Heathery Knowe Primary School
Handbook Session 2018-19
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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 by the Head Teacher**

Dear Parents and Carers,

On behalf of the school community, I would like to warmly welcome you and your family to Heathery Knowe Primary School.

Our school handbook is packed with lots of information about our school – we hope that you find it useful and informative.

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.

These priorities are at the heart of everything we do in Heathery Knowe and we aim to ensure that every child is nurtured, safe, active, healthy, achieving, included, respected and responsible.

The ethos in Heathery Knowe is welcoming, caring, supportive and nurturing. We have high expectations of our learners and promote positive relationships and behaviour. We motivate all pupils throughout the school and encourage them to be the best they can be.

We are looking forward to working in partnership with you to ensure that your child enjoys their learning journey and fulfils their potential.

Kind regards,

*Mrs Julie McKee*

*Acting Head Teacher*
2. About Our School

Heathery Knowe Primary School
Whitehills Terrace
East Kilbride
G75 ONG
Phone: 01355 221042
Fax: 01355 579896
Website: http://www.heatheryknowe-pri.s-lanark.sch.uk/wordpress/
Email address: office@heatheryknowe-pri.s-lanark.sch.uk

Heathery Knowe Staff

Acting Head Teacher
Mrs Julie McKee

Depute Head Teacher (maternity leave)
Mrs. Laura French

Acting Depute Head Teacher
Mr. Graeme Scott

Principal Teacher
Mrs. Karen McGee

Class Teachers
P1
Miss. N. Houldsworth

P1/2
Miss. K. Wharton

P2
Miss. H. Deans

P2/3
Mrs. R. MacOwan

P3/4
Miss. L. Campbell

P4
Miss. G. Inglis

P5
Mrs. S. Kane

P5/6
Miss. A. Harris

P6
Mrs. A. Spence

P7
Mrs. J. Gray

Class Contact Cover Teachers
Mrs. K. McGee & Mr. M. Loveday

Nursery Staff
Nursery Teacher
Mrs. S. Caldwell

Nursery Team Leader
Mrs. C. McPherson

Early Years Workers
Mrs. I. Wilson
Mrs. M. Blair
Mrs. J. Cairns
Mrs. A. Connelly
Miss. G. Reilly

School Support Staff Team Leader
Mrs. C. A. Robertson

Support Staff
Mrs. G. Baird
Mrs. M. Gardiner
Mrs. E. MacKay
Mrs. R. Neary
Mrs. D. Rankin

Janitorial Staff
Mr. W. Penman
**Locality and School Roll**

Heathery Knowe is the catchment school for the area of the Murray south of the Murray Road extending from Kelvin Road to Owen Avenue / Lorimer Crescent and for Whitehills 1, 2, 3 and 8 areas.

The school is non-denominational and caters for boys and girls from 4 1/2 - 5 years to 11 1/2 - 12 years in seven yearly stages from Primary 1 to Primary 7.

Present Roll: School 264  
Nursery Roll: 40 am 40 pm (80 allocated places).

**Learning Community**

Heathery Knowe Primary is part of the Calderglen Learning Community.

We are one of eight mainstream primary schools associated with the local non-denominational secondary Calderglen High School - Murray, Mount Cameron, Blacklaw, Long Calderwood, Halfmerke, Maxwellton and Hunter Primary. All the schools within the Calderglen Learning Community including Sanderson High, Greenburn School and Westmains have developed positive working relationships and are committed to ensuring a smooth transition from nursery to primary and primary to secondary education for all our pupils.

**Communication**

Parents are always welcome in Heathery Knowe and we believe that strong communication with parents and carers is of vital importance. We communicate in a variety of ways, including newsletters, Class Dojo, letters, phone calls, meetings, assemblies and our website:

http://www.heatheryknowe-pri.s-lanark.sch.uk/wordpress/

Occasionally, parents may have a concern about an aspect of their child’s learning or experience at school. Concerns will be addressed by the Senior Management Team, either by Mrs McKee or Mr Scott and should be directed to them in the first instance. Wherever possible, we will make contact with you on the same day to discuss any concerns, and keep you informed about any action we plan to take.

It is important that parents and carers inform the school of any change to the following :-

- home telephone number
- mobile number
- work number
- emergency contact details
- family circumstances

**Attendance at School**

In our approach to raising achievement, it is recognised that good attendance at school 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.

