

## Introduction

Welcome to our school, we hope you find the information in this handbook useful. We look forward to welcoming your child or children to our school and working in partnership with you to help your child to develop into a happy, enquiring, well educated young person.

In Neilsland Primary School community we aim to provide our children with opportunities to learn in a happy, caring and safe environment, where every child is valued as an individual and where success is celebrated.

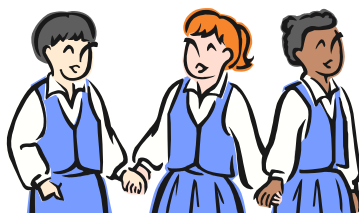


Neilsland Primary is one of 124 primary schools throughout South Lanarkshire Council.

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

The Council's Plan Connect sets out the Council's vision 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.



## **About Our School**

Neilsland Primary School is a non-denominational unit covering stages Primary 1 – 7 and provides equal opportunities for all pupils. (A copy of the Equal Opportunity Policy is available, on request).

<u>School Address</u>	Neilsland Primary School Highstonehall Road, Hamilton ML3 8LU.	
<u>Website Address</u>	<a href="http://www.neilsland-pri.s-lanark.sch.uk">www.neilsland-pri.s-lanark.sch.uk</a>	
<u>Telephone Number</u>	01698 286405	
<u>Fax Number</u>	01698 458863	
<u>Headteacher</u>	Mrs S. McLean	
<u>Principal Teacher</u>	Mrs P. Kelly	
<u>Class Teachers</u>	Mrs C. Brock Mrs J. Marnie Mrs C. Munro Mrs A. Todd	Mrs C. Gilroy Miss A. Menzies Miss G. Cassidy Mrs K. Kennedy
<u>Support for Learning</u>	Mrs M Inglis	
<u>Classroom Assistants</u>	Mrs K. Gardiner Mrs S. Fleming Mrs J. Barnes Mrs. W. Hunt	
<u>Office Staff</u>	Mrs H. Fairfull Mrs L. Hilley	
<u>Janitor</u>	Mr S. Minto + 5 Cleaners	
<u>Dining Staff</u>	1 Cook + 2 Dining Assistants	
<u>School Chaplain</u>	Vacancy	
<u>Present Roll</u>	136	
<u>House System</u>	The school is organised into 4 Houses – these are Red House, Yellow House, Blue House, and Green House, each with a House Captain.	
<u>School Hours</u>	9.00 to 10.45 10.45 to 11.00 – Interval 11.00 to 12.30 12.30 to 1.15 – Lunch 1.15 to 3.00	



Parents/ Carers are welcome to either come to school in person or call the school if they have any concerns regarding their children. A member of staff will always be available to discuss any issues. We hope to help resolve any issues satisfactorily, however, if a parent/carers wishes to do so, complaints should be made in writing to the Head of Education (Area) Isobel McDougall. (contact details are available from the school)

If children are absent from school for any reason parents/carers should call the school before 9.10am on the day of absence and this is noted in the absence folder. If we do not have notification of an absence we will telephone the child's contact number(s) to find out where the child is. If we are unable to contact anyone the school attendance officer will be informed.

This procedure means that any children who do not arrive in school when expected to can be tracked very quickly thus helping to ensure the safety of our children.

If you have been offered a place for your child in our school or are considering enrolling your child you are very welcome to come to visit the school.

### **Schools Modernisation**

The children and staff moved into a lovely new school on the 24<sup>th</sup> of October 2013. We look forward to continue to develop our playgrounds and outdoor learning space to enhance the children's learning and teaching.

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

As a parent/carer we want you to be:

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

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

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

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

## **School Ethos**

In Neilsland Primary School we are committed to working together to maintain an open, happy, respectful and achieving culture where all feel valued and welcome. We aim to see that our learners are active participants in their own learning. We work well together by listening to one another. Children are members of school committees, such as Pupil Council, Rights Respecting School, Eco, Enterprise, Citizenship. These committees work with staff and are involved in decisions made in school.

We operate a House System with four House Captains and success is measured by house points on a weekly basis. The winning house each session can choose their own special reward.

We have very well behaved pupils who understand that we are all responsible for our own actions. We promote positive behaviour with a series of rewards and positive recognition in a variety of ways. Each class has their own points system where pupils gain Golden Time. Curriculum for Excellence awards and handwriting/presentation awards are celebrated at our weekly assembly. Individual achievements, whether in or out of school, are also celebrated.

