

Handbook 2018/19



• Successful Learners • Confident Individuals • Responsible Citizens • Effective Contributors •

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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: 01698 454545 Email: education@southlanarkshire.gov.uk.



1 INTRODUCTION BY THE HEAD TEACHER

St John the Baptist Primary is a co-educational school located in Uddingston. The school has 13 classrooms (each with an interactive whiteboard), 2 large open areas, a library area, a general purpose room, a computer suite, a large gym hall and separate dining area. Our playground consists of a generous tarmac area, an adventure area, a basketball court, a climbing wall, a trim trail and a large astro turf pitch.

In August 2016 we extended our provision to include Early Years. We have a portacabin classroom on our campus which houses our 2-3 and 3-5 playrooms.

At St John the Baptist Primary we are aware that the education of your child is a most serious responsibility which you have asked us to share. We aim therefore, to make school a happy, supportive place where your child will have a broad general education which will support them in developing their values and beliefs and enable them to:

- achieve the highest possible levels of literacy and numeracy and health and wellbeing;
- develop skills for learning, life and work;
- develop knowledge and understanding of society, the world and Scotland's place in it;
- experience challenge and success so that they can develop well-informed views and act responsibly;
- adopt an active and healthy lifestyle and be equipped with the skills needed for planning future lives and careers.

We strive to develop strong parental partnerships and links with the local community in order to support each child to reach their full potential both emotionally and academically and look forward to celebrating the many successes your child will achieve in our school.

Our vision is:

Together We SHINE

Successful Hardworking Inclusive Nurturing Excellent

Marie Beacom
Head Teacher



Our Vision

Our Values

- Honesty**
- Trust**
- Respect**
- Faith**
- Friendship**

Our Aims

Our Pupils	Our Staff	Our Family
<ul style="list-style-type: none"> • I achieve and experience success. • I always try my best. • I never give up. • I always accept and listen to support in order to overcome any difficulties. • I love and care for others. • I have very high expectations of myself and understand the excellence my school demands from me. • I always have excellent behaviour and treat people as I would like to be treated. 	<ul style="list-style-type: none"> • We ensure, recognise and celebrate our pupils' successes and achievements. • We ensure an exciting and challenging curriculum which allows pupils to develop a Growth Mindset. • We ensure every pupil is treated as an individual and given the appropriate support that they deserve. • We ensure our school has a nurturing ethos and environment with a strong emphasis on the Catholic Faith where everyone feels valued. • We have very high expectations of all our pupils. • We have clear standards for Excellence in Learning & Teaching, Attainment, Behaviour and Attitude. 	<p>PARENTS, CHURCH AND THE WIDER COMMUNITY</p> <ul style="list-style-type: none"> • We contribute and celebrate our children's successes and achievements. • We are able to regularly contribute, see and discuss our children's progress. • We are given clear and supportive advice on how our children are being supported and challenged. • We are valued partners in our children's learning. • We share the very high expectations with the school and clearly understand the Excellence that the school is aiming for.

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

The Council's Plan - Connect sets out the Council's vision which is, "to improve the quality of life for all within South Lanarkshire".

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



2. ABOUT OUR SCHOOL

Name of School: St John the Baptist Primary
 Address: 90 North British Road
 Uddingston, G71 7AG
 Telephone Number: 01698 813540
 Website address: www.st-johnthebaptist-pri.s-lanark.sch.uk/
 Twitter address: @stjohnthebapps
 Email: office@st-johnthebaptist-pri.s-lanark.sch.uk
 headteacher@st-johnthebaptist-pri.s-lanark.sch.uk

Stages of Education provided for: Nursery Age 2-5 years
 Primary 1 – Primary 7
Present Roll: 397
School Denominational Status: Roman Catholic Co-Educational

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

Contacting the School

We operate an "Open Door" Policy in St. John the Baptist Primary School and will endeavour to speak to parents whenever we can if you have any queries or issues. However, we ask that whenever possible you contact the school beforehand to check availability.

We ask that if you are not happy with something that is happening in the school, that you contact us in the first instance. In this way we can attempt to resolve the issue. If, however, you are unsatisfied with the result of our interventions we recommend that you contact our Quality Link Officer, Mrs Anne Jessimer, at Council Headquarters. If you are still unsatisfied we recommend that you access the Council's complaints procedure which is called "Have Your Say".

