



Education Resources



# St. John the Baptist Primary School and Nursery Class Handbook

Session 2020/2021



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

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

# 1. Introduction by the Head Teacher

St John the Baptist Primary is a co-educational school located in Uddingston. The school has 13 classrooms (each with an interactive whiteboard or c-touch), 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 tarmacadam 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 portakabin classroom on our campus which houses our age 2-3 and age 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, 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



## Our Aims

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

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

<b>Name of school:</b>	<b>St. John the Baptist Primary and Nursery Class</b>
<b>Address:</b>	<b>90 North British Road Uddingston G71 7AG</b>
<b>Phone number:</b>	<b>01698 813540</b>
<b>Website address:</b>	<a href="http://www.st-johnthebaptist-pri.s-lanark.sch.uk/">www.st-johnthebaptist-pri.s-lanark.sch.uk/</a>
<b>School App:</b>	<b>School App for Parents</b>
<b>Twitter address:</b>	<b>@stjohnthebapps</b>
<b>Email address:</b>	<a href="mailto:office@st-johnthebaptist-pri.s-lanark.sch.uk">office@st-johnthebaptist-pri.s-lanark.sch.uk</a> <a href="mailto:headteacher@st-johnthebaptist-pri.s-lanark.sch.uk">headteacher@st-johnthebaptist-pri.s-lanark.sch.uk</a>
<b>Stages of Education Provided for:</b>	<b>Nursery Age 2-5 years Primary 1~ Primary 7</b>
<b>Present roll:</b>	<b>402 including the nursery class</b>
<b>School Denominational Status:</b>	<b>Roman Catholic Co-educational</b>

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.

Should you wish to visit the school before enrolment or before submitting a Placing Request then we would advise you to call to make an appointment with the Head Teacher.

<b>School Staff</b>			
<b>Senior Leadership Team</b>		<b>School Support Staff</b>	
Head Teacher	Marie Beacom	Team Leader	Catherine Houston
Depute Head Teacher	Carol Anne McNulty	School Support Assistant	Lynne Cowan (0.8)
Depute Head Teacher	Margaret Clarke	School Support Assistant	Catherine Brown
Principal Teacher	Laura Layden	School Support Assistant	Marie Cunningham (0.8)
<b>Teaching Staff</b>		School Support Assistant	Kelly Devanney
Class Teacher P1	Angela Brown	School Support Assistant	Linda Downie
Class Teacher P1	Lauren Anderson & Alyson Dempsie	School Support Assistant	Karen King (0.6)
Class Teacher P2	Bernice Brady	School Support Assistant	Joanne Lewis
Class Teacher P2/3	Chris Dickson	School Support Assistant	Anne Marie Maitland
Class Teacher P3	Noleen Summers & Joanna Houston	School Support Assistant	Brenda McGrail (0.8)
Class Teacher P3/4	Jenny Gray	School Support Assistant	Carol Anne Savage
Class Teacher P4	Suzanne McKenzie	School Support Assistant	Evelyn Smith
Class Teacher P5	Chris Combe	<b>Community Resource Team</b>	
Class Teacher P5	Gail Ellis	Janitor	Gus Le Blond
Class Teacher P6	Lynne McNamara	Cook in Charge	Edith McAlinden
Class Teacher P6	Caroline Pitcathley	Catering Assistant	Isobel Johnson
Class Teacher P7	Sharon Devlin	Catering Assistant	Sarah Hayes
Class Teacher P7	Damian Swail	Catering Assistant	Jane Nugent
CCC Teacher	Sarah Vannini	Catering Assistant	Katie Pettigrew
CCC Teacher	Caiomhe McDermott	Cleaning Supervisor	Joyce Boyle
PEF Teacher	Noleen Summers	Cleaning Assistant	Margaret Mills
Music Instructor	Jackie Devlin	Cleaning Assistant	Alison Blackett

<b>Nursery Staff</b>			
Nursery Teacher	Lynsey Divers	Nursery Team Leader	Anne McCluskey
Early Years Practitioner	Karen Cushley	Early Years Practitioner	Jodie Woodlock
Early Years Practitioner	Agnes Cooke	Early Years Practitioner	Lisa McShannon (0.5)
Early Years Practitioner	Lesley Anne McQueenie	Early Years Practitioner	Laura McCallum
Early Years Practitioner	Nicola Preston	Support Assistant	Agnes Pielichowska

### **3. Parental Involvement**

South Lanarkshire Council recognises the importance of parents as partners in the education of their child and has published a strategy entitled, 'Making a difference – working together to support children's learning'. This is available from the Council's website: [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

Parents, carers and family members are by far the most important influences on children's lives. Children between the ages of 5 and 16 children spend only 15% of their time in school! Research shows that when parents are involved in their child's learning, children do better at school and throughout life. Parental involvement can take different forms but we hope you share the same aims and agree that by working together we can be partners in supporting children's learning.