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

- notify the school first thing in the morning if your child is unwell. Let the school know the likely date of return and keep them informed if the date changes.

- notify the school in writing or by telephone if you know in advance that your child will be absent from school

Please note that school staff will contact parents and carers if your child is absent and there has been no communication from home.

If your child becomes ill while they are at school, we will contact you using the emergency contact details you have provided and request that you make arrangements for your child to be taken home.
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

Parents, carers and family members are by far the most important influences on children’s lives. Children between the ages of 5 and 16 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.

Heathery Knowe Parent Teacher Committee (PTC)

Heathery Knowe has an active Parent Council, known as the PTC (Parent Teacher Committee), formed from the amalgamation of the PTA and the Parent Council, in 2009.

The PTC provides support to the school in a wide and varied range of areas such as supporting curriculum development, homework, improving communication with parents and other school improvement plan priorities. They also work very hard at raising funds for the school and organising events and evenings for parents, children and families.

Meetings are held monthly, on the last Tuesday of the month at 7pm. The Annual General Meeting is held in September. New committee members are elected each year in September.

Please come along and lend us your whole-hearted support either by volunteering for the Committee or by attending meetings and helping at events.

Office Bearers
Chairperson - Mrs. Kelly Archbold
Vice Chair – Mrs. Fiona Russell
Treasurer – Mrs. Gayle Tracey
Secretary – Mrs Katrina Davidson

Committee Members:
A group of very committed parents and teachers regularly attend meetings.

Minutes of Parent Teacher Committee meetings and diary dates are sent out on newsletters and posted on our school website.
Parent Helpers in School
Parents are welcomed and actively encouraged to support the school and can help in a variety of ways. In the past, parents have worked alongside staff supporting groups within the classroom, supervising children in art/craft activities, ICT, paired reading etc.

We actively seek out opportunities for our children to participate in learning experiences outwith the classroom. Our children participate in sporting events, outings and competitions within East Kilbride and further afield. These opportunities are made possible by parent helpers donating their time to accompany the children alongside school staff.

Parents who are able to donate their time and be a parent helper should contact Mrs McKee through the school office. Your support is greatly appreciated by the children and the staff.

All parent helpers must be Disclosure Checked, known as PVG, as per South Lanarkshire Council Policy. This is facilitated through the school and all charges are covered by SLC. Disclosure forms can be obtained through the school office.

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

- Parentzone – www.parentzonescotland.gov.uk
- National Parent Forum for Scotland – www.educationscotland.gov.uk/parentzone
- South Lanarkshire Council – www.southlanarkshire.gov.uk
4. **School Ethos**

“Together we achieve”

Many of our families have seen several generations of their children come to school here and we believe that our heritage and shared stories make us unique. We are delighted with our state-of-the-art building which opened in August 2013 and have worked hard to ensure that we maintain the spirit of the “old school” into the new.

Our school vision and values have recently been reviewed through consultation with children, parents and staff. Five core values have been identified along with our vision – “Together we achieve”.

Our children are encouraged to be active partners in their learning and their views are listened to and respected. We gather the views of the children through COGS groups (Collecting Opinions to Grow Our School), where all of the children have the opportunity to discuss important issues about their learning experiences. The children also have the opportunity to discuss their learner journey at ‘Tea with Mrs McKee’ where they can talk about their learning in class and share work that they are proud of.

**Houses**

Each of our children belong to a House which is named after a famous sports personality, in recognition of the uniqueness of our new school building opening between the 2012 Olympic Games in London, and the Commonwealth Games coming to Glasgow in 2014. The house names were voted for by the children and are Daley (blue), Ennis (green), Farah (yellow) and Murray (red). Each house has a Captain from Primary 7, a Vice-Captain from Primary 6 and a secretary, and they work with their houses to organise different competitions.
**Promoting Positive Relationships and Behaviour**
Positive relationships between pupils and staff are based on mutual respect. Good order and educational progress depend on pupils observing school rules not only in the classroom but also when moving within the school building and grounds, and when travelling to and from school.

Our school behaviour policy has recently been reviewed and is consistently applied throughout the school. Children are rewarded for following school and class rules and are clear of the consequences of not adhering to the rules. Positive behaviour is rewarded by achieving ‘Superstar’ or ‘Champion’ status which is recognised and celebrated at assembly. Inappropriate behaviour is initially managed by class teachers and the senior management team. Any concerns regarding children’s behaviour will be communicated with parents. We believe that strong links between home and school are vital in supporting children with their learning and behaviour.