In accordance with South Lanarkshire Council's procedures we ask that if your child is going to be absent from school that you call and let us know the reason for the absence and how long you think the absence will last. If you do not call us then we will contact you and then proceed to call the family or friends listed in your emergency contact list until we get an explanation for your child's absence.

School Staff

Senior Leadership Team

Head Teacher Mrs Marie Beacom
 Depute Head Teacher Mrs Carol Anne McNulty
 Depute Head Teacher Mrs Nicola Colgan
 Principal Teacher Mrs Margaret Clarke

Teaching Staff

Class Teacher P1 Mrs Clare Cunningham
 Class Teacher P1 Mrs Suzanne MacKenzie
 Class Teacher P2 Miss Bernice Brady
 Class Teacher P2/3 Mrs Noleen Summer & Mrs Joanna Houston
 Class Teacher P3 Miss Gemma Rankin
 Class Teacher P3/4 Mrs Sarah Vannini
 Class Teacher P4 Mrs Gail Ellis
 Class Teacher P4/5 Mrs Jenny Gray
 Class Teacher P5 Mrs Hannah Sheridan
 Class Teacher P5/6 Mrs Sharon Devlin
 Class Teacher P6 Mrs Caroline Pitcathley
 Class Teacher P6/7 Mr Christopher Dickson
 Class Teacher P7 Mr Christopher Combe
 C.C.C. Teacher Mrs Alyson Dempsie
 0.1 PEF Teacher Mrs Noleen Summers
 Specialist Mrs Rae McGilvery
 Support Teacher

Nursery Staff

Nursery Teacher Mrs Lynsay Divers
 Team Leader Mrs Anne McCluskey
 Early Years Practitioner Ms Jodie McCluskey
 Early Years Practitioner Mrs Laura McCormack
 Early Years Practitioner Mrs Lisa McShannon
 Early Years Practitioner Miss Jennifer Kite (Temp)
 Cleaning Assistant Mrs Alison Blackett

School Support Staff

Team Leader Mrs Catherine Houston
 School Support Assistant Mrs Catherine Brown
 School Support Assistant Mrs Isobel Cannon
 School Support Assistant Mrs Marie Cunningham
 School Support Assistant Mrs Karen Cushley
 School Support Assistant Mrs Kelly Devaney
 School Support Assistant Mrs Linda Downie
 School Support Assistant Mrs Karen King (Part Time)
 School Support Assistant Mrs Joanne Lewis
 School Support Assistant Mrs Brenda McGrail (Part Time)
 School Support Assistant Ms Nicole Morris (Part Time)
 School Support Assistant Mrs Barbara Murray
 School Support Assistant Mrs Marion Murphy
 School Support Assistant Mrs Carol Anne Savage

Community Resource Team

Janitor Mr Gus Le Blond
 School Meals Supervisor Mrs Edith McAlinden
 Catering Assistant Mrs Sarah Hayes
 Catering Assistant Mrs Isobel Johnson
 Catering Assistant Ms Janey Nugent
 Catering Assistant Ms Katie Pettigrew
 Cleaning Supervisor Mrs Joyce Boyle
 Cleaning Assistant Mrs Isobel Johnson
 Cleaning Assistant Mrs Karen Connor
 Cleaning Assistant Mrs Margaret Mills





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 children spend only 15% of their time in school! Research shows that when parents are involved in their child's learning, children do better at school and throughout life. Parental involvement can take different forms but we hope you share the same aims and agree that by working together we can be partners in supporting children's learning.

As parents/carers we want you to be:

- welcomed and given an opportunity to be involved in the life of the school;
- fully informed about your child's learning;
- encouraged to make an active contribution to your child's learning;
- able to support learning at home;
- encouraged to express your views and involved in forums and discussions on education related issues.

To find out more on how to be a parent helper, or a member of the Parent Council and/or the Parent Teacher Association just contact the school or visit our website.

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

- Parentzone – www.parentzonescotland.gov.uk
- Engage Parent Forum – www.engageforeducation.org
- National Parent Forum for Scotland – www.educationscotland.gov.uk/parentzone
- South Lanarkshire Council – www.southlanarkshire.gov.uk

4. SCHOOL ETHOS

The values and ethos of St. John the Baptist Primary School and Nursery Class are encapsulated by the statements contained in an extract from our school photo album and A Charter for Catholic Schools in Scotland.



A Charter for Catholic Schools in Scotland

The mission of the Catholic school is to develop as a community of faith and learning, providing the highest quality of education, and offering formation through the promotion of Gospel values, through celebration and worship, and through service to the common good.

