupils have been decanted to temporary accommodation within the Wester Overton Primary School Campus until the new school is complete.

# Teaching Staff

Head Teacher Ms Audrey Donnelly

Teachers Miss Bailkoski (P6/7)

Mrs McDowell (P4/5)

Mrs Steven (P1/2/3)

CCR teacher Ms Lerry

The total number of teaching staff is 4

**School Support Staff**

School Clerical Assistant Mrs Loraine Gilfillan

School Support Assistants Mrs Sharon Hoisington-Pollock

Janitor/Cleaner Mrs Avril Kelly

Catering Staff Wester Overton P.S. Cook in Charge – Margaret Wilkie

**Visiting Specialists**

Educational Psychologist Ms Julie Smith

Specialist Support teacher Mrs Janice Nicol

Brass Tuition Mr James McAleenan

Percussion Tuition Mr Derek Love

Teacher for Hearing Impairment Mrs Morag Naylor

Active School Coordinator Mrs Emma Strachan

**School hours/holiday dates**

School opens - 9.15am

Morning Interval - 10.30 –10.45am

Lunch - 12.00 -12.45pm

Home time - 3.15pm

Please see attached sheet on school holidays and in-service days for this session.

**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](http://www.southlanarkshire.gov.uk), schools, Q and A offices or by contacting Education Resources, Almada Street, Hamilton, telephone 01698 454102. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

**Enrolment date for 2016 is week commencing 11 January 2016.**

**Flying Start Date**

The flying start date (when P1 pupils go into school for a full day) is **Monday, 22 August 2016.**

**School Uniform**

**The school uniform for all Glassford Primary pupils is:**

* Pale blue shirt with school tie (navy and pale blue) or pale blue polo shirt
* Navy crew neck sweatshirt or cardigan
* Grey /black trousers/skirt/pinafore
* Appropriate shoes should be worn, not trainers.
* Soft shoes are required for P.E. for Health and Safety and for the classrooms.
* Blue checked dress – summer

**School uniforms including tie can be ordered through the school office.**

**Attendance at school**

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

* 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;
* 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;
* Inform the school of any change to the following :-

- Home telephone number

- Mobile number

- Emergency contact details

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

**Learning Community**

Glassford Primary is part of the Strathaven Learning Community. A Learning Community is made up of schools and education establishments from the area including the secondary school, primary schools, early years establishments, early years partners and schools and bases which provide specialist additional support services. It is about working together to plan better outcomes for children and young people.

The Learning Community develops ways of working between establishments and with other agencies and organizations to ensure services are responsive, accessible and are delivered as effectively as possible.

Each Learning Community is managed by a Head of Education (Area)

The Head of Education for our area is to be confirmed.

The Quality Link Officer for Strathaven Learning Community is Dr Joyce Marshall.

**Parent / Carer Concerns**

We are keen to promote a positive relationship with all our parents/carers so if you have a concern about your child, please do not hesitate to contact the school. Your child’s class teacher may be able to help you in the first instance; however, if your concern is of a more serious nature, you may wish to make an appointment to meet with the Head Teacher.

**Visitors to Our School**

Should you wish to visit the school, please contact the Head Teacher to arrange a suitable time. All visitors to the school should make their way to the Main Entrance. Proof of identification will be requested and they will be asked to sign in and receive a visitors badge. It is the policy of the school that any member of staff may approach any visitor and ask for proof of identity. These measures are taken to ensure that the school provides a safe and secure environment for all those within it. We appreciate your support and assistance in carrying through these measures.

**Complaints Procedure**

Should you have a concern / complaint about any aspect of your child’s educational experience, please let us know. In the first instance, please contact a member of staff. However, if your concern / complaint is more serious, please contact the Head Teacher.

Complaints will be treated seriously and will be dealt with speedily and sensitively. In most cases complaints will be dealt with immediately, but certainly within 3 working days. Should a complaint require further detailed investigation, the process may take longer.

**How to Make a Formal Complaint**

A complaint may be made to the schools Quality Link Officer, Dr Joyce Marshall, at South Lanarkshire headquarters in Hamilton. Complaints may be made in writing by telephone or in person.