Positive behaviour is also rewarded through ‘elective time’ every Wednesday afternoon. Children chose an elective to attend for a block of time which may be a sporting activity, arts and crafts, cooking, ICT etc. The children chose an activity which motivates them to stay focused and follow our school rules throughout the week. The children have responded very well to this new addition to their timetable and look forward to their elective time each week.

**Role in the Community**
Our school is held in high regard in the neighbourhood and, as opportunities arise, the school joins in local events organised by South Lanarkshire Council and the Community Council. We make good use of the local sports grounds, local swimming pool and the East Kilbride Central Library. We have an excellent relationship with the staff and children of St. Louise Primary, and share experiences with them, such as our Christmas Carol Service, as well as having an open playground where the children can socialise together.

Fund raising events in aid of local and national charities are held each year. Close links have been formed with the wider community, e.g. The Red Deer Centre, Saltire Centre, Strathcona House, Calderglen Park, Lister Tower Residents’ Association, South Parish Church and Westwoodhill Evangelical Church. The school has also taken opportunities to make links with local businesses and other local educational establishments and South Lanarkshire College.

Members of the local community donated a plaque which is awarded annually for ‘Citizenship’. All of our pupils and staff vote for the pupil they feel is most deserving of this prestigious award.

**Achievement**
In Heathery Knowe, we believe that every child can achieve success in a wide variety of ways. We celebrate success at regular assemblies, which showcase a wide range of skills and talents and demonstrate the achievement of skills. We also recognise achievements outwith school and enjoy showcasing the talents our children develop at clubs and activities outwith school hours.

**Equality and Fairness**
Children experience equality of opportunity both at home and at school. Learning and teaching takes place in all kinds of ways, within school and outside of it and children develop views and attitudes from their own experiences and the examples they encounter on a daily basis. Teachers have the same expectations of achievement for girls and boys.

We ask for parents’ co-operation to encourage children to develop attitudes to help them achieve their full potential unaffected by discrimination of any form.

We aim to encourage and motivate all pupils to be involved in all aspects of the curriculum and out of school activities. Teaching and learning through Health and Wellbeing encourages the development of positive attitudes and personal social skills.
Diversity is celebrated through teaching and learning in Religious and Moral Education, and through assemblies and story-telling. We aim to foster tolerance in our children so that they will be well balanced, caring individuals who will be able to take their place in a democratic society as responsible and caring citizens.

**Outdoor Residential Visits**
Each year our Primary 6 children attend a residential week in an outdoor centre. This session, they are going to Ardentinny Centre, near Dunoon, in March 2018. The purpose of the residential week is to provide opportunities for the children to develop their skills and confidence in areas such as cooperation, team spirit, self-esteem, self-confidence and self-awareness. Our Primary 7 children also benefit from a three day transition residential event, staying at the Robinwood outdoor centre with children from 3 other schools in the Calderglen Learning Community.
5. The Curriculum

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

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

<table>
<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>
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In Heathery Knowe Primary, we have been developing our curriculum based on the design principles of Curriculum for Excellence, to ensure that we plan activities that have breadth, depth, progression, coherence, challenge and enjoyment, personalisation and choice and relevance. Every child is encouraged to explore their potential through a wide range of learning experiences - in the subject areas listed above, through interdisciplinary learning across subject areas through the wider ethos and life in the whole school and through the recognition of personal achievements.

We aim to identify any barriers to learning and support children to overcome them.
**Spiritual, Social, Moral and Cultural Values (Religious Observance)**

In Heathery Knowe, we emphasise the need for good manners and morals, mutual respect and tolerance at all times. Good social habits and attitudes are built into the curriculum to ensure every pupil is aware of the importance of being considerate and caring towards others.

Religious and moral education is integrated across other curricular areas from Primary 1 to Primary 7. Through their learning in religious and moral education all children and young people will develop an understanding of Christianity, which has shaped the history and traditions of Scotland and continues to exert an influence on national life. We are supported in this by South Parish Church, Westwoodhill Evangelical Church and the Salvation Army. Throughout their primary school years, the children will be encouraged to take part in a range of learning opportunities in these churches. Other world religions are also studied, looking at traditions, stories and festivals, and children may visit buildings such as the synagogue or mosque.

Religious observance assemblies take place regularly throughout the year and are led by Westwoodhill Evangelical Church.

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.