As a community of learners we will enable children to ...

### **Be Successful Learners; this means**

- be enthusiastic and motivated for learning
- be determined to reach high standards of achievement
- be open to new thinking and ideas, use literacy, communication and numeracy skills
- use technology for learning
- think creatively and independently
- learn independently and as part of a group
- make reasoned evaluations
- link and apply different kinds of learning in new situations

### **Be Confident Individuals; this means**

- have self-respect
- have physical, mental and emotional well-being
- have secure values and beliefs
- have ambition
- relate positively to others and manage themselves
- pursue a healthy and active lifestyle
- be self-aware
- develop and communicate their own beliefs and view of the world
- live as independently as they can
- assess risk and take informed decisions
- achieve success in different areas of activity



### **Be Responsible Citizens; this means**

- have respect for others
- have commitment to participate responsibly in political, economic, social and cultural life
- develop knowledge and understanding of the world and Scotland's place in it
- understand different beliefs and cultures
- make informed choices and decisions
- evaluate environmental, scientific and technological issues
- develop informed, ethical views of complex issues

### **Be Effective Contributors: this means**

- have an enterprising attitude
- have resilience
- have self-reliance
- communicate in different ways and in different settings
- work in partnership and in teams
- take the initiative and lead
- apply critical thinking in new contexts
- create and develop
- solve problems

### **The Curriculum**

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

The curriculum includes all 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 enable Curriculum for Excellence to be fully embedded, ensuring the best possible education for all children and young people. We wish you to feel confident that your child is encouraged and supported to develop their literacy, numeracy and other skills whilst they attend our school. The curriculum areas are as follows:

- Expressive arts
- Languages and Literacy
- Health and Wellbeing
- Mathematics and numeracy
- Religious and moral education
- Science
- Social studies
- Technologies



If you wish to know more about Curriculum for Excellence, please visit the website [www.curriculumforexcellence.gov.uk](http://www.curriculumforexcellence.gov.uk) or [www.parentzonescotland.gsi.gov.uk](http://www.parentzonescotland.gsi.gov.uk)

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

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

## **Spiritual, social, moral and cultural values (religious observance)**

### **Rights of Parents / Carers**

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

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

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

### *Equalities*

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

Neilsland Primary is committed to helping its pupils develop a set of values, attitudes, beliefs and practices which are consistent with each other and the requirements of a Curriculum for Excellence on Religious and Moral Education. The school programme will provide opportunities for pupils to become aware of a wide range of religious interpretations and their importance to respective believers. The programme will foster attitudes of tolerance and develop an awareness of prejudice.

Education Resources has produced guidelines on Religious Observance Policies and these are available in all establishments

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.

### **Assessment**

We operate a policy of continuous assessment from Primary 1 to Primary 7 in order to build a clear picture of each child's progress. Assessment also enables teachers to plan programmes of work and to check on the effectiveness of teaching methods and resources and to track progress.

Examples you will see are:

- High quality feedback ensures learners are aware of their progress and areas for improvement
- Sharing of learning intentions and success criteria
- Self and peer assessment, where learners check their work against targets and criteria

There is continuous informal assessment of children's progress based on the class teacher's observation of day to day performance. Attainment can be measured by what pupils can say, make, write or do. In many instances pupils' learning is extended to include higher order skills such as creating, hypothesising and analysing. Pupils are involved from an early stage in assessing their own learning and they are aware of what to do to improve their learning.

More formal assessments take place at regular intervals and are used to inform planning for next steps in learning. Examples of some assessment we use are:

- Common Words/Key Word Assessments
- Single Word Spelling Test
- Reading Test
- Write to the Top Writing Criteria
- Mental Maths assessments
- Heinneman Maths Check ups
- Teejay assessments

Some learners may require more specific diagnostic assessments at times. You will be informed if any of these assessments are to be undertaken.

We provide two parents evenings where your child's progress is discussed as well as the next steps in their learning. In addition, yearly reports are produced in May. We also have two open afternoons per session where parents/guardians can come into school and participate in or observe classroom activities.

We also have a number of workshops and presentations throughout the session on learning, the curriculum and assessment which parents are encouraged to attend.