Dr Joyce Marshall South Lanarkshire Council Tel: 01698 454444

Almada Street

Hamilton

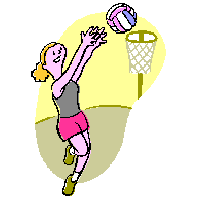
ML3 0AE

**Extra-Curricular Activities**

**C:\Documents and Settings\gilfillanl20\Local Settings\Temporary Internet Files\Content.IE5\TJNMYY9Z\MC900349979[1].wmf**

**Swimming**

P5, 6 and 7 pupils attend swimming instruction at the pool at Strathaven Leisure Centre. We also participate in Strathaven Gala Swimming competition



**Netball and Football**

This is provided for P4 – P7’s. In the summer term matches are arranged with local schools.

****

**Cross Country**

The school runs a Cross Country Club for the P5/6/7’s where they train to take part in the East Kilbride Cross Country Championships in March.

**Educational Outings**

These outings relate to ongoing topic work and are valuable resources which enhance your child’s appreciation of the subject being studied.

**C:\Documents and Settings\gilfillanl20\Local Settings\Temporary Internet Files\Content.IE5\A1JAV0P7\MC900318754[1].wmfBikeability**

Bikeability training is provided for pupils in P5, P6 and P7 and will resume once we return to our new school.

C:\Documents and Settings\gilfillanl20\Local Settings\Temporary Internet Files\Content.IE5\6QF4BXYO\MC900335462[1].wmf

**Outdoor Experience**

Every year P6/7 pupils are given the opportunity to participate in an activity week at various locations within the local area. This is a non – residential activity week. They go along with pupils from Sandford Primary and Gilmourton Primary, thus enhancing Learning Community and Primary/Secondary transition links.



**Knitting Club**

A member of our local community runs a knitting club for senior pupils. They meet every Thursday and take part in a variety of knitting related activities.



Glassford and Gilmourton Lunch time A whole school visit to Strathaven

Knitting Club donating blankets to SSPCA Park to where pupils took part in

autumnal activities.

1. 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 parent/carer 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)

**Glassford Primary School Parent Council**

Glassford Primary has a very supportive Parent Council

Members of our Parent Council are:

Mr Christopher Devine – Chairperson Mrs Christine Hall

Mrs Alison Moon Mrs Hazel Bookham

Mrs Dawn Hamilton Ms Joanne Smith

Mrs Saima Khan Mrs Anne Anderson

Miss Laura Ann Bailkoski Rev W Stewart

Ms Audrey Donnelly

Parent Council Website: [glassfordparentcouncil@googlemail.com](mailto:glassfordparentcouncil@googlemail.com)

All parents of children at school are automatically members of the Parent Forum and are entitled to have a say in what happens at the school. Parents can also decide to form a Parent Council to represent them. Every Parent Council will have a constitution that sets out what they wish to achieve. Parents/carers can express an interest in joining the Parent Council or if there is not one established you can let the Head Teacher know that you would like more information on this.

Glassford Primary Parent Council along with its other roles fundraises for the school. The monies raised in the past has purchased books to support a new reading programme and subsidised various school visits whether it be the admission cost or transport.

Other means parents can support a school is through volunteering as helpers. Just ask!

1. School ethos

Glassford Primary School is an integral part of the Glassford Community providing children with high quality educational opportunities and experiences. We firmly believe that through a shared understanding and shared values e.g. honesty, respect, wisdom, justice and compassion the children of Glassford primary School will be encouraged to develop to their own potential.

**Quotes**

**Parent/Carers**

“There is a bright & positive atmosphere in Glassford Primary which you instantly feel whenever you enter the school. My children feel supported in their learning and are actively encouraged to take on roles within the classroom and wider school community which give them a sense of responsibility and pride in their school.”

“Glassford Primary is a warm welcoming school with a happy atmosphere where the children want to go and enjoy learning. It is a school that has an open door policy where all staff are very approachable from the catering staff to the head teacher. All in all Glassford Primary School is a happy joyful environment for our children to learn life's skills”

**Pupils**

“I like Glassford primary School because it’s a small school and I know everybody and we are all friends. I also like the fact that I am given certain special responsibilities such as House captain, Playleader and Wet Play monitor.”

“I like the there are not lots of people so I can learn everyone’s name.”

“I like how friendly everyone is at the school.”

