



Education Resources

Carstairs Primary School Handbook 2024



#TeamCarstairs

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

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

Phone: 0303 123 1023 Email: education@southlanarkshire.gov.uk.

1. Introduction

A warm welcome is extended to you from all at Carstairs Primary School. Working as a team, we aim to create a happy, safe, stimulating and wholly nurturing environment where every child has access to a broad, balanced and meaningful curriculum. We aim to ensure that all teaching and learning is enjoyable. A strong focus on partnership working to support all children to reach their full potential is prevalent in our school. We celebrate achievement and attainment and strive to create an ethos in which all members of our community feel valued.



Our school vision statement:

'Be safe, be happy, be all you can be'

Our school values:

****Effort *Respect *Confidence *Kindness***

We operate an open-door policy. Our team believes strongly in the benefits of partnership working, in aiming to provide the best possible education for your child and strives to foster strong links with our parents and families. We look forward to getting to know you and your child.

If you have any questions/queries at any time, do not hesitate to contact us. We will be delighted to hear from you.

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.

The work of our school is set within this context. Carstairs Primary School strives to uphold the Council's vision and commitments.

Angela Sneddon
Head Teacher

2. About Our School

Carstairs Primary is a non-denominational co-educational school, catering for P1 to P7 pupils. The total capacity of the school is 198 and our current roll is 112. Parents should note that the working capacity of the school may vary depending on the number of pupils at each stage and the way in which classes are organised. We currently have six classes, a mixture of composite and straight stages. Our school does not cater for Gaelic provision.

Carstairs Primary
Green Avenue
Carstairs
South Lanarkshire
ML11 8PT

Phone: 01555 870462

Email office@carstairs-pri.s-lanark.sch.uk
School Website www.carstairs-pri.s-lanark.sch.uk
Carstairs Parent Partnership email carstairspc@gmail.com



Staffing

Head Teacher

Miss A Sneddon

Principal Teacher

Mrs N Whitehead
0.6 FTE Class Committed (3 days)

Class Teachers

Mrs D Allan	0.4 FTE (2 days)
Mrs K Casserly	0.6 FTE (3 days)
Miss Colligan	1.0 FTE (5 days)
Mrs G Guthrie	1.0 FTE (5 days)
Mrs C Hardie	0.6 FTE (3 days)
Mrs J Hodge	1.0 FTE (5 days)
Mrs L Hunter	1.0 FTE (5 days)

Support Staff

Support Assistant - Team Leader	Mrs L Ewart
School Support Assistant	Mrs F Dunlop
School Support Assistant	Mrs L Johnstone
School Support Assistant	Mrs J Leyden
School Support Assistant	Mrs K Smyth

Community Resources Staff

Facility Janitor	Mr L Derbyshire
Cleaning Supervisor	Mrs C Thomson
Cleaning Assistant	Mrs N Hamilton
Catering Manager	Miss K Kerr
Catering Assistant	Mrs K Pratt

Pupil Absence or Sickness

In the event of a child being off school for any reason, then it is important that parents contact the school to let us know. This can be done at any time out with school hours by leaving a message stating the child's name, class and reason for absence on our school answering machine. During school hours a message can be given to our School Support Team.

If we do not receive a message from parents, then staff will use the numbers that we have on our system to contact parents. Although this can be a time-consuming procedure it is important that we can account for all our children.

How to contact the school

Day to day communication with our staff, including via our online Google Classroom diaries, is encouraged. Parents should feel free to note any questions, queries, or concerns, with our staff in day-to-day communication. As required, parental concerns should be flagged up to the Head Teacher either by phone or by letter. If the Head Teacher is unavailable, then a brief message should be left with School Support Staff asking for the Head Teacher to return the call as soon as possible. All staff will always endeavour to address any concerns raised as promptly as possible.

Parental Complaints

The procedures outlined above would also apply to any parental complaints. In the first instance, we would always seek to actively listen to and fully resolve any complaint at school level. Advice would also be sought, where necessary, from South Lanarkshire Council Education Department. Further details of the council's complaints procedure can be found online at South Lanarkshire Council - Have Your Say.

Parental Visits

In person meetings should ideally be arranged in. Our HT may request an appointment with a parent, context dependant and, where necessary, if parents feel that telephone, email or at the gate communication is not sufficient to meet the needs of the discussion, they can request a meeting and a suitable time will be arranged. Additional support needs will be prioritised in terms of in person meetings. In the event that a meeting is set up it is expected that parental visitors will fully adhere to all necessary safety measures that are ongoing in school.

New Pupils

Throughout the year we can have many new families move into our catchment area. We are delighted to welcome them. Please contact the school to make an appointment to come along and meet us, see the wonderful building we have and discuss how we can best support your child.

Emergency Arrangements

In the event of an emergency for your child, we will call the main contact identified for your child in the first instance and then work our way through the other contacts provided, if we are unable to reach the first number, in order to reach a family member as quickly as possible. We ask that all families ensure that we are promptly and accurately informed of any changes to details and / or circumstances.