A copy of our Religious Observance and Chaplaincy guidance for parents is available at the School Office.
6. **Assessment**

Teachers continually assess pupils' work on a daily basis, using a variety of formative assessment strategies which are integral to learning and teaching. Group and individual teaching allows each child to work at his/her pace and level. Teachers use the range of assessment activities to record each child’s progress in relation to the outcomes for each curricular area, and track their progress across each level of Curriculum for Excellence. Teachers then plan for learners’ continued progress in relation to the Curriculum for Excellence outcomes which are matched to individual needs. A record of each child’s progress is kept and reported to parents. In addition to this, termly learning targets are shared with learners. These are broad statements which allow a dialogue about progress between learners, their parents and school.

From time to time, each year group undertakes diagnostic tests in aspects of literacy and numeracy to ensure progress and identify any additional support needs.

We aim to ensure each child is given the opportunity to achieve his/her full potential and our children are encouraged and guided to assess their own work and to become independent learners.

7. **Reporting**

We will provide parents with written 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 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 and www.scotland.gov.uk/gettingitright
Support for All (Additional Support Needs)
A very wide range of factors may lead to children and young people having a need for additional support. These factors fall broadly into four overlapping themes: learning environment, family circumstances, disability or health need and social and emotional factors. Continuous assessment allows teachers to monitor each child’s progress.

Heathery Knowe School supports children with additional support needs through a team approach. The most effective support is provided directly in class by the class teacher and with the support of our team of support staff.

Should any difficulties be diagnosed by ongoing assessments and observations, class teachers will consult with the Senior Management Team. It may be appropriate for the child to receive some additional learning support from our Specialist Support Teacher, Mrs. Dey. If appropriate, the Educational Psychologist, Mr. Thomson, may be involved to offer additional advice regarding intervention and support strategies. These strategies are discussed with parents. Additional Support Plans or Coordinated Support Plans will be developed as and when appropriate.

Each pupil’s progress is constantly monitored and recorded by class teachers and regularly reviewed. Parents are invited to attend review meetings. Records are kept of all meetings and interventions planned.

Partner agencies are welcomed to support the range of additional support needs in school, for example, Physiotherapists, Occupational Therapists, Speech Therapists and other professionals, as appropriate.

Enquire – the Scottish Advice Service for Additional Support for Learning

Enquire is funded by the Scottish Government to provide information on the framework for supporting children who require additional support for learning and to encourage positive partnerships between families, schools and local authorities to ensure children get the right support.

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

Phone Helpline: 0345 123 2303
Address: Enquire
Children in Scotland
Rosebery House
9 Haymarket Terrace
Edinburgh
EH12 5EZ

Email Enquiry service: info@enquire.org.uk

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’.
10. School Improvement

The Improvement Plan is an on-going plan for Heathery Knowe, reviewed annually by staff, pupils and parent groups where appropriate. The plan outlines the priorities for maintaining our high standards and sets out priorities for future developments.

The plan is discussed with the Parent Council each session and is available to parents through the school office or website.

A Standards and Quality Report is compiled towards the end of each session. This report outlines the main achievements of the school over the last 12 months and a copy of this can also be obtained through the school office or website.

Our targets for session 2017-18 are:

- To raise attainment in literacy, close the attainment gap between the most and least disadvantaged children and increase parental engagement in learning through the implementation of Active Literacy strategies and resources.
- To review and develop a shared vision and consistent values for our school through a process of consultation with partners leading to the further development of promoting positive relationships and behaviour and a whole school nurturing approach.
- To develop a consistent approach to gathering data, establish a robust tracking system and develop staff confidence in analysing data in order to monitor and track the progress of all learners.

11. School Policies and Practical Information

Free School Meals

Parents/carers who receive the following benefits are entitled to a free lunchtime meal for their child

- Income Support, Universal Credit (where your take home pay is less than £610 per month), Job Seeker’s Allowance (income based), Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £6,420 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £16,105 as assessed by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

We would encourage parents of children who are in receipt of any of the above benefits to take up this opportunity of having a meal provided for their child when they are at school. Arrangements are in place so that children who receive free meals are not singled out and we encourage all children to remain in school at lunch time.

Healthy eating is something that the school supports and a range of meals are available at lunchtime that meet the Schools (Health Promotion and Nutrition) (Scotland) Act 2007 and the Nutrient Requirements for Food and Drink in Schools (Scotland) Regulations 2008.