### **Reporting to Parents**

Neilsland Primary School recognises that good teamwork among parents, children and schools is the key to a successful education for your child.

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

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

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

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

## **Transitions**

Pupils normally transfer from primary to secondary school between the ages of 11 1/2 and 12 1/2, 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 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 local 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 01698 454102.

## **Support for Pupils**

### **Getting it right for every child, (GIRFEC)**

Getting it Right for Every Child (GIRFEC) was promoted and endorsed by the Scottish Government at the Children's Summit in 2010. There is a commitment to ensure that your child has the best possible start in life and to improve outcomes for children and families based on a shared understanding of their wellbeing. Most children make their journey from birth to the world of work supported by family and the universal services of Health and Education. The Named Person in education helps to make sure that the child's wellbeing is developing. The school will let you know the named person for your child. This is likely to be the Headteacher in a primary school and the pupil support teacher in a secondary. If you have any concerns you should speak to the Named Person who will work with you to address any issues and to ensure that your child gets any help needed at the right time.

**More information can be found on:**

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



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

No two pupils are identical and children's learning rates are as different as the personalities of the children themselves. We hold very strongly the view that every child has a right to find success in their work, whether learning comes easily to them or is achieved with a little more effort.



Teachers organise their daily routine and Programmes of Study so that children learn at a pace suited to their needs. The Headteacher and the visiting Specialist Support Teacher support the class teacher to ensure that all pupils benefit fully from the expertise available.

The school has visiting specialists who provide support and advice for pupils experiencing learning difficulties. The Headteacher and staff will liaise with Specialist Support Team and Psychological Services if necessary. An Additional Support Plan will be put in place for any child with significant learning difficulties. Parents will be kept fully informed of any issues concerning their child.

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

## **School Improvement**

We understand the importance of continuous improvement in the delivery of our service. Self-evaluation underpins our approach to development and progress. You will have the opportunity to evaluate and comment on specific aspects of our service to you. This can take the form of specific questionnaires, feed-back through parent council, individual comments or queries. Our learners also present their views on our school, specific areas of curriculum and various teaching and learning activities. They do this by answering questionnaires, feed-back from committee meetings and dialogue with teachers. Pupils may submit views in suggestion boxes or speak to the Head Teacher directly. It is by listening to our whole school community and staff undertaking self-evaluation activities that we produce our annual School Improvement Plan. We report on this and the impact of our activities annually in our Standards and Quality Report which is available from our office.

### **Our priorities for session 2013-2014 are:**

- To improve tracking and monitoring of literacy and numeracy
- To increase attainment in numeracy, with a particular focus on mental maths
- To increase attainment in literacy, with a particular focus on reading and writing
- To review and embed Outdoor Learning across the curriculum
- To develop a whole school approach to integrating MLPS French
- To attain recognition of commitment towards the Rights Respecting School Award and to work towards level 1 of the award.
- To continue to extend and develop practice in Getting it Right for Every Child

We undertake these tasks through collegiate working in school, within our learning community and the wider authority.



## **School policies and practical information**

### **Free School Meals**

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

- Income Support, Income-based Job Seeker's Allowance, Employment and Support Allowance (income related) Working Tax Credit and Child Tax Credit (where your income does not exceed £6,420 gross per annum as assessed by the HM Revenues & Customs) Child tax Credit only (where your income does not exceed £16,190 gross per annum as assessed by the HM Revenues & Customs)

We would encourage parents of children who are in receipt of any of the above benefits to take up the 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 the children to remain in school at lunch time

Healthy eating is something that the school supports and a range of meals are available at lunchtimes. The current cost for a school lunch is £1.20.

We would wish to draw to your attention the fact that milk is available for pupils as part of the meal provision. Children who wish to have milk with their lunch can do so. Milk is available free of charge to all nursery age children and is provided by the establishment.

South Lanarkshire council provides fruit to P1 and P2 children 3 days a week.

### **School Uniform**

Navy blue sweatshirt, sweater or cardigan  
White polo shirt or shirt and tie  
Navy blue or grey skirt, pinafore or trousers.  
Jacket or blazer  
Soft shoes for indoor wear throughout day



### **P.E Kit**

Shorts, T-shirt and soft shoes

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 school uniform. The wearing of a school uniform promotes 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

### **Support for parent/carers**

#### **Clothing Grant**

In certain circumstances the Council provides support to parents/carers for the purchase of school wear. Application forms for clothing grant are available from the Council's website: [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or from Q&A Offices, Audit and Development 01698 453504/453505/453213, the school or Education Resources, Almada Street, Hamilton, telephone 01698 454545.

