



Education Resources



Braehead Primary School Handbook 2015



Contents

1. **Introduction**
2. **About our school**
3. **Parental involvement**
4. **School ethos**
5. **The curriculum**
6. **Assessment**
7. **Reporting**
8. **Transitions**
9. **Support for pupils (Additional Support Needs)**
10. **School improvement**
11. **School policies and practical information**

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

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



Dear Parents/Carers,

I would like to welcome you and your child/ children to our school. At Braehead Primary we have an “open door” policy and warmly welcome all parents and visitors into our school. At Braehead Primary we want the best for all of our pupils! We actively promote positive relationships with our parents and the local community. All members of staff have high expectations for our pupils who respond with excellent behaviour and positive attitudes in an environment where everyone is valued and treated with dignity and respect.

Please be assured that no worry concerning your child is too small or unimportant to share with us; please contact us at anytime.

Our priorities are to ensure that all children learn in an atmosphere that is happy and stimulating and that they all enjoy a high standard of care and welfare.

We encourage children to become well-adjusted individuals, suitably equipped to cope with life, academically and socially both now and in the future.

We look forward to working in partnership with you to provide the best possible education for your child/children.

I hope this handbook will answer many of the questions which you may have about our school. If you have any other questions or concerns, please do not hesitate to contact me.

We look forward to welcoming you into the Braehead Primary School community.

Jenny Brebner

Head Teacher

1. Introduction

As part of South Lanarkshire Council's school modernisation programme, a brand new Braehead Primary school was built and opened in October 2009. Our fabulous new school has two classrooms and can accommodate up to fifty pupils. We have our own gym hall/ dining room and a library/ break out area. We have created a school garden area where the pupils grow a variety of plants including fruit and vegetables. Our school is very well resourced and our pupils have access to PCs and iPads on a daily basis. Each classroom has an interactive whiteboard which are used very effectively each day for learning and teaching across the curriculum. Our school is situated in a lovely rural setting which we make good use of for lots of exciting, motivating and challenging outdoor learning experiences for all of our pupils.

The aim of Braehead Primary is to provide a happy, caring atmosphere where each individual can achieve his/her full potential, through stimulating, challenging and enriching learning experiences. We aim for all our pupils to become successful learners, confident individuals, responsible citizens and effective contributors to society.

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

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

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



2. About our school

Name: Braehead Primary School
Address: Carnwath Road
Braehead
Forth
Lanark
ML11 8EY
Phone: 01555 811252

Website address - we are just about to create a school website and the website address will be circulated when it is available. It will also be available via the SLC website:

www.southlanarkshire.gov.uk

Email address: headteacher@braehead-pri.s-lanark.sch.uk

Braehead Primary is a non denominational school where we provide education for pupils in Primary 1 – Primary 7.

Staff

| | |
|-----------------------|---|
| Miss Jenny Brebner | Head Teacher |
| Miss Suzanne Morgan | Principal Teacher P1-3 |
| Miss Sheena Kennedy | P4-7 |
| Mrs Claire Macrae | P4-7/ P1-3 |
| Mrs Marjory Campbell | School Support Assistant Team Leader |
| Mrs Kaye Kinsman | School Support Assistant |
| Miss Fiona Bryce | Cleaner/ Caretaker |
| Mrs Julie Buchanan | School Cook |
| Miss Eleanor Yorkston | Specialist Support Teacher |
| Mr Stuart Pollock | Youth Music Initiative Specialist Teacher |
| Mr Martin Webb | Active School Co-ordinator |

Supervision of playgrounds:

School Support staff supervise the children in the playground at morning intervals and at lunchtimes.

Pupils- Present roll: 48

School hours

| | | |
|---------------|---|------------------|
| School starts | - | 9.00 am |
| Interval | - | 10.30 - 10.45 am |
| Lunch | - | 12.15 pm - 1 pm |
| School closes | - | 3.00 pm |

Parent Council

| | |
|-----------------------|-------------|
| Mrs Maryann Scott | Chairperson |
| Mrs Hazel Dobb | Secretary |
| Mrs Charlene Campbell | |
| Mrs Marion Dick | |
| Ms Joanne Docherty | |
| Mr Edward Hadley | |
| Mrs Fiona Lawson | |
| Mrs Alison Orr | |
| Mrs Fiona Orr | |
| Mrs Carol Stafford | |
| Mr Brian Stafford | |

We have a very supportive Parent Council who are actively involved in the life of our school supported by our other parents/ carers. They organise and run a range of fundraising activities allowing us to enhance the education of all of our pupils.