All meals include fresh chilled drinking water and milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at morning break or lunchtime. Milk is also available for purchase to those pupils wishing to buy at breakfast service, where applicable, morning break and lunchtime.

Pupils in:

- Primary 1 - 3 receive a free school lunch.
- Primary 4 - 7 meal cost is £1.60
Milk is available free of charge to all nursery age children and is provided by the establishment.

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

**School Uniform**

We ask all parents/carers to support the school by encouraging your child 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.

Our parents support the following colours for our school uniform:

<table>
<thead>
<tr>
<th>Item</th>
<th>Colour</th>
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</thead>
<tbody>
<tr>
<td>Blazer</td>
<td>Maroon</td>
</tr>
<tr>
<td>Sweat Shirt</td>
<td>Maroon</td>
</tr>
<tr>
<td>Fleece</td>
<td>Maroon</td>
</tr>
<tr>
<td>Shirt</td>
<td>Pale Blue</td>
</tr>
<tr>
<td>Polo Shirt</td>
<td>Pale Blue</td>
</tr>
<tr>
<td>Tie</td>
<td>Maroon with stripes</td>
</tr>
<tr>
<td>Trousers</td>
<td>Grey</td>
</tr>
<tr>
<td>Jogging Trousers</td>
<td>Maroon</td>
</tr>
<tr>
<td>Skirt</td>
<td>Grey</td>
</tr>
</tbody>
</table>

A new badge, which features on our uniform, was designed by a Primary 7 pupil and voted for by the children.

Some uniform items can be ordered at the school office. Completed order forms should be handed in to the school office with full payment. Uniform items can also be ordered directly from Schoolwear Made Easy at:

http://www.border-embroideries.co.uk

and click on the schools online ordering tab at the bottom of the page.

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

- the wearing of football colours
- clothing with slogans that may cause offence (anti-religious, symbolism or political slogans)
- clothing which advertises alcohol, tobacco or drugs
- clothing which can be deemed unsuitable in terms of health and safety grounds such as shell suits, combat style clothing, dangling earrings, loose fitting clothes particularly in practical classes
- articles of clothing that could be deemed to inflict damage on other pupils or be used by others to do so
- footwear that may damage flooring.
Allergies
A significant number of children and young people in our schools will have allergies and it is important that parents keep the school fully informed on these matters.

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

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

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

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

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

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

Support for Parent/Carers

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

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

School Hours/Holiday Dates

School Hours
School Starts 9.00 am
Morning interval 10.30 - 10.45 am
Lunchtime 12.30 - 1.20 pm
Dismissal 3.05 pm

School Year
See Appendices for proposed holiday dates for session 2018-2019
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 2018 is week commencing 15th January 2018.

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.

(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.

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 of 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 opportunities has been developed for this purpose.

**Child Protection**
All staff in educational establishments in South Lanarkshire Council are required to receive an annual update and follow the advice and guidance contained within the Education Operating Procedures.

The shared vision for Lanarkshire's children is: “all children and young people in Lanarkshire have the right to be cared for and protected from abuse and harm in a safe environment in which their rights are respected.” All agencies will work together in a collaborative way to promote the safety and wellbeing of children and young people in Lanarkshire.

The Chief Officers and Child Protection Committees of North and South Lanarkshire Council's are the driving force for ensuring that agencies individually and collectively work to protect children and young people as effectively as possible.

The Council has a duty in law to report suspicions that a child has been abused or is at risk of harm, in terms of the Children (Scotland) Act 1995. Therefore, Council staff have a professional and contractual obligation to report concerns to the head of establishment or the child protection coordinator immediately.

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

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

**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

**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 phone, 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, please contact the school or Education Resources, Operations Service, Almada Street, Hamilton. (Phone 0303 123 1023) or email us at: education@southlanarkshire.gov.uk or visit the website 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.
### School holiday Dates Session 2018/2019

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<th>Break</th>
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**Notes**

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

This annex gives a list of useful information and the links to the content is now available from the Council’s website by accessing the following link http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_for_excellence/3

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

Contact Details

Education Scotland’s Communication Toolkit for engaging with parents

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

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

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

Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils

School Ethos

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

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

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

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

Scottish Catholic Education Service’s resource ‘This is Our Faith’ which supports the teaching and learning of Catholic religious education
**Curriculum**
Information about how the curriculum is structured and curriculum planning

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

Advice, practice and resources to support the experiences and outcomes on 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.


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