### **School holiday dates**



#### **Education Resources School holiday Dates Session 2013/2014**

<b>Break</b>	<b>Holiday dates</b>		
<b>First Term</b>	Teachers return	Monday	12 August 2013
	Pupils return	Wednesday	14 August 2013
September Weekend	Close	Thursday	26 September 2013
	Re-open	Tuesday	1 October 2013
October Break	Close on	Friday	11 October 2013(43)
	Re-open	Monday	21 October 2013
Christmas	Close on	Friday	20 December 2013(45)
<b>Second Term</b>	Re-open	Monday	6 January 2014
February break	Close on	Friday	7 February 2014
	Re-open	Wednesday	12 February 2014
Spring break/Easter	Close on	Friday	4 April 2014 (63)
	Re-open	Tuesday	22 April 2014
<b>Third Term</b>			
Local Holiday	Closed	Monday	5 May 2014
Local Holiday	Close on	Thursday	22 May 2014
	Re-open on	Tuesday	27 May 2014
Summer break	Close on	Wednesday	25 June 2014 (44)
Proposed in-service days	*Proposed date for teachers return (subject to consultation)	Monday Tuesday	11 August 2014 12 August 2014
		Wednesday	13 August 2014

Notes

- Good Friday falls on Friday, 18 April 2014
- Lanark schools will close 12 and 13 June 2014
- Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 20 December 2013 and Friday, 4 April 2014)
- Schools will close at 1pm on the last day of term 3 (Wednesday 25 June 2014)  
\*Two in-service days proposed for Monday 11 August 2014 and Tuesday 12 August 2014



Education Resources

**Draft School holiday Dates Session 2014/2015**

<b>Break</b>	<b>Holiday dates</b>		
<b>First Term</b>	Teachers return	Monday	11 August 2014
	Pupils return	Wednesday	13 August 2014
September Weekend	Close	Thursday	25 September 2014
	Re-open	Tuesday	30 September 2014
October Break	Close on	Friday	10 October 2014(43)
	Re-open	Monday	20 October 2014
Christmas	Close on	Friday	19 December 2014 (45)
<b>Second Term</b>	Re-open	Monday	5 January 2015
February break	Close on	Friday	6 February 2015
	Re-open	Wednesday	11 February 2015
Spring break/Easter	Close on	Thursday	2 April 2015 (63)
	Re-open	Monday	20 April 2015
<b>Third Term</b>			
Local Holiday	Closed	Monday	4 May 2015
Local Holiday	Close on	Thursday	21 May 2015
	Re-open on	Tuesday	26 May 2015
Summer break	Close on	Wednesday	24 June 2015 (44)
Proposed in-service days	*Proposed date for teachers return (subject to consultation)		

## Notes

- Good Friday falls on Friday, 3 April 2015
- Lanark schools will close 11 and 12 June 2015
- Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 19 December 2014 and Thursday, 2 April 2015)
- Schools will close at 1pm on the last day of term 3 (Wednesday 24 June 2015)
- \*Two in-service days proposed for August 2015 to be confirmed.

## **Enrolment – how to register your child for school**

If your child is starting school for the first time you must enrol your child at their catchment school in January. If parents want their child to go to another school, they must enrol in the first instance with their catchment school and ask for an information leaflet that provides details on how to make a placing request. Forms are available from the SLC website – [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk), schools, Q and A offices or by contacting Education Resources, Almada Street, Hamilton, telephone 01698 454102. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

Enrolment date for 2014 is week commencing 13 January 2014.

Flying Start Date is 25 August 2014 – P1 pupils go to school for the full day.

## **Proof of Residence**

When a child is enrolled, whether to start in P1 or transferring from another school during the year, full birth certificate plus two proofs of residence (utility bill, rent book) should be produced and children should accompany parents at the time of enrolment if possible. Parents of new children will be invited to information meetings and workshop sessions in the school before the start of the new session for an outline of the Language and Mathematics programmes and teaching methods. Pupils are also invited to meet with their teacher and become familiar with their classroom.