3. School Ethos

Our Belief

We believe strongly in the importance of a positive, welcoming, and nurturing school ethos, which values respect, effort, confidence and kindness and encourages all pupils to be the very best they can be. All staff strive to ensure that a positive, warm and welcoming atmosphere and high-quality relationships are nurtured, daily. We seek to provide a happy, supportive, and challenging environment, where children can fulfil their potential and become Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens. We recognise the valuable role that parents, and partners have to play in supporting us to ensure best educational outcomes for our learners. We encourage and welcome partnership working. We believe that positive relationships are vital to helping ensure that our learners experience a 'can-do' culture, where achievement and attainment are given high priority.

Our Facilities

We moved into our wonderful new school building in October 2013 and our new school grounds were completed in February 2014. Our school has excellent facilities, which help us to deliver a high-quality education. Our facilities are conducive to high levels of motivation, in both pupils and staff.

Recognised Awards

Our school has achieved recognition for the high-quality promotion of Health, Sustainability and Children's Rights. We have gained a Gold Health Promoting Schools Award, Gold Sport Scotland Award, our Seventh Eco Flag, our Rights Respecting School Level 1 Award and we have been awarded Rights Made Real recognition from our Local Authority. In addition, we are proud owners of a Nurturing Schools Award and a Digital Schools Award.

Out of School Hours Activities – Enhancing our Curriculum

We aim to provide a rich variety of learning opportunities out with classroom hours for example, before school, during lunchtimes and after 3pm. Our activities have included Roller Rascals, Dodgeball and Toasty/Smoothie Fridays. Lunch and break times benefit from clubs run by our pupils, such as our art club, ably led by P4, and gymnastics club led by P7. Our programme of clubs is robust. Pupils have enjoyed Dance, Tennis, Gymnastics, Art, Netball, Football, Multi-sports, Games, Lego, Drama and Movie Making, amongst the many additional experiences provided.

In addition to teacher led clubs, we work well in partnership with Active Schools and parental/family volunteers and seek funding, where appropriate, to help secure the necessary resources to enable us to provide as many out of school hours activities as possible. We aim to ensure that all pupils from P1 to P7 have received opportunities to participate in a range of extra-curricular activities over the course of the school year.

Residential Experience

As far as possible, our school participates in an outdoor residential experience - a week of outdoor challenges, biannually. Pupils in P6 and P7 have the opportunity to develop their independence, teamwork and problem-solving skills, in addition to undertaking the challenge and adventure of being away from home and family from Monday to Friday. Experiences provided here lead to long lasting memories and there is always a great deal of excitement, leading up to the experience, during it and bringing the adventures home to share with families and the rest of our school community.

Celebrating Success – Whole School Assembly

Our weekly assemblies contribute greatly to our school ethos. These provide an opportunity for all staff and pupils to come together and share in celebrating pupil achievements when we announce and celebrate our Stars of the Week. This award can be achieved for a wide range of accomplishments, including outstanding class work and extra special efforts. Star of the Week is presented to each class every week.

Our learners' achievements from outside of school are celebrated with our 'Magnificent Me' awards. Pupils share their experiences and achievements such as swimming certificates, football achievements, dancing medals, support for other members of the community and charitable efforts. We issue rewards and praise for these as well as proudly displaying children's achievements in school.

Additionally, we use our assemblies as an opportunity to celebrate and reward acts of kindness displayed by our pupils on *Kind Kid* week and we also currently reward *Exciting Writers*, *Magic Mathematicians*, *Rocking Readers* and *Sports Stars* as part of our weekly assembly cycle.

Head Teacher Awards are also presented in assembly, for outstanding achievements. These awards are presented as and when required. In addition, HT awards are presented for consistently demonstrating school values – effort, respect, confidence, and kindness.

School Committees

We believe that pupils should have their voice heard in our school and believe that change will be all the more sustainable when children have been at the heart of our developments. With this in mind and a strong desire to engage pupils as fully as possible and have their voice heard, all of our pupils are part of a committee.

Examples of our pupils' committee work includes our Eco Committee working on reducing waste and have organised an upcycling event and battery recycling, our Junior Road Safety Officers have run whole school competitions to promote being safe on the darker nights and our Health Committee are helping to lead other pupils in the school in relaxation and meditation sessions. Our Rights Committee organised a donation station for the Clydesdale Food Bank who were delighted to receive our contributions. Our Pupil Council and pupil representatives discuss whole school issues and help to contribute to our pupil voices being heard and making a difference. Pupil voice displays, to note the difference children's voices make, can be seen in all our classes.

We utilise our weekly assemblies, as well as group discussions and pupil surveys, to take pupil feedback and share pupil voice and the impact of this. Assemblies help us to ensure that all pupils are aware of new developments and improvements and how their views help shape our work.

House System

We also operate a school House System and use this to help motivate our learners to achieve high standards. Our Houses are as follows: Tinto, Clyde, Castledykes and Monteith. Our Captains and Vice Captains (voted for by our pupils) take charge of tallying up House Points, awarded for good manners, kindness, good citizenship and following instructions well, and scores are announced on a weekly basis. An award for the winning House is up for grabs each term and termly points are banked, so that these may be added up at the end of the year so that we can calculate the overall winning House for the school session to receive our newly introduced House Trophy! Captains and Vice Captains take responsibility for organising and running special event such as an Easter Egg Hunt and our House Factor contest.