Attendance at school

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

- if you know in advance of any reason why your child is likely to be absent from school, please tell someone at the school, telephone us or let us know in writing. Please also give your child a note on his/her return to school, telling of the reason for absence
- to notify the school **before 9.30am** when your child is absent. Please let the school know the likely date of return and keep them informed if the date changes.
- to inform the school of any change to the following :-
 - home telephone number
 - mobile number
 - emergency contact details

Family holidays during term time

Every effort should be taken to avoid family holidays 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 the 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 an absence with no explanation from parents will mean that the absence will be recorded as unauthorised.

We appreciate your support in making every effort to ensure that your child attends school during term time.

If you have a complaint

At Braehead Primary we are all committed to providing a high quality service but if at any time you are unhappy with the service or have any concerns about your child's time in school you can:

- Inform the Head Teacher, Principal Teacher or any member of staff by contacting the school on 01555 811252 or at Braehead Primary School, Carnwath Road, Braehead, Forth, Lanark, ML11 8EY

The Head Teacher can also be e-mailed at: headteacher@braehead-pri.s-lanark.sch.uk

- You can contact Education Resources on 01698 454666
Education Resources, Council Offices, Almada Street, Hamilton, ML3 0AE

We will inform you within a period of no longer than 28 days of what action (if any) is to be taken in response to your complaint.

Visits to school for new parents

Parents/ carers are always welcome to visit our school to find out about the fabulous educational opportunities we offer at Braehead Primary School. Please contact the school office on 01555 811252 to make an appointment and we very much look forward to meeting you.

3. Parental involvement

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

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

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

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

We have several open afternoons during the year where pupils showcase what they have been learning to parents and members of the local community. We also hold end of term assemblies/ concerts which guests are also invited too.



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

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

4. School ethos

At Braehead Primary we are committed to creating an ethos of achievement, where everyone is encouraged to reach their academic potential and is helped to develop their knowledge and understanding of their own community as well as the wider world. In so doing we would hope that they acquire the attitudes and skills that are necessary to become the informed citizens of the future and valuable members of society in which they are growing up.

We reward and celebrate individuals' achievements both within and out-with school and provide a welcoming, safe, secure and healthy environment for all. The children have many opportunities for personal achievement and contribute to the ethos and life of the school by taking on roles and responsibilities on various different committees which allow them to work in an enterprising and creative way.



At Braehead Primary we recognise that home and school need to trust and respect each other and work together to develop self-confidence, self-respect and self-discipline in our children. We develop links with the local community and regularly involve parents and members of the local community in a range of school activities. We endeavour to keep you well informed about our curriculum and resources. You will be offered opportunities to come into the school to share in your child's learning and meet all of the staff throughout the session.

We are currently working towards our Level 1 Rights Respecting Schools Award and our Eco Schools Green Flag Award. Children are linking what they know about childrens' rights to all aspects of their learning and have created their own classroom charters. They are also learning how to live in a more sustainable and eco friendly way. Both of these themes of citizenship and sustainability permeate throughout our curriculum.



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

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

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

If you want to know more about Curriculum for Excellence, please visit website www.curriculumforexcellence.gov.uk or 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. |

At Braehead Primary School we aim to actively engage our children in their learning as this is when learning is the most meaningful for them. Children experience **Challenge and Enjoyment** in all that they do; **Breadth** in relation to the different learning experiences the children engage with; **Progression** throughout their learning, building upon prior knowledge at a steady, challenging and relevant pace for each individual; **Depth** of learning to allow children to develop specific skills that they can transfer to other aspects of learning; **Personalisation and Choice** in what and how they want to learn; **Coherence** in their learning which allows children to see the links between what they are learning and the real world; and **Relevance** of what they are learning and why it is important for them now and in the future.