I like that we all get chances to go for roles that help the school.”

“I like the technology at the school.”

“At Glassford Primary we get to learn and I like to see my friends and play with them.”

“On Fridays we get an afternoon reward; Golden Time.”

**House System**

At Glassford we have three school house groups; Loudon Hill, River Avon and Strathaven Castle. Our senior pupils in P6 and 7 have the opportunity to become Vice Captain/Captain at the beginning of each new school session.

The Captain and vice Captain not only represent their houses but they represent the school at different events throughout the year.

**Pupil Council / Eco Committee / Rights respecting School**

Pupils also get the opportunity to become a member of Pupil Council, Eco Committee or Rights Respecting School Committee. These committees give pupils additional responsibility and new roles across the school encouraging pupils to be more responsible and confident.



**Our House Captains and Vice Captains**



**Glassford Credit Union Pupil Council Junior Road Safety Officers**

**Community Links**

Glassford Primary School has very positive links with all the other schools in the local area and we regularly work collaboratively with one another to enhance the learning opportunities of our pupils. We work very closely with Emma Strachan our Active Schools Coordinator and the pupils at Glassford benefit hugely from the activities and opportunities that Emma is able to organise. We have developed very positive links within the local community with events such as Glassford Gala Day, Strathaven Gala Day, Strathaven Rotary Club, Strathaven Round Table and Strathaven Fairtrade Group. We also work closely with the local churches and in particular our school Chaplain Rev Bill Stewart who regularly attends events and activities in the school.

**Celebrating Achievement**

Glassford Primary pupils celebrate their work achievements in a variety of ways. Assemblies, displays, newsletter, local newspaper, pupil awards and there are regular opportunities to celebrate wider achievements.





Celebrating Achievement for classwork and Talented Tuesday Our P1-3 class covered

where pupils are given the opportunity to show to the rest of South Korea as a topic.

the school their talents. They had links with a South

Korean school who sent their school mascot Kimchi.

Kimchi was taken on several

outings including the P6/7 visit to Amazonia.

1. The Curriculum

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

The curriculum includes all of the experiences that are planned for children and young people to support the development of their skills, wherever they are being educated, for example in the family and community, pre-school centre, nursery and school. This broad, general education will allow them to become successful learners, confident individuals, responsible citizens and effective contributors to life in the 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 [www.curriculumforexcellence.gov.uk](http://www.curriculumforexcellence.gov.uk) or [www.parentzonescotland.gsi.gov.uk](http://www.parentzonescotland.gsi.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**.**

|  |  |
| --- | --- |
| Level | Stage |
| 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. |





< Active Learning outside

den building

and

continuing our links with >

Gilmourton Primary who

shared the Decant Facility

with us before they moved

to their new school

1. 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.

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

*Equalities*

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

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

**Assessments**

Teachers carry out regular assessments on children in order to monitor their progress in all curricular areas. These assessments may be formative (informal) or summative (formal). Teachers may assess children by observing them as they complete an activity; or by asking children to complete a particular written test. At present we track children’s progress in Literacy and English, Numeracy and Mathematics and we record the Curriculum for Excellence level at which they are performing at the end of each term.

Children also engage in self and peer assessment across a variety of curricular areas. In order to be able to do this effectively, staffs ensure that children are made aware of the learning intentions and success criteria at the start of each lesson.

1. Reporting

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

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

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

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

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

1. Support for Pupils

**Getting it right for Every Child (GIRFEC)**

Getting it Right for Every Child (GIRFEC) was promoted and endorsed by the Scottish Government at the Children’s Summit in 2010. There is a commitment to ensure that your child has the best possible start in life and to improve outcomes for children and families based on a shared understanding of their wellbeing. Most children make their journey from birth to the world of work supported by family and the universal services of Health and Education. The Named Person in education helps to make sure that the child’s wellbeing is developing. The school will let you know the named person for your child. This is likely to be the headteacher 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)**

In Glassford Primary we ensure that there is an appropriately differentiated curriculum to take account of the individual needs of children and a supportive climate, in which the contribution of all children is of equal value. Class teachers are responsible for organising a suitable programme of work to meet their pupils’ needs.