Rewards, Praise and Nurture

In Carstairs, we believe strongly in a positive approach, where pupils feel safe, supported and valued and with this in mind, we seek to ensure that pupils receive plenty of praise and encouragement. We believe that success breeds success. Each class has its own system of reward. Pupils receive praise in many different ways including stickers, notes and phone calls home! Respect for all is a key message that permeates all that we do in Carstairs Primary School.

All pupils are encouraged at all times to stick to their Classroom and Playground Charters, rules that help with happy class and playtimes. These have been made up by the children themselves, and a system of consequences is in place to be used in the event that Charters are not adhered to. Further details of our approach to rewards and consequences are available in our school rewards leaflet and class letters to parents, issued early in the first term of each school year.

All staff actively promote the six principles of Nurture:

- Children's learning is understood developmentally.
- The importance of transitions in children's lives.
- All behaviour is communication.
- The classroom offers a safe base.
- The importance of nurture for wellbeing.
- Language is a vital tool of communication.

Our staff are also trained in attachment and trauma informed practice.

'Can-do' Culture

We place great importance on getting the ethos of our school right. We believe that promoting a 'can do' culture where pupils believe in themselves and what they can achieve, both themselves individually and collectively as part of 'Team Carstairs,' helps ensure that our children are in the best frame of mind to learn as well as they can, throughout the curriculum.

We warmly welcome involvement from our community and invite parents and friends into our school regularly, to share in children's learning and in our special events. Parents, families, and friends of our school community, including the Minister of the local church, are always made most welcome and comment favourably on our work. We are fortunate to be well supported by local businesses. For example, recent partnership working has helped us to secure an excellent amount of funding to support the redevelopment of our Village Green play area, we have recently had an outdoor classroom installed thanks to parental partnerships and resulting business links and we are set to have a polytunnel installed for use by all classes, thanks to our partnerships with parents and grant funding applications.

4. Attendance

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

contact our school office by telephone or email before 9am on the first day of absence, providing reason for the absence and expected duration of absence.

If children have a hospital/dental appointments, parents should let us know, in advance, in order to arrange any pick up times that fall out with the normal school day arrangements.

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

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. (See section 7).

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 able to demonstrate they have been 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 (and are also included at the back of this document).

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 as soon as possible. We shall keep in touch by the most appropriate method at the time normally through text message, and via our social media channels.

In cases of severe weather in the morning such as snow and a heavy frost and if there is a reason the school cannot open in the morning at the normal time, we will adopt the protocol for a delayed start until 10am.

If this is the case a message via social media and on the council's website will be posted.

In addition to our own channels, the Council's website www.southlanarkshire.gov.uk will be used to let you know if the school is closed or has a delayed start. Further information will be provided later in the day as to whether the school will be open as normal the next day.

In emergencies, we make use of Parents Portal, text messaging, and Twitter (X) to share information. We urge families to request to follow us (@CarstairsPS). If your 'handle' on Twitter (X) is one that means we cannot recognise your name, please email us to let us know the specific username in operation so that we can accept your follow.

Things we need you to do:

- It is important for parents/carers to let the school know of any change to your mobile/home telephone number and change of address.
- If for any reason, you are unsure if the school is open visit the website www.southlanarkshire.gov.uk or email education@southlanarkshire.gov.uk

Your commitments

We ask that you:

- support and encourage your child's learning – ask them what they have been doing.
- respect and adhere to the school's policies and guidance.
- accept your responsibility to respect staff who work in the school and for the school to be proactive in taking forward its commitment to care for and educate your child.

School Security – Carstairs State Hospital

South Lanarkshire Council has agreed on a formal operating procedure with regard to emergency procedures following an incident at Carstairs State Hospital. These emergency procedures affect five local schools including Carstairs Primary and the details are listed below.

1. If at any time a patient is unaccounted for at the State Hospital, a warning siren will sound.
2. If the siren sounds during the school day all staff and pupils will remain in the school building. All doors and windows will be locked. The State Hospital will send a three-person team to the school within 5 minutes of the siren sounding. They will remain at the school and liaise with the Head Teacher. When the 'all clear' signal is sounded school routine will return to normal.
3. If the 'all clear' siren has not sounded by the end of the school day pupils will be kept in school. Parents and transport contractors will be advised of the situation. Where no general all clear signal is given parents should take children home from school only if advised that it is safe to do so by the police or State Hospital security staff.
4. If an incident occurs at interval time or lunchtime pupils will immediately be brought into the school and a register taken. All doors and windows will be locked and any pupils returning to school from home should use the main door for access to the building.

Parents should be aware that when an incident at the State Hospital occurs it may be necessary for pupils to be retained beyond the end of the school day or possibly that the school may be late opening following an overnight incident whereby staff have been prevented from getting to school.