All Catholic schools in Scotland, in honouring Jesus Christ as the Way, the Truth and the Life, will feature the following characteristics:

- a commitment to the integrated education and formation of the whole person, in close partnership with parents as the first educators of their children;
- an inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God;
- a commitment to the search for wisdom in life and to the pursuit of excellence, through the development of each person's unique God-given talents;
- a commitment to the spiritual formation of the school community, through the shared experience of prayer and liturgy, and in partnership with local parishes;
- the provision of religious education programmes which will enable young people to develop their understanding of Gospel values and of how to apply them to life;
- a commitment to uphold the moral teaching, faith tradition and sacramental life of the Catholic Church;
- a commitment to communicate Catholic social teaching and thereby to promote social justice and opportunity for all;
- a commitment to ecumenical action and the unity of Christians;
- the promotion of respect for different beliefs and cultures and for inter-faith dialogue;
- a commitment to support the continuing professional and spiritual development of staff.

All staff appointed to a Catholic school are expected to support and promote the aims, mission, values and ethos of the school, as illustrated in this Charter.



After School Chess Club



Primary 1 making Pumpkin Soup



After School Football Club



Working hard in the ICT Suite



Hamilton District Football Winners



Eco Reps with their Green Flag Award certificates



Halloween Fun Day



Making a donation to St Andrews Hospice



Pope Francis Candidates at Enrolment Mass



Christmas Foodbank Collection



Primary 7 Residential Trip



Primary 2/3 making their own Pizza



Primary 1 Christmas Party



Primary 2 Christmas Performance



Pupil Council Representatives



Weekly SHINE Award winners



5. THE CURRICULUM

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

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

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

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

If you want to know more about Curriculum for Excellence, please visit 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.

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.



Spiritual, Social, Moral and Cultural Values (Religious Observance)

The religious education curriculum in all Catholic schools is determined by the Church authorities. In St John the Baptist Primary we follow the guidelines given by the Bishop of Motherwell and the Diocesan RE Advisers.

Our RE programme offers a systematic presentation of the Christian event, message and way of life in ways appropriate to the age and stage of development of the child. The RE Programme provides the opportunity for celebration, prayer and reflection in implicit and explicit ways. Preparation for the Sacraments of Reconciliation, First Communion and Confirmation are effectively implemented at the appropriate stages in the child's development.

The RE Programme also provides the children with the language of religious experience, whereby they can explore their faith and the faith of others within the terms of their own understanding.

All of the above is done, in the formal curriculum, through the This Is Our Faith and God's Loving Plan (Sex and Moral Education) programmes of study for P1-P7. These are the programmes approved by the Bishops of Scotland for Catholic Primary Schools. All materials are available for parents to view on request throughout the session.

Father Towey is a frequent and welcome visitor to our school. As well as visiting the RE Classes he regularly celebrates Mass in the classroom or Gym Hall, helping the children to express, develop and deepen the faith that has been explored in the RE programme. There are also opportunities for Prayer Services for the celebration of the Sacrament of Reconciliation.

Our RE programme plays a vital role in our policy of ensuring that all pupils, irrespective of belief, race, culture, class, gender or disability are provided with an education which allows them to develop their full potential. In our RE programme we promote and foster positive values such as respect, love, tolerance, understanding and fairness. At the same time we strive to identify and combat stereotyping, racism and all forms of discrimination wherever they occur.

In the case of those children who are not Catholic, parents can be reassured that religious education is approached sensitively and in a climate of great respect for those who have no faith and for other faiths.

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.

It is manifest from the history of denominational education in Scotland, and particularly from the continuing guarantees given at the time of the passing of the Education (Scotland) Act 1918 and in the current legislation with regards to religious instruction and observance, that such religious instruction and observance form part of the religious tradition and ethos in Catholic Schools and plays an important part in the education provided in this school.

For Roman Catholic Schools

In a letter of guidance issued by the Scottish Government in February 2011, it is acknowledged that Catholic schools take a distinctive approach to the provision of Religious Observance:

Scottish Government Ministers welcome the tradition that, in Roman Catholic denominational schools, Catholic Liturgy will largely shape the nature and frequency of religious observance activities in the classroom and in the wider school community. So, at times, children and young people will be invited to participate in, and sometimes to lead, prayer and reflection in classrooms and at assemblies. At other times, to honour particular occasions or feast, chaplains will lead school communities in the celebration of Mass and other forms of liturgical celebration.