Approaches to learning

We use a variety of different approaches to teaching and learning to engage our learners. **Active Learning** is part of daily teaching and learning in our school where children are actively engaged in all aspects of their learning across all curricular areas. All activities are created to stimulate, motivate and appropriately challenge our pupils and relevant links are made across curricular areas and to real life contexts to make learning more meaningful.



Interdisciplinary learning allows all of this to happen whereby topics are themed to encompass other curricular areas. This year some of our topics have been 'Science on the Menu' and 'World War 1' in our Primary 4 to 7 class and 'Fairyland' and 'Sukkot' in our Primary 1 to 3 class. Learning in these topics has made links to numeracy, literacy, science and social subjects.



We have been doing lots of interesting investigations as part of our Science on the Menu topic.

At our open afternoon our families and friends came along to find out about what we have been learning in school.



All of our pupils are going to be participating in a whole school topic based on the 'Commonwealth Games' where they will work with pupils from another local school on a variety of exciting activities culminating in a joint Commonwealth Games event to which parents and the local community will be invited.

As a school we use **ICT Across the Curriculum** which involves using different types of technology to engage learners and provide different ways of learning. We are very well resourced and have PCs, iPads, laptops, voice recorders, hand held video recorders, interactive whiteboards and GPS tracking devices for Geocaching (a treasure hunting game where you use a GPS to hide and seek containers with other participants in the activity). We constantly keep up to date with new developments in technology and use these in every day learning and teaching.

We use our computers every day to help us learn new things.



We have got lots of iPads in our school and have lots of great apps. We have made some fantastic animations on them.

We take advantage of our beautiful, local, rural surroundings and are developing **Outdoor Learning**. Our Primary 4 to 7 pupils have all gained their Discovery Level John Muir Awards. This involves discovering, exploring, conserving and sharing a wild place. Our Primary 1 to 3 children all gained their RSPB 'Climate Action Award' and RSPB Wildlife Action Award which involves finding out what's out there in the local environment, helping wildlife, being environmentally friendly and spreading the word. As well as this the pupils are involved in our eco-schools award activities.



All staff within the school are highly motivated. Teaching staff use **Responsive Planning** which allows them to incorporate what the children want to learn and build on prior knowledge ensuring the motivation, interests and individual needs of children are being met. Responsive planning allows teachers to reign in on the particular interests of children and gear learning experiences towards these whilst still teaching the required elements of what they have to learn.

Health and Wellbeing's Relationships, Sexual Health and Parenthood Programme (RSHP)

Our local authority is committed to the provision of quality sex education in accordance with National Guidance and we have introduced a new programme of activities to our school. This will form a key element of our personal, social and health education and will provide knowledge and understanding of the nature of sexuality and the processes of human reproduction within the context of relationships based on love and respect. All parents have the right to withdraw their children from RSHP lessons. Please notify the school in writing if you wish to do so at the time. If you wish to view the materials please contact the school.

Our programme for RSHP covers:

Early years of primary school:

- Awareness of the ways in which bodies grow and change
- Uniqueness of their body
- Where living things come from
- Family and special people who care for them

Middle stages:

- Exploring changes in the body
- How human life begins
- Being part of a family
- Dealing with bullying situations

Upper stages:

- Physical and emotional changes at puberty
- Body image and self worth
- Understanding of own developing sexuality
- Developing an awareness of gender identity
- Changing nature of friendship
- Dealing with sexual feelings
- Menstruation, pregnancy and birth

Religious and moral education

Religious and moral education allows children to explore the world's major religions and views and to consider the challenges posed by these beliefs and values. Through developing awareness and appreciation of the value of each individual in a diverse society, religious and moral education promotes responsible attitudes to other people. This awareness and appreciation assists pupils in counteracting prejudice and intolerance. A new programme of study for religious and moral education has been revised for our school based on the Curriculum for Excellence National Guidelines. The school programme is very largely based on Christianity and Christian Festivals as well as looking at customs and celebrations of several other main world religions. We focus mainly on Judaism and Islam for our study of other world religions.

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.

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.

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.

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.