The Head Teacher works closely with security staff at Carstairs State Hospital to ensure safety is paramount.

5. Parental Involvement / Parent Council

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/downloads/file/13457/parents_as_partners_-_strategy_2019

Parents, carers and family members are by far the most important influences on children's lives. Children between the ages of 5 and 16 children spend only 15% of their time in school! Research shows that when parents are involved in their child's learning, children do better at school and

throughout life. Parental involvement can take different forms, but we hope you share the same aims and agree that by working together we can be partners in supporting children's learning.

As a parent/carer we want you to be:

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

All parents of children at school are automatically members of the Parent Forum and are entitled to have a say in what happens at the school. Parents can also decide to form a Parent Council to represent them. Our school has a Parent Council called Carstairs Parent Partnership and a copy of its constitution and what it does is available from the school and also on the 'Parent Area' of our school website.

Carstairs Parent Partnership

Chairperson Mrs J McQuigg
Treasurer Mrs M Gardiner
Secretary Mrs L Taylor

Carstairs Parent Partnership is a very enthusiastic group who work tirelessly organising events to raise money for school funds, to support learning and school improvement. We hope to provide an opportunity for you to meet members of Carstairs Parent Partnership, or receive a leaflet, at your child's induction in June. This will allow you to receive information on their role within the school and how to become a member. Carstairs Parent Partnership may be contacted via email at carstairspc@gmail.com and further contact information is available on our website.

To find out more on how to be a parent helper, please contact our school office. To find out more about becoming involved with Carstairs Parent Partnership, please visit the 'Parent Area' of our school website (www.carstairs-pri.s-lanark.sch.uk).

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

Home School Links

The school endeavours to establish a close working relationship with our parents. Parental help and interest in the learning that our children do in school is invaluable. There are many ways in which you can help your child but by far the most important is to give your child generously of your time: time to hear reading and complete homework, time to discuss what has been done in school and time to use leisure time profitably.

We offer two parents' evenings per year, for parent/teacher consultations, as well as two report cards per year. Parents are always welcome to contact the school to discuss the progress of their child. In addition, we invite families in to participate in our bespoke Parental Engagement Programme for families, known as *Carstairs Connect*. This is an opportunity for parents / carers from every class to work 1:1 (or 2:1) with children in school, to learn more about their learning in school and find out ways to help with the development of specific knowledge and skills. and a wide variety of showcase events.

We also send home pupil Learning Targets for parents to see how children are progressing with specific targets in Literacy, Numeracy, Health and Wellbeing. These are made available in a digital

format, four times per year (termly) for all children and this allows parents to see the targets, evidence of progress and how children are meeting targets, and also to have the opportunity to make comments upon children's progress, offering support and encouragement. These also act as a further opportunity to provide parents information on particular aspects of learning they can be supporting children with and encouraging, either deliberately or 'coincidentally' at home. Click the link here to see a short video that explains more what our Learning Targets are all about - and to understand your key role in these!

Please watch our Team Carstairs Learning Targets Video to find out more, see link below.

<https://photos.app.goo.gl/FQWbgrf9iCHEpDqH7>

A weekly 'End of Week Update' email is issued to keep you abreast of the work of the school. These are delivered to families both via email and Parents Portal. Our updates contain details of what has been taking place in school, upcoming events, details of school policy and procedures and curricular information for parents. Our updates are also added to our school website each week (newsletters section), for your information. We increasingly use electronic means for our various letters and communications. As of January 2024, we will no longer operate a school and messages will come from us through South Lanarkshire's new communication system, Parents Portal. All families are urged to sign up to ParentsPortal as soon as possible.

Throughout the school year, parents are invited along to various pupil events, either held in our school hall or the local area. Examples are our Scottish Celebrations, Cultural Diversity Celebrations, Climate Conference, Enterprise Morning, Christmas Extravaganza, Christmas Carols Coffee Morning, Easter Service and Enterprise Morning and our School Sports. Where necessary, we make good use of digital solutions – but we do love to get together in person! You will be informed of any such activities by letter and / or our weekly newsletter, in electronic formats, and diary dates are kept as up to date as possible on our app (Parents Portal) / website calendars.

Pupil homework diaries are another opportunity for the promotion of positive home school links. We ask that you refer to your child's diary each evening, when supporting their homework. We appreciate you taking the time to sign your child's diary. Diaries can also be useful for short notes from parent to teacher and vice versa, as required. Since October 2020, an online diary system has been operational. At present, diaries remain in electronic format via Google Classroom. P1 will use a paper diary in Term 1 (August – October), giving us time to bring new families onboard with the Google Classroom home / school diary set up.

Any parent wishing to enrol their child in our school, whether catchment or placing request, is welcome to get in touch by telephoning our school office and we will be happy to arrange a school tour at a mutually suitable time.

6. 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 opportunities to engage 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 these websites: 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.

At Carstairs we promote the following in our approach to teaching:

*"Tell me and I'll forget,
Show me and I might remember,
Involve me and I'll understand"*

Our curriculum is rich and varied. Pupils are encouraged to see the relevance of their learning for real life and to make connections across different areas of their learning. In a supportive and challenging environment, staff are encouraged to provide innovative and exciting learning experiences for our children.