## **Enrolment of children during the school year**

Parents seeking a place for their child in this school are asked to contact the Head Teacher so that a visit can be arranged at a mutually convenient time.

## **Transfer of school during school year**

If you are proposing a change of school for your child please provide as many contact details as possible in relation to the new school so that we can ensure smooth transfer of information relating to your child.



## **Transport**

South Lanarkshire Council has a policy of providing school transport to primary pupils who live more than one mile by the recognised shortest walking route from their catchment school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or Education Resources, Hamilton, telephone 01698 454102 or web [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk). These forms should be completed and returned before the end of March for those pupils starting the school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year and will be considered by Education Resources.

A paid privilege transport scheme is operated for mainstream school contracts where a pupil is not entitled to free school transport. Privilege transport will only be granted providing there is spare capacity on an existing school contract and will be from and to designated pick up and drop off points. Privilege transport will not be provided where a service bus is used on the school run. Any spare capacity will be allocated using agreed priorities. For more information on school transport contact Education Resources telephone 01698 454102.

### (ii) Pick-up points

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

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

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

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

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

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

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

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

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

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

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

(ii) Damage to clothing

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

### **Family holidays during term time**

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

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

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

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

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

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

### **Promoting positive behaviour**

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

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

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

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



### **Child Protection**

All staff in educational establishments in South Lanarkshire Council are required to follow the advice and guidance contained in “South Lanarkshire Child Protection Interagency Guidance and Education Procedures”.

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

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

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

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

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

### **Keeping Safe Online**

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

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



## **Information on emergencies**



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

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

If for any reason, you are unsure if the school is open, please contact the school or Education Resources, Operations Services, Almada Street, Hamilton. (Telephone 01698 454375) or email us at: [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk) or visit the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

## **Your commitments**

We ask that you:

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

## **Data Protection Act 1998**

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

## Appendix A

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

### CONTACT DETAILS

Education Scotland's Communication Toolkit for engaging with parents –  
<http://www.educationscotland.gov.uk/learningteachingandassessment/partnerships/engagingparents/toolkit/index.asp>

The Scottish Government guide Principles of Inclusive Communications provides information on communications and a self-assessment tool for public authorities –  
<http://www.scotland.gov.uk/Publications/2011/09/14082209/0>

Choosing a School: A Guide for Parents - information on choosing a school and the placing request system – <http://www.scotland.gov.uk/Publications/2010/11/10093528/0>

A guide for parents about school attendance explains parental responsibilities with regard to children's attendance at school – <http://www.scotland.gov.uk/Publications/2009/12/04134640/0>

### PARENTAL INVOLVEMENT

Guidance on the Scottish Schools (Parental Involvement) Act 2006 provides guidance on the act for education authorities, Parent Councils and others –  
<http://www.scotland.gov.uk/Publications/2006/09/08094112/0>

Parentzone provide information and resource for parents and Parent Councils –  
<http://www.educationscotland.gov.uk/parentzone/index.asp>

### SCHOOL ETHOS

Supporting Learners - guidance on the identification, planning and provision of support –  
<http://www.educationscotland.gov.uk/supportinglearners/>

Journey to Excellence - provides guidance and advice about culture and ethos –  
<http://www.journeytoexcellence.org.uk/cultureandethos/index.asp>

Health and wellbeing guidance on healthy living for local authorities and schools –  
<http://www.scotland.gov.uk/Topics/Education/Schools/HLivi>

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 – <http://www.scotland.gov.uk/Publications/2010/06/25112828/0>

Scottish Catholic Education Service's resource 'This is Our Faith' which supports the teaching and learning of Catholic religious education –  
<http://www.sces.uk.com/this-is-our-faith.html>

## **CURRICULUM**

Information about how the curriculum is structured and curriculum planning –  
<http://www.educationscotland.gov.uk/thecurriculum/>

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 –  
<http://www.educationscotland.gov.uk/thecurriculum/howisthecurriculumorganised/experiencesandoutcomes/index.asp>

Advice, practice and resources to support the experiences and outcomes on literacy, numeracy and health and wellbeing –  
<http://www.educationscotland.gov.uk/learningteachingandassessment/learningacrossthecurriculum/responsibilityofall/index.asp>