6. Assessment

Assessment is an integral part of day to day learning and teaching for children and staff. Assessment is vital to ensure children are progressing in a challenging and progressive way, assessing not just what they know but how well they know it. Assessment is a tool used by teachers to plan and prepare programmes of study and learning activities that challenge and extend children's knowledge. It also allows teaching staff to evaluate the effectiveness of their teaching and the resources that they use.

Throughout all learning activities children will always:

- Know what they are learning, why they are learning it and what is expected of them
- Be given feedback about how well they have done and what they can do to make it better
- Be involved in the decision making process of their next steps in learning

As a school we do regular summative testing to secure improvement. We carry out annual baseline reading age and diagnostic spelling tests and also complete Learning Community numeracy tests.

Tracking learners' progress

Braehead Primary School tracks all learners' progress across all curricular areas. This allows us to have a clear understanding on how well learners are progressing. It enables next steps to be identified and informs the reporting process.

Records of achievements and assessments

All children in the school have a Record of Achievements and Assessments folder. Within this folder the children select, along with the teacher, assessments, pieces of work, photographs, certificates etc showcasing their learning and talents. This is added to each year, building up a

record for each individual child. Where work has been inserted a brief synopsis of what the context of learning was at the time is added as well as how it links to Curriculum for Excellence.

As well as their Records of Achievements and Assessments Folder, the children also use their Home School Planners to record achievements; set targets and keep reflective comments of their learning. Each week the children set themselves a new learning target and they reflect on this at the end of the week. Information is also shared at the start of each term about what they are learning. At the end of each term the children keep a reflective log of what they have learned and think about what they want to work on in the next term.

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

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

8. Transitions

Pupils normally transfer from primary to secondary school between the ages of 11½ and 12½, so that they will have the opportunity to complete at least 4 years of secondary education. Arrangements are made by the school to transfer children to the associated secondary school as determined by their home address. Parents of P7 children will be informed of the transfer arrangements made for their child to attend secondary school.

We will also provide you with information at this time and on events designed to let P7 children visit the secondary school, meet up with other P7 children from other schools so that the transition period is as smooth as possible.

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

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

If you move outwith your catchment primary school a 'request to remain form' must be completed. If you move outwith your catchment primary, this may affect your right to transfer to the associated Secondary School. Please note the secondary school is determined by the pupil's permanent home address and chosen denomination. If you require further information, please contact Education Support Services on 01698 454102

The associated secondary school for pupils who live within the Braehead Primary School catchment area is Lanark Grammar.

Lanark Grammar School
Kirklands Road
Lanark
ML11 9AJ
Phone: 01555 667520

Children currently in P7 will receive a copy of Lanark Grammar School's handbook in January and will be able to visit Lanark Grammar School for two days in June preceding their transfer. They will meet Lanark Grammar School staff both there and at Braehead Primary.

Pupils get to know children from the other primary schools in the Lanark Learning Community through a range of inter-school events and residential activities during their years at Braehead, especially in P6/7. A selection of initiatives are planned for our P6 and P7 pupils as part of our transition programme to give the children opportunities to work with, and get to know children from other local primary schools including a maths challenge morning which is held in Lanark Grammar.



Each year our Primary 7 pupils go to Lanark Grammar to take part in an enterprise challenge where they get to know other P7 pupils from our local primary schools.

Every two years our P6/7 pupils take part in a residential outing to an outdoor centre allowing them the chance to work with other pupils from local schools who will be transferring onto secondary education at the same time as them. This allows our pupils to try out a range of challenging activities they normally do not have access to and helps to build self-esteem and confidence.



We also participate in a range of activities giving our pupils the opportunity to get to know other pupils from local schools. Our P4-7 pupils also all took part in a Triathlon and a cross country event which were organised for pupils within Clydesdale schools.



9. 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 and www.scotland.gov.uk/gettingitright

Support for All (Additional Support Needs)

In Braehead Primary we endeavour to enable all pupils to reach their full potential through quality educational provision within a positive learning environment, building on effective partnerships between school, parents and other support services. Any pupil who experiences difficulties will be given additional support whenever possible and we will work in partnership with parents to provide additional resources to support pupils appropriately. We also have support and advice for our

pupils from our school educational psychologist, Mrs Mairi Greenwood and also from the Clydesdale Specialist Support Team teacher, Miss Eleanor Yorkston.