We enjoy taking our learning outdoors wherever possible and taking up as many opportunities to be as fit and healthy as possible.

Visitors to our school help us learn!



We believe in partnership working to support and enhance pupil learning.



We love to learn with and from others.



Spiritual, Social. Moral & Cultural Values

Rights of Parents / Carers

Scottish Government Ministers consider that religious observance complements religious education and is an important contribution to pupils' development. It should also have a role in promoting the ethos of a school by bringing pupils together and creating a sense of community.

There is a statutory provision for parents to withdraw children from participation in religious observance. This right of parents' wishes will be respected.

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

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 on the register.

7. Assessment and tracking progress

Assessment is an integral and vital part of high quality, effective teaching, and learning. It helps us to understand pupil progress and achievements and is a vital tool in helping staff and pupils identify next steps in learning.

We want to regularly share with you information on how your child's learning is progressing. We do this through interim report cards and parent consultation meetings in Term 1, parent consultation meetings in Term 3, end of year Pupil Reports in Term 4, as well as sharing learning through class showcases/assemblies, and via newsletters, Twitter, and the school website. Our Head Teacher and class teachers will also use Google Diaries and phone calls to share learning information with parents and carers, as well as pupil Learning Targets folders in Google Classroom.

As promoted by Education Scotland, different forms of assessment are appropriate at different stages and in different areas of learning. Carstairs Primary School staff use a variety of approaches to assessing pupil learning. We assess pupils informally on a daily basis, during pupil / teacher dialogue and daily marking of pupils' efforts. These situations provide frequent opportunities for pupils to receive feedback on their learning and progress and how to continue to move forward. Our pupils are encouraged to self-assess against given success criteria and are also encouraged to engage in peer assessment.

Staff also use more formal assessment procedures. Information gained is used as part of an ongoing process to identify children who need additional help to support their progress. It is also used to identify children whose excellent progress indicates that they need to be challenged.

Tracking and monitoring of progress is an ongoing process in Carstairs Primary School, with pupil progress being discussed regularly at planning meetings between staff and the Head Teacher. Pupils identified at these meetings as needing extra support will continue to be monitored while the class teacher implements intervention strategies. This process is outlined in the section in this handbook on Additional Support for Learning.

8. Reporting

Reporting will be ongoing and comprise of a range of activities which can include children presenting their learning, newsletters, and ongoing oral discussions. We seek to ensure that strengths, development needs and next steps are clear for all.

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

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

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

9. Enrolment and Transitions

Enrolment – how to register your child for school

To register your child for school you should complete our online registration form. This can be done using the South Lanarkshire website.

www.southlanarkshire.gov.uk/info/200186/primary_school_information/392/enrolling_your_child_for_school

If you have any difficulty in identifying your catchment school, please email Edsuppserv.helpline@southlanarkshire.gov.uk

The online registration form will ask you to provide each child's full birth certificate and two pieces of recent official documentation both containing your permanent home address for example a utility bill, council tax statement, housing rent card, child benefit documentation.

Proof of where the child lives may also be needed.

If your child is due to start school in August 2024, you can enrol online from Monday 8 January 2024. Your catchment school will contact you between Monday 15 to Friday 19 January 2024 to confirm your enrolment.

If your child attends the nursery of your catchment school, please do not assume that they will automatically be transferred. You must register them as normal at the school that is in the catchment area for your home address

If parents want their child to go to another school, they must enrol in the first instance with their catchment school and intimate that they wish to make a placing request. An online placing request form is available from the SLC website – www.southlanarkshire.gov.uk or by contacting edsuppserv.helpline@southlanarkshire.gov.uk or phone **0303 123 1023**.

Change of School/Placing Request

Normally children attend the school in their catchment area. However, there are times when parents may wish their children to go to other schools. If you wish your child to go to another school, then you may make what is known as a 'placing request'. If you live in South Lanarkshire and decide to submit a 'placing request', we are unable to reserve a place in your catchment school until the Council have made a decision on the 'placing request'. Please note if your 'placing request' application is unsuccessful and all places at your catchment school are filled you will be offered a place at the next nearest appropriate South Lanarkshire School.

Please note that if an application for a 'placing request' is successful then school transport is not provided.

If you move out with your catchment primary school a 'request to remain form' must be completed. If you move out with your catchment primary, this may affect your right to transfer to the associated Secondary School. Please note the secondary school is determined by the pupil's permanent home address and chosen denomination. If you require further information, please contact Education Support Services on edsuppserv.helpline@southlanarkshire.gov.uk or **0303 123 1023**.

Transition from primary to secondary school

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 support P7 children before they move on to secondary school.

10. Support for Pupils

Getting it right for every child

Getting it right for every child (GIRFEC) supports families by making sure children and young people can receive the right help, at the right time, from the right people. The aim is to help them to grow up feeling loved, safe, and respected so that they can realise their full potential.