As a parents/carers we want you to be:

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

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

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

- Parentzone – [www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk)
- Engage Parent Forum – [www.engageforeducation.org](http://www.engageforeducation.org)
- National Parent Forum for Scotland – [www.educationscotland.gov.uk/parentzone](http://www.educationscotland.gov.uk/parentzone)
- South Lanarkshire Council – [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

### **4. School Ethos**

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.



# 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.



## 5. The Curriculum

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

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

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

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

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

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

<b>Level</b>	<b>Stage</b>
<b>Early</b>	<b>The pre-school years and Primary 1 or later for some.</b>
<b>First</b>	<b>To the end of Primary 4, but earlier or later for some.</b>
<b>Second</b>	<b>To the end of Primary 7, but earlier or later for some.</b>

### **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 sits within the Learning Community Assessment Framework and 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 they 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 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 partnership commitment to ensure that your child has the best possible start in life, based on a shared understanding of their wellbeing. Most of the time, most children get all of the support they need from their families, with help from universal education and health services. When needed, the named person in education can offer help and support to children and families to make sure that the child's wellbeing is developing and that any issues are being addressed.

If you have any concerns about your child's wellbeing, you can speak to the named person who will work with you to ensure that your child gets the right help from the right person at the right time. Your school will let you know who this is. It is likely to be the Head Teacher in a primary school and a principal teacher (pupil support) in Secondary.

The Named Person for St. John the Baptist Primary School and Nursery Class is Marie Beacom, Head Teacher

More information can be found on:

[www.girfecinlanarkshire.co.uk](http://www.girfecinlanarkshire.co.uk) and [www.scotland.gov.uk/gettingitright](http://www.scotland.gov.uk/gettingitright)

### **Support for All (Additional Support Needs)**

In 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 such as children who:

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

### **Enquire – the Scottish advice service for additional support for learning**

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

Phone Helpline: 0345 123 2303

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

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

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

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

If you would like to order our leaflets, postcards or guides to share with parents and carers of pupils in your school, please contact [info@enquire.org.uk](mailto:info@enquire.org.uk)

### **Attachment Strategy for Education Resources**

Attachment – what we do to support children and young people

South Lanarkshire Council Education Resources is committed to improving outcomes for children and young people by creating emotionally supportive learning experiences in our nurseries and schools.

The Education Resources Attachment Strategy was launched in March 2019 and supports the action in the Getting It Right for Every Child in South Lanarkshire's Children Services Plan 2017-20 – 'Develop an attachment strategy and to inform training for staff working with early years to secondary aged children and young people on attachment-informed practice'.

What does it set out to do?

The aim of the strategy is to promote better experiences of attachment for South Lanarkshire's children and young people and to ensure that all education practitioners understand the importance of attachment and how positive relationships can make a difference to outcomes.

How can I find out more?

South Lanarkshire Council Education Resources have published a series of leaflets and posters for parents/carers which aim to share information on attachment theory and on how this can inform the ways in which we support children and young people. These are available from schools and we have plans to make them available on-line.



**Captains and Vice-Captains**



**Football Champions**



**Junior Road Safety Officers**

**Working hard in the ICT suite.**



**Primary 1 Welcome Mass**



**Primary 3 Science Experiments**



**Sports Council**



**Library Challenge**



**Judo Club**



**Pupil Leadership Team**



**Gardening Club**



**Primary 5 Halloween Baking**



**Eco-Committee**



**Sports Scotland Gold Award**



**P7 Residential Trip**



**Weekly SHINE Awards**

## 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 2018/2019 indicates that overall we have maintained high standards in numeracy and maths, listening and talking, reading and writing. In all areas we are consistently performing above the averages for South Lanarkshire Council and national data. Our children have received a broad, general education based on the seven design principles underpinning Curriculum for Excellence. Our School Improvement Plan has 3 strategic priorities. Namely to:

1. Raise attainment in writing through a focus of quality learning and teaching and curriculum development
2. Raise attainment in maths and numeracy by consolidating mental maths and numeracy recall skills and providing more flexible pathways to maximise potential learning experiences
3. Continue to develop and refine our Health and Wellbeing Programme to provide increased structure and progression and provide co-ordination and a multi-layered approach for appropriate pupils