6. ASSESSMENT AND TRACKING PROGRESS

In St. John the Baptist Primary our Assessment Framework is used to:

- support learning that develops the knowledge and understanding, skills, attributes and capabilities which contribute to children becoming Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors;
- give assurance to parents, children themselves, and others, that children and young people are progressing in their learning and developing in line with expectations;
- provide a summary of what learners have achieved;
- contribute to planning the next stages of learning;
- inform future improvements in learning and teaching;
- Close the Gap for children who experience socio-economic barriers to their learning.

The Senior Leadership Team has regular Tracking and Monitoring Meetings with Class Teachers to ensure that children are making appropriate progress. Next steps and staged interventions are also discussed to ensure that every child's needs are being met to maximise their learning potential.

7. REPORTING

We will provide parents with written reports so that you can see what your child is doing and how they are progressing. 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 provide two formal opportunities to report to parents and carers at our Parents' Evenings in October and March. Individual review meetings are held on a regular basis for children judged to have additional support needs.

In addition we host a Curriculum Evening in September when you have the opportunity to visit your child's classroom and speak to your child's class teacher about the range of teaching approaches and resources used. Each class also hosts a Showcase of Learning which gives children the opportunity to lead parents and carers through their personal learning journey.

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 Holy Cross High 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 (GIRFEC) 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 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)

In St John the Baptist Primary we believe in getting it right for every child (GIRFEC) and recognise that a child has additional support needs if they need extra support (compared with their classmates) to get the most out of school. It is important to remember that the way in which something affects one child can be very different from the way it affects another.

Here are some examples of additional support needs. There may be other reasons why a child needs support.

- have a motor or sensory impairment;
- are being bullied;
- are particularly able or talented;
- have experienced a bereavement;
- are interrupted learners;
- are looked after by a local authority;
- have a learning difficulty, such as dyslexia;
- are living with parents who are abusing substances;
- are living with parents who have mental health problems;
- have English as an additional language;
- have emotional or social difficulties
- are on the child protection register;
- are young carers.

In St. John the Baptist Primary School, effective provision is made for all pupils, taking into account the child's rights which include non-discrimination and equality of access to education. This includes those with additional support needs, including more able pupils and looked after children.

Early identification of additional needs is essential and effective programmes are devised to ensure that pupils optimise their abilities and minimise difficulties which are recognised as barriers to learning.

Enquire – the Scottish advice service for additional support for learning.

Enquire is funded by the Scottish Government to provide information on the framework for supporting children who require additional support for learning and to encourage positive partnerships between families, schools and local authorities to ensure children get the right support. Enquire provides a range of clear and easy-to-read guides and fact sheets including 'The parents' guide to additional support for learning'.

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

Phone Helpline: 0345 123 2303

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

Email Enquiry service: info@enquire.org.uk

Advice and information is also available at www.enquire.org.uk

The school provides leaflets with further information about Enquire. Should you require one please contact the school office.



10. SCHOOL IMPROVEMENT

School improvement is a high priority in St. John the Baptist Primary School and Nursery Class. Our Tracking and Monitoring data for Session 2016/2017 indicates that overall we have maintained high standards in maths and all aspects of literacy. In all areas we are performing above the averages for SLC and national data. We continue to focus on the health and wellbeing of our pupils with the introduction of a nurture lunchtime club and nurture groups in Primary 1 and 2. Two members of staff are now fully trained in nurture and we plan to train two members of staff in CUSTAAD (Play Therapy). Monitoring and tracking of SHANARRI (Wellbeing) Indicators of all children ensure that we monitor our children's wellbeing. Through our self-evaluation process any child who indicates a negative evaluation is interviewed by a member of the Senior Leadership Team.

We opened our early years provision in August 2016. We welcomed children from aged 2 - 4 into our nursery and quickly established a quality provision which has been reflected in our formal and informal parental feedback. In particular, our Nursery Natter has proved invaluable in establishing a strong ethos of parental engagement. In our recent Care Inspectorate we were awarded the following gradings:

- Quality of care and support = very good
- Quality of environment = very good
- Quality of staffing = very good
- Quality of management and leadership = very good

Particular strengths were noted as being the early intervention work with children and families and the responsive care and support provided, the outdoor play area and the caring staff who knew the children well.