Most children and young people get all the help and support they need from their parent(s), wider family and community but sometimes, perhaps unexpectedly, they may need a bit of extra help. GIRFEC is a way for families to work in partnership with people who can support them, such as teachers.

If you have any concerns about your child's wellbeing, you can speak to the named person who will work with you to provide support and decide how to move forward. 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.

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

Support for All (Additional Support Needs)

Our school is a mainstream primary. We do not have any additional support needs classes.

Most needs will be met at classroom level by the class teacher based on observations, assessments, discussion, and appropriate target setting and planning for groups or individuals. Where staff feel needs are not being wholly met, further support within the school in the first instance, discussing concerns with SMT and liaising with parents, as appropriate. Teachers will contribute to planning and the review of individualised plans for identified pupils where the needs are judged to be out with the normal range.

In school supports take many different forms. Some examples of these are differentiation within the classroom setting, small group and / or 1:1 support from the class teacher, small group or 1:1 support from a School Support Assistant, participation in specific interventions such as Toe by Toe or use of the 5 Minute Literacy or Numeracy Box and small group or 1:1 nurture time within the school day.

Where further supports continue to be required beyond that which school staff can offer, parental permission will be sought to enlist the support of other agencies and referrals / requests for assistance made, as appropriate to the need.

Our school whole heartedly is committed to working in partnership with our children, families, and a range of partners, including health services, other education agencies and with the third sector, to best meet the needs of all learners.

South Lanarkshire Education Resources have published a series of leaflets available which cover information for parents and carers about the Additional Support for Learning Acts.

In keeping with duties set out in the Education (Additional Support for Learning) (Scotland) Act 2004 (as amended) the guidance states that handbooks should specifically mention Enquire, the Scottish advice service for additional support for learning.

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

Enquire – the Scottish advice service for additional support for learning. Enquire offers independent, confidential advice and information on additional support for learning through:

Phone Helpline: 0345 123 2303

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

Email Enquiry service: info@enquire.org.uk

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

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

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 supports the action in the 'Getting it Right for Every Child in South Lanarkshire's Children Services Plan 2021-23', following the launch of the Attachment Strategy in 2020, to provide staff training in Attachment and Trauma based 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 theory and its application 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 establishments and for parents/carers which aim to share information on attachment theory and on how this informs the ways in which we support children and young people.

These are available in schools and on the SLC Staff Learning Centre Sway accessible by teachers and staff.

11. School Improvement

Continuous improvement, with children at the centre of all we do, is at the heart of our daily work. We regularly evaluate our work, in consultation with a variety of stakeholders. Using the results of self-evaluation and in line with our South Lanarkshire Council's planning for improvement, we devise an annual School Improvement Plan. This outlines our priorities for improvement and the approaches we propose to take in ensuring that we secure these improvements. We share our priorities with all parents and our School Improvement Plan / Recovery Plan is displayed on our Parent Council wall in our school foyer and in the 'Useful Links' section of our school website.

We are pleased to note that our pupils attain well in Literacy, Numeracy and Health and Wellbeing, with a strong majority of pupils achieving expected levels within an appropriate time frame. This is kept under constant review, with pupils' attainment being monitored and kept as a priority in dialogue between Head Teacher and staff throughout the year through regular forward plan and progress tracking meetings.

We achieved success within all of the goals we set ourselves for session 22-23 and these successes are detailed in our Standards and Quality Report 22-23, available on our school website, in the useful documents section. This success could not have been achieved without the strength, unity, and quality of our team, as well as support from our families and community.

This session, our priorities are:

Strategic Priority 1

Curriculum

This session we are refreshing our literacy resources and further enhancing our active literacy approaches, with a special focus on further enhancing spelling and handwriting.

Our children's health and happiness is vitally important to us. We are refreshing and updating our health and wellbeing topics to keep the learning as motivating and engaging as possible, and we are aiming to achieve a Digital Wellbeing Award, helping our learners further enhance their knowledge & resilience, linked to the online world.

Cost of the School Day

- o We will keep our Pop Up Shop open
- o We will keep fundraising to a minimum
- o We will seek grant funding wherever possible
- o We will keep excursion costs as low as we possibly can and subsidise where possible
- o We will signpost families to any help / supports that we are aware of

Strategic Priority 2

Learning, Teaching & Assessment

Over the last two school sessions, we have had a very strong and clear focus on classroom practice, and this is continuing to pay off, with positive attainment results aplenty. This session, we will continue to further enhance classroom practice by continuing to develop the use of play to support learning in the early stages, and beyond.

Teacher collaboration, moderation, practitioner enquiry and reflection will all continue to receive a strong focus in our school across the session, as we continue to strive to provide highest quality learning experiences, for all.

Carstairs Primary School

Plan on a Page

2023-2024

We are a CAN DO school.....



We value our parents as partners

Committed to our CHILDREN & FAMILIES

=TeamCarstairs

Team work is key!