Our Nursery received a visit from the Care Inspectorate in August 2019 and our service was graded:

Quality of care and support	very good
Quality of environment	very good

The Inspector recognised the strengths of the nursery and listed these as:  
The effective transition process which resulted in staff knowing children and their individual needs very well, good staff relationships which resulted in parents actively encouraged to be involved in the life of the nursery. The Care Inspector also recognised that children were meaningfully engaged in play throughout the session and that play was predominately child-led with children negotiating rules and boundaries with their friends. The nursery environment was also recognised as providing an environment that encouraged children to explore and develop through play.

We continue to strengthen links with other early years establishments in the area through our BUGS (Bothwell and Uddingston Group) network. This cumulated in a very successful BUGS Joint Transition Day when all the pre-school children attended an outdoor learning event at Bothwell Primary School.

Parents and families were invited to celebrate pupil success at our Nativity Show, Daffodil Tea and Leavers' Assembly.

Our Primary 1 Transition Programme received positive feedback from parents and staff. Our parents and carers felt that the "Get Ready for School" bags provided good opportunities for discussion and activities. In particular, the parents on our Parent Council felt that all children were given an equal start for all children. They also indicated that the Transition Programme was well planned and catered not only for the needs of the children but also reassured parents. BUGS Transition day was also recognised by parents and carers as an excellent opportunity for their children to mix with their peers and also their prospective buddies. One parent in particular was so impressed that she has developed a smaller model for use within the feeder nurseries in her own school. The Senior Leadership Team has provided an advisory role throughout the session to help and support these establishments.

Within the school, Our Rights Made Real Week once again established the positive and nurturing ethos in the school with the children keen to recognise their own rights and the rights of other children. Class Charters were written by the children and these contribute to our high standards of behaviour both in the class and the playground. Our planning framework for whole school assemblies builds in reinforcement opportunities at regular points during the school session. We also frequently work on embedding our vision to SHINE and the discussion of Wellbeing Indicators with the whole

school at these times. Our strong Pupil Council continued to seek and act upon the views of the children through our SPARKS opportunities. One such example was when we consulted the pupils about Masterclasses. They decided on the range of Masterclasses which was offered.

The Church Co-ordinator continues to enable us to strengthen links with St. John the Baptist Church by providing quality experiences on Sacramental Retreats. The Co-ordinator also teaches weekly lessons to the Pope Francis Award candidates and also hosts a lunchtime Rosary Club and Primary 6 & 7 after school club.

The establishment of our "Mini Vinnies Club" has further developed opportunities for our children to develop their faith and leadership skills. They have contributed to local and global citizenship by raising money for local and national charities and by hosting a coffee morning for parishioners.

Our annual visit to Barcaple Outdoor Centre in October provided Primary 7 pupils the opportunity to participate in a wide variety of activities which emphasised the importance of outdoor learning and team work.

Christmas remains a special time at St. John the Baptist Primary School and Nursery Class with the whole school contributing to our enterprising approach in the form of the Nursery Nativity and School Christmas Café. Parents, carers and families were invited to the school to view and purchase a wide range of Christmas goodies designed and made by the children. They were then invited to view their child's performance whilst being served seasonal treats by our Primary 7 pupils. Verbal feedback from parents, families and invited guests was extremely positive.

Our showcases of learning which are hosted by each class provide excellent opportunities for parents, carers and families to share in their child's learning experiences. Verbal and written feedback from parents confirms that they find this a valuable and worthwhile experience.

The senior pupil Gardening Club is still going strong and we won second prize in the pallet garden category at The Scottish Gardening Festival. However, the maintenance of our allotment is proving to be challenging and so we are changing our focus from this to the school campus next year. We have filled most of our planters with flowers and are growing vegetable and herb bags which will be shared with families.

We continue to work in partnership with Uddingston Pride and participated in the local community Craftbomb Event. Pupils and staff worked hard to design and create a variety of items for display, on this year's Food theme.

January of this year saw senior pupils host the annual Burns Factor Competition which continues the great tradition of celebrating Scottish Literacy in our school. The winners once again participated in the Uddingston Music Festival and all participants were invited to perform in front of family and friends at the Family Ceilidh in March.