In August Our Rights Made Real Committee quickly established the positive and nurturing ethos in the school with children keen to recognise their own rights and the rights of other children. Our vision to SHINE further compounded our high level of expectation and aspiration for our children. This was noted by HMIE in their one day visit in November 2016. They stated that they were "Blown away!" with the positive attitude of the children and how engaged they were with their learning.

The Christmas Café was another great success this year and enjoyed by parents and the community. Children performed for their families and it was noted that this is fast becoming a community event. We plan to continue with another great tradition in the school in the form of the Burns' Factor whereby children learn a Scots song or poem and the winners from each class perform in front of the whole school. Last year the winners were asked to perform at the

Uddingston Musical Festival in front of the Poet Makar: The National Poet of Scotland and will perform at our Parent Council Family Ceilidh in February.

January 2017 also saw the launch of our very successful World of Work Week. Pupil evaluations were extremely positive and we hope to build on the good practice and extend this next year. The Eco Council have led our extensive application for our first Eco flag and we hope to continue our commitment to this cause by acquiring an allotment. Our strong pupil leadership opportunities continue to be effectively led by our excellent Primary 7 cohort. They have been fantastic buddies, monitors, playground leaders and peer mediators and we are very proud of them. It has been a significant year for our Pupil Council which has also provided strong leadership for the school and have been instrumental in organising our dress down days and decided on the charities who would benefit from the £1301.36 raised. Primary 7 also successfully led our whole school SPARKS consultation events which have led to changes in our teaching of maths. They also introduced the Pupil Improvement Plan which has been effective in allowing children to set their own targets for the year ahead.

The strong leadership from staff has also been very evident with the promotion of one of our Depute Head Teachers to be Head Teacher of a large school in Rutherglen. This led to the internal promotion of two members of staff to Principal Teacher and Depute Head Teacher. We are also very proud of another two members of staff who gained their Middle Leadership qualification.

Parental engagement continues to be a strength of the school with extremely positive responses from the parental questionnaire distributed at our Parents' Night in March. Parents have stated that they find the Showcases of Learning a very effective way to celebrate their children's attainment. Twitter and the school website have ensured that our parents are kept up to date with events in the school. Our strong Parent Council has successfully campaigned for the installation of a green barrier alongside the school as a result of the extension of the M74. We have agreed with the Scottish Government that this will be in the form of additional mature foliage which will be planted at the side of the school. In addition the Parent Council successfully organise Family Ceilidhs and a joint Summer Fete with our neighbouring school Muiredge Primary.

We hosted the annual BUGS (Bothwell and Uddingston Group) Sports Day which witnessed almost two hundred pre-school children come to the school with their associated school's Primary 6 cohort. The sun shone on us and first responses from our pupil, staff and parental evaluations are very positive. The summer term concluded with the very successful Health and Wellbeing Week during which all pupils had the opportunity to SHINE at our annual Sport Day.

11. SCHOOL POLICIES AND PRACTICAL INFORMATION

Free School Meals

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

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

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

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

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

Pupils in:

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

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

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

School uniform

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

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

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

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

- the wearing of football colours;
- clothing with slogans that may cause offence (anti-religious, symbolism or political slogans);
- clothing which advertises alcohol, tobacco or drugs;
- clothing which can be deemed unsuitable in terms of health and safety grounds such as shell; suits, combat style clothing, dangling earrings, loose fitting clothes particularly in practical classes;
- articles of clothing that could be deemed to inflict damage on other pupils or be used by others to do so;
- footwear that may damage flooring.





Allergies

A significant number of children and young people in our school 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 staff 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.

Staff 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 staff 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/Free School Meals

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

Morning Session: 9am~10.30am and 10.45am~12.15pm. Afternoon Session: 1pm~3pm

See attached list showing school holiday dates.

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 Dates

Enrolment date for 2018 is week commencing 15 January 2018. Parents and carers should contact the school to find out specific dates and times for enrolment.

Transport

School Transport

South Lanarkshire Council has a policy of providing school transport to primary pupils who live more than one mile by the recognised shortest walking route from their catchment school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or Education Resources, Hamilton, phone 0303 123 1023 or web www.southlanarkshire.gov.uk. These forms should be completed and returned before the end of March for those pupils starting the school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year and will be considered by Education Resources.

A paid privilege transport scheme is operated for mainstream school contracts where a pupil is not entitled to free school transport. Privilege transport will only be granted providing there is spare capacity on an existing school contract and will be from and to designated pick up and drop off points. Privilege transport will not be provided where a service bus is used on the school run. Any spare capacity will be allocated using agreed priorities.