Strategic Priority 3

Sustainability

Over the course of the session, we will be strongly promoting sustainability and eco conscious actions. We are almost ready to submit our evidence to achieve a (Keep Scotland Beautiful) Eco Schools Flag number 6, prior to the October Week. Following on from this, we will quickly set our new actions and get busy working to achieve Eco Flag number 7! Now that funding is fully in place, we plan to have our long awaited polytunnel installed in our school grounds – and we plan to have all classes using this to grow fruit and vegetables before the end of the school year.

Our school vision & our values:

Be Safe, Be Happy, Be All You Can Be

- ✓ Effort
- ✓ Respect
- ✓ Confidence
- ✓ Kindness

These continue to permeate all of our work and efforts. 😊

Strategic Priority 4

Equity – Closing the Gap & Raising Attainment

Our commitment to ensuring that those who need help, get help, remains a high priority. From our Pupil Equity Fund Budget **£24,512** will be used this session, to allow us to continue to have School Support Assistants (one 5 days and one 3 days), additional to those provided from our SLC core budget. This additional staffing will continue to allow our team to have more flexibility for the delivery of targeted interventions to support small groups and individuals, and to provide additional nurture, where it's needed most. We will also continue to support and encourage families to strive for the highest possible levels of strong attendance for all.

(The above is known as our 'Plan on a Page' for 2023-24 and can be found in the useful documents section of our school website).

Over the last few years, the most significant part of our Pupil Equity Funding has been spent on employing school support assistants, to facilitate as much additional support for children as possible, including literacy, numeracy and health and wellbeing targets. In addition, we have used Pupil Equity Funding to support family engagement and the enhancement of extra-curricular opportunities available to our pupils. We continue this session to spend the bulk of our Pupil

Equity Funding on the employment of School Support Assistants in school session 23-24 and our Participatory Budget is being used to reduce the cost of the school day for families, with a particular focus on subsidising extra curricular experiences.

We continue to implement, an increased range of methods for gathering data on our performance to help us reach a range of views on our school improvements and new developments. The results of self-evaluation data, gleaned from pupils, parents and staff in a variety of formats fully informs our improvement planning. Regular consultation with all stakeholders continues to inform our school improvement planning, along with our continued strong partnership with the Carstairs Parent Partnership (our Parent Council).

12. School Policies and Practical Information

Healthy eating is something that the school supports, and a range of meals are available at lunchtime that meet the Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2020.

For their lunch each day pupils have the option to choose from two hot meal options, a snack option plus a vegan / vegetarian option. These are all served with vegetables or side salad. All **meals** also come with fresh chilled drinking water, salad, seasonal fruit and depending on the day - soup or a dessert.

Milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at morning break or lunchtime.

Pupils in:

- Primary 1 - 5 receive a free school lunch.
- Primary 6 - 7 meal cost is £2.05.

School lunches and milk can be paid for through your ParentPay account or PayPoint facilities in local shops.

NB School Meal prices are reviewed annually and may be subject to change

Adapted diets

If your child within Nursery, Primary or Secondary requires a special diet for medical reasons please speak to the school/nursery office who will provide the request form for you to complete. In addition, if you have a halal or vegan diet request for your child please speak to the school/nursery office who will provide you with a request form.

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 £726 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 £8,717 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £18.725 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 (P6 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. Earliest entry is 8.15 am and latest is 8.40am. Primary aged pupils are offered a free breakfast within their school. The selection available includes cereal, toast, fruit and milk.

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 (and associated belongings / paraphernalia) 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

Our school uniform consists of a royal blue school sweatshirt, a white polo shirt and black or grey trousers / skirt, along with black school shoes. ALJ Work Wear (Lanark) keep a supply of goods with our school badge on and offer a quality service.

We hold a good stock of pre-loved uniform in school and families can make use of our foyer pop up shop at any time. Families are also free to contact us to check available stock (free of charge at all times) at any point within the school year and we can send this home in pupil bags, if preferred.

We only ask that children bring a change of shoes for gym days, shorts and t-shirts are not required. We ask for parental support in ensuring that children do not wear any jewellery that they cannot remove themselves on gym days. All jewellery must be removed for participation in gym. Soft shoes (ie. Plimsolls for daily use) are not required. We request that sturdier training shoes are brought in school bags on gym days, to support the delivery of high-quality physical education. A change of footwear is required - children should not come to school in their gym trainers.

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.

Our school is a nut free school and children must not bring any products containing any type of nut to school.

Support for parent/carers

Clothing grant

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

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

School hours/holiday dates

The school day is arranged as follows:

Daily	9.00 – 3.00 (class doors open at 8.55 am for entry).
Interval	10.30-10.45
Lunch	12.15 - 1.00

Transport

The majority of our pupils live within walking distance of the school and we encourage them to walk, cycle or scoot to school. We are fortunate to have parking for bikes and scooters and these are both popular modes of transport among our pupils. For some children travel by car is the only option and, in these cases, we encourage parents and children to 'Park and Stride' to alleviate congestion. Our school car park is closed to parents, other than disabled badge holders, during morning arrival times and afternoon departure times. Please note that we require advance warning of any disabled badge status so that we are able to facilitate entry in to the car park, as appropriate.