Masterclasses on a range of subjects were offered to all pupils in Term 3. The Pupil Council consulted with the children to decide on the range of classes which were to be offered. These replaced "Fun31" and facilitated personalisation and choice in pupil learning. Once again our Dance Masterclass went on to perform at the South Lanarkshire Council Dance Festival and The Early Learning Masterclass formed the basis of a Primary 6 leadership opportunity whereby the children organised themselves to visit the nursery and play with the children at break times. Furthermore, our Dance masterclass pupils worked in conjunction with our Active Schools Co-ordinator to host a Dance Lunchtime Club for Primary 1 pupils.

The weekly Credit Union is still a popular means for children to manage their money. With the help of a Parent Helper our very experienced Primary 7 "staff" were excellent role models and provided training opportunities to the Primary 6 pupils who replaced them.

Google Classroom via Chromebooks enabled children and staff to work more collaboratively to extend their learning as well as increasing the number of small groups and classes which could access ICT to support and challenge learning.

Once again Books are Brilliant Day launched our annual Book Fair. Children dressed up as characters from books and participated in a carousel of activities to promote literacy. The Book fair was very successful and after consultation with our School Librarians, a large part of the money raised was used to further resource our school library.

Throughout the year we focus on maintaining our vision to SHINE. June saw us focussing on teamwork to ensure inclusion. This was exemplified when The Sports Council organised a very successful Sports Day with senior pupils playing a key part in leading their houses around the carousel of activities offered.

We have a strong Parent Council in the school who frequently contribute to school improvement and we regularly seek the opinions of the wider parent forum through electronic questionnaires. Parents indicate that they feel they are appropriately consulted and their opinions are listened to and contribute to school improvement. The Parent Council continues to have an impact on the community of Uddingston and we cultivate our relationship with our neighbours Muiredge Primary with our annual joint St. John's & Muiredge Summer Fair which is organised by a Parent Council subgroup. This event not only raises much needed funds for both schools but has become a traditional celebration and community event within Uddingston.

Further information regarding our parent versions of our School Improvement Plan, Standards and Quality Report can be found on our school website.

## 11. School Policies and Practical Information

### School Meals

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.

The menu consists of a three course meal and 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 morning break and lunchtime. The children also have access to unlimited bread, salad and vegetables to supplement their meal.

Pupils in:

- Primary 1 - 3 receive a free school lunch.
- Primary 4 - 7 meal cost is £1.70

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

### 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 £6,900 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.

If you are in receipt of Housing Benefit and/or Council Tax Reduction from us there is no need for you to apply online, we will use the information we hold to automatically award free school meals (P4 to S6) and/or school clothing grants (P1 to S6) to eligible families.

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.

South Lanarkshire Council also offers a free Breakfast service, the service runs from 8.15am to 8.45am each school day. Please speak to the office staff for further information.

### **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 schools will have allergies and it is important that parents keep the school fully informed on these matters.

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

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

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

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

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

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

## **Support for parent/carers**

### **Clothing Grant**

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

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

### **School hours/holiday dates**

Morning Session: 9am-10.30am and 10.45-12.15pm

Afternoon Session: 1pm-3pm

Please see Appendices for current and forthcoming 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](http://www.southlanarkshire.gov.uk), schools, Q and A offices or by contacting Education Resources, Almada Street, Hamilton, phone 0303 123 1023. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

Enrolment date for 2020 is week commencing 13 January 2020.

## **Transport**

### **School transport**

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

A paid privilege transport scheme is operated for mainstream school contracts where a pupil is not entitled to free school transport. Privilege transport will only be granted providing there is spare capacity on an existing school contract and will be from and to designated pick up and drop off points. Privilege transport will not be provided where a service bus is used on the school run. Any spare capacity will be allocated using agreed priorities. For more information on school transport contact Education Resources phone 0303 123 1023.

### **Pick-up points**

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

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

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

### **Insurance for schools – pupils' personal effects**

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

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

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

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

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

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

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

(ii) Damage to clothing

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

Family holidays during term time

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

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

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

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

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

The school holiday dates and in-service dates are available from the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

**Promoting Positive Behaviour**

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

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

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

In addition, a guideline (Promoting Positive Relationships and Behaviour) has been produced to support all teaching and support staff and inform them of their roles and responsibilities in respect of dealing with the small number of children and young people who display distressed 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 distressed 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. All staff must also complete a Learn on Line Course "Child Protection in Education".