For more information on school transport contact Education Resources phone 0303 123 1023.

Pick-up points

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

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

Parents are asked to note that South Lanarkshire Council does not provide transport for those pupils who attend school via a placing request.

Insurance for Schools – Pupils' Personal Effects

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

(i) Theft/loss of personal effects

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

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

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

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

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

(ii) Damage to clothing

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

Family Holidays During Term Time

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

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

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

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

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

The school holiday dates and in-service dates are available from the website www.southlanarkshire.gov.uk.



Promoting positive behaviour

It is the responsibility of staff within the school to ensure that parent council members, parents and pupils are involved in the creation of a positive school ethos that encourages good behaviour. Equally, the school whilst trying to promote positive behaviour must support young people should incidents or bullying occur. Parents have a significant role to play in working with the school so that teachers, parents and pupils know what is expected of them in trying to change the behaviour and attitudes that contribute to bullying behaviour.

Our approach is to create an environment where better behaviour will encourage better learning. The school, along with the support of parents, can work together to create a learning environment which young people can enjoy and feel safe.

Incidents of bullying should be reported to the school immediately so that each alleged incident can be looked at. Together we can work towards creating a safer school for children and staff.

In addition, a guideline (Promoting Positive Relationships and Behaviour) has been produced to support all teaching and support staff and inform them of their roles and responsibilities in respect of dealing with the small number of children and young people who display challenging behaviour. Early identification is crucial so that intervention can be provided to support children and young people to help them address their issues and concerns. Staff training is provided to help develop the skills needed to respond to and manage challenging behaviour. A wide range of appropriate staff development opportunities has been developed for this purpose.

Child Protection

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

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

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

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

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

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

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

Copies are available from the school or the web: www.southlanarkshire.gov.uk

Information on Emergencies

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

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

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

Your commitments

We ask that you:

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

Data Protection Act 1998

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



Education Resources



School Holiday Dates Session 2017/18

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

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

Education Resources



School Holiday Dates Session 2018/19

Break	Holiday dates		
First Term	Teachers In-service	Tuesday	14 August 2018
	In-service day	Wednesday	15 August 2018
	Pupils return	Thursday	16 August 2018
September Weekend	Close on	Thursday	20 September 2018
	Re-open	Tuesday	25 September 2018
October Break	Close on	Friday	12 October 2018
	Re-open	Monday	22 October 2018
	In-service day	Monday	19 November 2018
Christmas	Close on	Friday	21 December 2018
	Re-open	Monday	7 January 2019
Second Term			
February break	Closed	Friday	8 February 2019
	Closed	Monday and	11 February 2019
	Closed	Tuesday	12 February 2019
	In-service day	Wednesday	13 February 2019
Spring break/Easter	Close on	Friday	29 March 2019
	Re-open	Monday	15 April 2019
	Close on	Thursday	18 April 2019
	Re-open	Tuesday	23 April 2019
Third Term			
Local Holiday	Closed	Monday	6 May 2019
	In-service day	Tuesday	7 May 2019
Local Holiday	Close on	Thursday	23 May 2019
	Re-open	Tuesday	28 May 2019
Summer break	Close on	Friday	28 June 2019
Proposed in-service days *Proposed date for teachers return (subject to consultation)			

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



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

CONTACT DETAILS

Education Scotland's Communication Toolkit for engaging with parents

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

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

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

PARENTAL INVOLVEMENT

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

Parentzone provide information and resource for parents and Parent Councils

SCHOOL ETHOS

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

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

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

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

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

CURRICULUM

Information about how the curriculum is structured and curriculum planning

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

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

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

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

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

ASSESSMENT AND REPORTING

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

TRANSITIONS

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

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

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

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

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

Enquire is the Scottish advice service for additional support for learning

Parenting Across Scotland offers support to children and families in Scotland

SUPPORT FOR PUPILS

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

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

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

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



SCHOOL IMPROVEMENT

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

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

The Scottish Survey of Literacy and Numeracy (SSLN) is an annual sample survey which will monitor national performance in literacy and numeracy

Scottish Credit and Qualifications Framework (SCQF)

Scottish Qualifications Authority provides information for teachers, parents, employers and young people on qualifications

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

SCHOOL POLICIES AND PRACTICAL INFORMATION

National policies, information and guidance can be accessed on the following:

Education

Health

Young People

Children (Scotland) Act 1995

Standards in Scotland's Schools (Scotland) Act 2000