Mrs Nicol, the Specialist Support Teacher, who visits the school weekly, assists staff in diagnostic testing, providing suitable programmes and resources with children with learning difficulties. Parents are made aware of decisions taken and discussion takes place as to how they can help. Close liaison between staff and parent is essential. Where required, advice and assistance are sought from Psychological Services Staff, East Kilbride. We also work closely with other agencies (as required) to ensure the needs of all our children are met. eg. Behaviour Support Staff, Staff to support Children with Hearing or Visual Impairment, Physiotherapists, School Medical Service.

* 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

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](http://www.southlanarkshire.gov.uk).

**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: 0845 123 2303

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

Advice and information is also available at [www.enquire.org.uk](http://www.enquire.org.uk)

Enquire provides a range of clear and easy-to-read guides and fact sheets including The parents’ guide to additional support for learning.

If you would like to order 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)

1. School Improvement

Every year we produce an Establishment Improvement Plan which identifies aspects of the curriculum and areas of school improvement we wish to take forward the following year. Pupils, staff, parents and carers are consulted on the content of the Improvement Plan and we provide Improvement Plan updates through the school newsletters and the school website.

Our key points within our current Improvement Plan are as follows:

* To children’s attainment in writing through the introduction of Big Writing across all stages of the school.
* To identify appropriate assessment activities as part of planning and use this information to further develop pupil profiles across all stages.
* To review the current position with regards to the school vision and values in preparation for the move to the new school.
* To review and evaluate the current tracking and monitoring structure to ensure it is fit for purpose
* Primary 6 and 7 pupils to participate in a Transition project with a focus on writing

Once we have returned to the new school we intend to develop opportunities for our outdoor learning. We will also continue to work with our colleagues and peers in the Learning Community and aspects of the Rights Respecting Schools programme.

1. School policies and practical information

**Free School Meals**

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

* Income Support, Universal Credit, Job Seeker’s Allowance (income based), Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £6,420 as assessed by the HM Revenues and Customs), Child Tax Credit only (where your income does not exceed £16,105 as assessed by the HM Revenues & 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 that meet the nutrient standards of the ‘Food and Nutrition in Schools (Scotland) Act 2008’ are available at lunchtimes. All pupils in Primary 1 – 3 will receive a free school lunch and the charge to pupils in P4 – 7 will be £1.50.

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.

**Milk is available to buy at morning interval at 20p a carton.**

**School uniform**

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

In addition, the wearing of a uniform helps towards increasing the protection of all pupils. The wearing of a uniform helps staff and the pupils to distinguish between who belongs to the school and those who may be visitors. This enables staff to approach and identify visitors more readily and helps in trying to offer a safer environment for pupils and teachers alike.

Equality of opportunity is an important aspect of the life of the school. Any proposals on the dress code and on what constitutes the school uniform will be the subject of discussion with the Parent Council and where appropriate consultation with parents, pupils and staff.

There are forms of dress which are unacceptable in all schools such as:

* the wearing of football colours
* clothing with slogans that may cause offence (anti-religious, symbolism or political slogans)

1. clothing which advertises alcohol, tobacco or drugs
2. 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
3. articles of clothing that could be deemed to inflict damage on other pupils or be used by others to do so
4. Footwear that may damage flooring.

**Support for parent/carers**

Clothing grant/Free School Meals

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

We would encourage families if they are eligible to apply for these benefits.

Application forms for clothing grant are available from the Council’s website: [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or from Q&A Offices, Audit and Development 01698 453504/453505/453213, the school or Education Resources, Almada Street, Hamilton, telephone 01698 454545.

**Transport**

**(i)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, telephone 01698 454102 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, telephone 01698 454102.

**(ii)** **Pick-up points**

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

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

Parents are asked to note that South Lanarkshire Council does not provide transport for those pupils who attend school via a placing request. Where there is a request to place a child under school age in a school within the local catchment area they may receive transport in line with the Council’s transport policy.

While we are at the decant facility within Wester Overton Primary School, Strathaven pupils are picked up/ dropped off at two points in Glassford village.

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

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

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

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

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

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

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

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

**(ii) Damage to clothing**

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

**Family holidays during term time**

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

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

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

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 (Management of Challenging 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 opportunitieshas been developed for this purpose.

**Child Protection**

All staff in educational establishments in South Lanarkshire Council are required to attend training annually 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.