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

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

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

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

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

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

### **Information on Emergencies**

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

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

If for any reason, you are unsure if the school is open visit the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or email [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk)

### **Your commitments**

We ask that you:

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

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

Information on pupils, parents and guardians is held by the school to enable the teaching, registration and assessment of pupils as well as associated administrative duties. The information is stored and used as per the requirements of the GDPR, with South Lanarkshire Council defined as the data controller. The Council have established a data protection policy that applies to all of its school. Education Resources has also prepared a privacy notice (below) which sets out how we will deal with personal information as part of our statutory function as an education authority. For more information please contact the school.

## **Privacy Notice**

### **Introduction**

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

### **Using your personal information**

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

### **Information we collect from you about you and your child at enrolment**

When you enrol for a nursery or school, we ask for the following information:

- parent/carer contact details (name, address, phone, email);
- the child’s name, date of birth, gender and address;
- information about medical conditions, additional support needs, religion and ethnicity;
- any information you may wish to provide about family circumstances.

### **Information we collect at other times**

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

- When you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.
- If you make a request for additional support such as an educational psychologist or other support for learning we will ask for more detailed information to allow us to provide the most appropriate support for your family. This may include information about family circumstances or medical conditions.
- If you wish to participate in activities or support for young people through our youth centres, or through adult learning programmes within the community, we will also ask for your personal information to support your application. This may include information about family circumstances or medical conditions.

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

### **Information that we collect from other sources**

As an education authority and as part of our statutory function in accordance with our legal obligations, we receive information from other sources such as the SQA, the NHS or Social Work about you or your child, this includes:

- exam results and assessment information;
- information about health, wellbeing or child protection.

### **Why do we need this information?**

We need this information so the Council can ensure it is delivering education services appropriately to all learners:

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

### **We will share your information with:**

As an education authority and as part of our statutory function in accordance with our legal obligations we will share information with other bodies or parts of the Council, including:

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

You have the right to access your personal information as well as the rights of rectification, erasure, restriction and the right to object. For information on these rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice from our website:

([https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general\\_privacy](https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general_privacy)).

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



## Education Resources

### School holiday Dates Session 2019/2020

Break	Holiday dates		
First Term	Teachers In-service	Tuesday	13 August 2019
	In-service day	Wednesday	14 August 2019
	Pupils return	Thursday	15 August 2019
September Weekend	Close on	Thursday	26 September 2019
	Re-open	Tuesday	1 October 2019
October Break	Close on	Friday	11 October 2019
	Re-open	Monday	21 October 2019
	In-service day	Monday	18 November 2019
	In-service day	Tuesday	19 November 2019
Christmas	Close on	Friday	20 December 2019
	Re-open	Monday	6 January 2020
Second Term			
	In-Services day	Friday	7 February 2020
February break	Closed on	Monday and Tuesday	10 February 2020 11 February 2020
	In-service day	Wednesday	12 February 2020
Spring break/Easter	Close on	Friday	3 April 2020
	Re-open	Monday	20 April 2020
Third Term			
	In-service day	Thursday	7 May 2020
Local Holiday	Closed	Friday	8 May 2020
Local Holiday	Close on	Thursday	21 May 2020
	Re-open	Tuesday	26 May 2020
Summer break	Close on	Wednesday	24 June 2020
Proposed in-service days	Tuesday 11 August 2020 and Wednesday 12 August 2020 Pupils return Thursday 13 August 2020		

#### Notes

- ◆ Good Friday falls on Friday, 10 April 2020
- ◆ Lanark schools will close Thursday, 11 June 2020 and Friday, 12 June 2020
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 20 December 2019 and Friday, 3 April 2020)
- ◆ Schools will close at 1pm on the last day of term 3 Wednesday, 24 June 2020

This annex gives a list of useful information and the links to the content is now available from the Council's website by accessing the following link  
[http://www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/1264/curriculum\\_for\\_excellence/3](http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_for_excellence/3)

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

### **Contact Details**

Education Scotland's Communication Toolkit for engaging with parents

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

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

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

### **Parental Involvement**

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

Parentzone provide information and resource for parents and Parent Councils

### **School Ethos**

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

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

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

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

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

## **Curriculum**

Information about how the curriculum is structured and curriculum planning

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

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

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

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

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

## **Assessment and Reporting**

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

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

## **Transitions**

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

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

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

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

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

Enquire is the Scottish advice service for additional support for learning

Parenting Across Scotland offers support to children and families in Scotland

## **Support for Pupils**

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

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

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

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

## **School Improvement**

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

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

Scottish Credit and Qualifications Framework (SCQF)

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

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

## **School Policies and Practical Information**

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

Education

Health

Young People

Children (Scotland) Act 1995

Standards in Scotland's Schools (Scotland) Act 2000