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 complete a form online at www.southlanarkshire.gov.uk or contact 0303 123 1023. 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 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. More information on school transport is available www.southlanarkshire.gov.uk/info/200188/secondary_school_information/545/school_transport or 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.

At Carstairs Primary our bus pupils are safely dropped off and picked up in the allotted 'drop off' area beside our front entrance in our car park. Before departure at home time, pupils are safely escorted on to the bus by a staff member and all seatbelts checked.

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. * *Our policy is that if children have no alternative but to bring a mobile phone to school for an after-school reason, it must be stored in a box, switched off, in our school office, until home time. (See useful documents area of school website).*

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.

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 receive an annual Child Protection update and are required to follow the advice and guidance contained within relevant Education Operating Procedures. They must also complete a mandatory Learn on Line Course "Child Protection in Education".

South Lanarkshire's children's services partnership works together to support children, young people and their families so that children grow up in communities where they are safe, healthy, active, achieving, respected, responsible and included, and have the opportunity to achieve their full potential. They are committed to continuously improve our services to ensure children, young people and their families get the right support at the right time.

Sometimes children and young people need additional help to make sure that they are "*cared for and protected from abuse and harm in a safe environment in which their rights are respected*" (CPC South Lanarkshire Child Protection shared vision). The Child Protection Committee has the overarching responsibility to ensure that agencies individually and collectively work to protect children and young people as effectively as possible.

All staff have a responsibility to report any suspicions that a child has been abused or is at risk of harm, abuse, or neglect. Robust procedures and guidance are in place to support education staff to: -

- be alert to signs that a child may be experiencing risks to their wellbeing,
- report concerns to the head of establishment or the child protection coordinator without delay.
- be actively engaged in support and protection and development of wellbeing.

If you would like more information, or have a concern of a child protection nature, please contact the Head Teacher, Miss Sneddon.

The Child Protection Committee's website has a range of useful information for parents/carers to help them keep their children safe. www.childprotectionsouthlanarkshire.org.uk

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 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

In line with the General Data Protection Regulation (GDPR) we have produced this privacy notice to inform you how we deal with personal information as part of our statutory function as an education authority.

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:

- If 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 there are concerns about your child’s wellbeing and/or your child has needs that may require additional support, we will wish to work with you to collect and consider information to enable us to help you get the right support at the right time in line with the Getting it right for every child approach.

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.

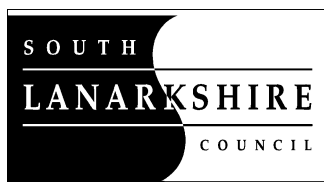
We will share your information with:

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;
- The NHS, to support health initiatives in accordance with the legal obligation on the Council in terms of section 39(3) of the National Health Service (Scotland) Act 1978;
- South Lanarkshire Leisure and Culture Limited, where children and young people are participating in sports and leisure activities,
- Other schools/local authorities – if a child moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school/local authority.

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

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



Education Resources

School holiday Dates Session 2024/2025

Types of holiday listed by month	Holiday dates
August 2024	
Teachers return on Monday 12 August 2024	
In-service days - all schools	Monday 12 and Tuesday 13 August 2024
Pupils return to school	Wednesday 14 August 2024
September 2024	
September weekend	Friday 27 and Monday 30 September 2024
October 2024	
October break	Monday 14 to Friday 18 October 2024 Pupils return on Monday 21 October 2024
November 2024	
In-service day - all schools	Monday 11 November 2024
December 2024 and January 2025	
Christmas/New Year	Schools close at 2.30pm on Friday 20 December 2024 Schools re-open on Monday 6 January 2025
February 2025	

Types of holiday listed by month	Holiday dates
February break	Monday 17 and Tuesday 18 February 2025
In-service day - all schools	Wednesday 19 February 2025
March/April 2025	
Spring break/Easter	<p>Schools close at 2.30pm on Friday 4 April 2025*</p> <p>Schools re-open on Tuesday 22 April 2025</p>
May 2025	
In-service day - all schools	Thursday 1 May 2025
May day	Monday 5 May 2025
Local holiday	Friday 23 and Monday 26 May 2025**
June 2025	
Summer break	Schools close at 1pm on Wednesday 25 June 2025

* Good Friday falls on Friday 18 April 2025

** Lanark schools will close on Thursday 12 and Friday 13 June 2025

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
National Parent Forum for Scotland; www.npfs.org.uk

School Ethos

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

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

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

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

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

Curriculum

Information about how the curriculum is structured and curriculum planning.

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

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

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

Information on the Senior Phase

Information on Skills for learning, life, and work

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

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

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

Assessment and Reporting

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

Information about Curriculum for Excellence levels and how progress is assessed.

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting, and profiling.

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

Transitions

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

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

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

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

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

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

Parenting Across Scotland offers support to children and families in Scotland.

Support for Pupils

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

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

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

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

School Improvement

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

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

Scottish Credit and Qualifications Framework (SCQF)

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

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

School Policies and Practical Information

National policies, information and guidance can be accessed: from the Scottish Government website on www.gov.scot with an update on school inspection outcomes being available via the Education Scotland website.