Broad General Education in the Secondary School – A Guide for Parents and Carers –  
[http://www.educationscotland.gov.uk/resources/b/genericresource\\_tcm4725663.asp?strReferringChannel=parentzone&strReferringPageID=tcm:4-634353-64](http://www.educationscotland.gov.uk/resources/b/genericresource_tcm4725663.asp?strReferringChannel=parentzone&strReferringPageID=tcm:4-634353-64)

Information on the Senior Phase –  
<http://www.educationscotland.gov.uk/thecurriculum/whatcanlearnersexpect/seniorphase.asp>

Information on Skills for learning, life and work –  
<http://www.educationscotland.gov.uk/thecurriculum/whatcanlearnersexpect/skillsforlearning.asp>

Information around the Scottish Government's 'Opportunities for All' programme –  
<http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-individuals/opportunities-for-all.aspx>

Information for organisations responsible for the planning, management and delivery of career information, advice and guidance services – <http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/career-management-skills-framework.aspx>

The Skills Development Scotland website 'My World of Work' offers a number of tools to support career planning – <http://www.skillsdevelopmentscotland.co.uk/>

## **ASSESSMENT AND REPORTING**

Building the Curriculum 5: a framework for assessment provides guidance around the assessment framework – [http://www.educationscotland.gov.uk/Images/BtC5Framework\\_tcm4-653230.pdf](http://www.educationscotland.gov.uk/Images/BtC5Framework_tcm4-653230.pdf)

Information about Curriculum for Excellence levels and how progress is assessed –  
<http://www.educationscotland.gov.uk/thecurriculum/howisprogressassessed/stages/index.asp>

Curriculum for Excellence factfile - Assessment and qualifications –  
[http://www.educationscotland.gov.uk/publications/c/publication\\_tcm4624968.asp](http://www.educationscotland.gov.uk/publications/c/publication_tcm4624968.asp)

Information on recognising achievement, reporting and profiling –  
<http://www.educationscotland.gov.uk/learningteachingandassessment/assessment/achievement/index.asp>

## TRANSITIONS

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

[http://www.educationscotland.gov.uk/publications/c/publication\\_tcm4660285.asp](http://www.educationscotland.gov.uk/publications/c/publication_tcm4660285.asp)

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

<http://www.scotland.gov.uk/Publications/2011/03/11110615/0>

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

<http://www.educationscotland.gov.uk/supportinglearners/choicesandchanges/index.asp>

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 – <http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL>

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

<http://www.scotland.gov.uk/Publications/2011/04/04090720/21>

Enquire is the Scottish advice service for additional support for learning – <http://enquire.org.uk/>

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

<http://www.parentingacrossscotland.org/>

## 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 – <http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL>

Information about the universal entitlement to support that underpins Curriculum for Excellence – <http://www.educationscotland.gov.uk/supportinglearners/whatisupport/universalsupport/roleofkeyadult.asp>

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 –

<http://www.scotland.gov.uk/Publications/2011/04/04090720/21>

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 –

<http://www.scotland.gov.uk/Topics/People/Young-People/gettingitright>

## SCHOOL IMPROVEMENT

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

<http://www.educationscotland.gov.uk/scottishschoolsonline/>

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

<http://www.educationscotland.gov.uk/inspectionandreview/index.asp>

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

<http://www.scotland.gov.uk/Topics/Statistics/Browse/School-Education/SSLN>

Scottish Credit and Qualifications Framework (SCQF) – <http://www.scqf.org.uk/>

Scottish Qualifications Authority provides information for teachers, parents, employers and young people on qualifications – <http://www.sqa.org.uk/>

Amazing Things - information about youth awards in Scotland –

<http://www.awardsnetwork.org/index.php>

Information on how to access statistics relating to School Education –

<http://www.scotland.gov.uk/Topics/Statistics/Browse/School-Education>

## **SCHOOL POLICIES AND PRACTICAL INFORMATION**

**Schools and local authorities should consider the most relevant school, local and national policies and include details or links for parents to sources of further information.**

**National policies, information and guidance can be accessed through the following sites:**

<http://www.scotland.gov.uk/Topics/Education>

<http://www.scotland.gov.uk/Topics/Health>

<http://www.scotland.gov.uk/Topics/People/Young-People>

Children (Scotland) Act 1995 – <http://www.legislation.gov.uk/ukpga/1995/36/contents>

Standards in Scotland's Schools (Scotland) Act 2000 –

<http://www.legislation.gov.uk/asp/2000/6/contents>