**Keeping Safe Online**

The Council has produced an information leaflet – ‘stay safe’ for parents/carers on how to help ensure their child is safe when using the internet and mobile devices.

Copies are available from the school or the web: [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

**Information on emergencies**

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

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

If for any reason, you are unsure if the school is open, please contact the school or Education Resources, Operations Service, Almada Street, Hamilton. (Telephone 01698 454545) or email us at: [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk) or visit the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

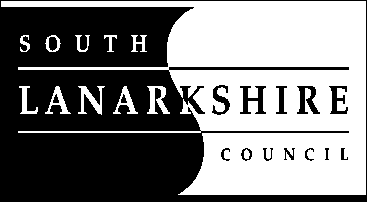
**Your commitments**

We ask that you:

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

**Data Protection Act 1998**

Information on pupils, parents and guardians is held by the school to enable the teaching, registration and assessment of pupils as well as associated administrative duties. The information is stored and used as per the requirements of the Data Protection Act 1998 with South Lanarkshire Council defined as the data controller. The Council have established a data protection policy that applies to all of its schools. For more information please contact the school.



**Education Resources**

**Draft School holiday Dates Session 2015/2016**

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

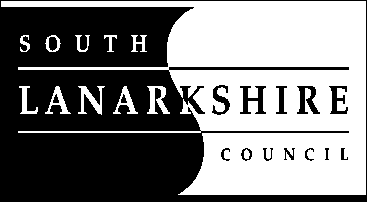
Notes

* Good Friday falls on Friday, 25 March 2016
* Lanark schools will close 9 and 10 June 2016
* Schools will close at 2.30pm on the last day of terms 1 and 2

(Tuesday, 22 December 2015 and Thursday, 24 March 2016)

* Schools will close at 1pm on the last day of term 3 (Friday 24 June 2016)

\*Two in-service days proposed for 11 & 12 August 2016 to be confirmed.



**Education Resources**

**Draft School holiday Dates Session 2016/2017**

|  |  |  |  |
| --- | --- | --- | --- |
| Break | Holiday dates | | |
| **First Term** | Teachers return | Thursday | 11 August 2016 |
|  | Pupils return | Monday | 15 August 2016 |
| September Weekend | Close | Thursday | 22 September 2016 |
|  | Re-open | Tuesday | 27 September 2016 |
| October Break | Close on  Re-open | Friday  Monday | 14 October 2016  24 October 2016 |
| Christmas | Close on | Thursday | 22 December 2016 |
| **Second Term** | Re-open | Monday | 9 January 2017 |
| February break | Close on | Friday | 10 February 2017 |
|  | Re-open | **Wednesday** | 15 February 2017 |
| Spring break/Easter | Close on | Friday | 31 March 2017 |
|  | Re-open | Tuesday | 18 April 2017 |
| **Third Term** |  |  |  |
| Local Holiday | Closed | Monday | 1 May 2017 |
| Local Holiday | Close on  Re-open on | **Thursday** Tuesday | 25 May 2017  30 May 2017 |
| Summer break | Close on | **Friday** | 23 June 2017 |
| Proposed in-service  days | \*Proposed date for teachers return (subject to consultation) |  |  |

Notes

* Good Friday falls on Friday, 14 April 2017
* *Lanark schools will close 8 and 9 June 2017*
* Schools will close at 2.30pm on the last day of terms 1 and 2

(Thursday, 22 December 2016 and Friday 31 March 2017)

* Schools will close at 1pm on the last day of term 3 (Friday 23 June 2017)

\*Two in-service days proposed for August 2017 to be confirmed.

Appendix A

This annex provides links that schools and local authorities may find helpful when developing a School Handbook. The list is not intended to be exhaustive and authors may wish to consider additional sources of school, local and national information, material and resources.

**Contact Details**

Education Scotland’s Communication Toolkit for engaging with parents

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

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

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

**Parental Involvement**

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

Parentzone provide information and resource for parents and Parent Councils

**School Ethos**

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

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

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

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

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

**Curriculum**

Information about how the curriculum is structured and curriculum planning

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

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

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

Information on the Senior Phase

Information on Skills for learning, life and work

Information around the Scottish Government’s ‘Opportunities for All’ programme

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

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

**Assessment and Reporting**

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

**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