South Lanarkshire Education Resources have published a series of leaflets which cover information for parents and carers about the Additional Support for Learning Acts and these are available on the South Lanarkshire website: www.southlanarkshire.gov.uk

10. School Improvement

In Braehead Primary, through improvement planning and self evaluation, we are constantly working to develop and provide the best quality education for our young people. Within the last 12 months, the main achievements of the school have:-

- Further developed outdoor learning experiences for all pupils
- Further developed our school's assessment systems and tracking procedures for Curriculum for Excellence.
- Developed media literacy activities throughout the school.
- Introduced 'special jotters' which are sent home showing parents what children have been learning across the curriculum through samples of work and photographs taken over the period of a week.
- Further developed the use of ICT across the curriculum
- Introduced new science resources into our programme
- P1-4 pupils all gained their RSPB climate action award
- P5-7 pupils all gained their discovery and explorer John Muir Trust Awards
- We were awarded our first Eco-schools green flag
- Achieved recognition of commitment for Rights Respecting Schools status and are now working towards level 1.
- Developed a programme of food technologies into our curriculum.

11. School policies and practical information

Free School Meals

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

- Income Support, 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 £16,010 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 this opportunity of having a meal provided for their child when they are at school. Arrangements are in place so that children who receive free meals are not singled out and we encourage all children to remain in school at lunch time.

Healthy eating is something that the school supports and a range of meals are available that meet the nutrient standards of the Food and nutrition in schools (Scotland) Act 2008 are available at lunchtimes. From 5th January, all pupils in Primary 1-3 will receive a free school lunch and the charge to pupils in P4-7 will be £1.50.

We would wish to draw to your attention to 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.

School uniform

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

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

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

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

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

Our school uniform comprises the following:-

- (1) Black or grey trousers/skirt
- (2) White shirt/blouse
- (3) Polo shirts, blue
- (4) V-neck sweatshirts/cardigan, burgundy
- (5) Blue and black tie (which can be bought from school)

Sweatshirts are available to purchase through the school and we usually send in an order annually in the summer term.

On gym days, children should bring P.E. Kit comprising gym shoes, shorts and T-shirt. If appropriate footwear is not available children will do gym in their bare feet (not socks, which are unsafe). We do not allow outdoor shoes to be worn at gym.

We do prefer children to wear uniform for the following reasons:-

- (a) it is smart and economic;
- (b) it makes children more easily identifiable on school visits
- (c) it makes strangers more obvious in the school area.
- (d) it engenders a sense of pride and ownership of their school and we strongly encourage children to wear our uniform at all times.

We are very proud of how smart our pupils always look in their school uniforms and appreciate the support of parents.

We also ask that all children bring a pair of gym shoes or indoor shoes to school to wear in the classroom each day as our classrooms are fully carpeted.

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 or from Q&A Offices, Audit and Development 01698 453504/453505/453213, the school or Education Resources, Almada Street, Hamilton, telephone 01698 454545.

School hours/holiday dates

| | | |
|---------------|---|--------------------|
| School Starts | - | 9.00 am |
| Interval | - | 10.30am - 10.45 am |
| Lunch | - | 12.15 pm - 1 pm |
| School Closes | - | 3.00 pm |

See attached list showing school holiday dates.

Enrolment – how to register your child for school

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

Parents/carers of children who are 5 years of age between 1st March 2015 and the end of February 2016 are required to register their child for starting school. Enrolment will take place during the week commencing **Monday 12th January 2015**. Please phone the school for an appointment. Two pieces of recent official documentation confirming proof of residency should be brought (e.g. utility bill, council tax statement, housing/rent card, child benefit documentation **but not mobile phone bills**) along with the child's **full** birth certificate.

Flying start date

Please note that Primary 1 pupils will start full time education on **Monday 24th August 2015**.

Transport

School transport

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

appropriate arrangements to be made. Applications may be submitted at any time throughout the year and will be considered by Education Resources.

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

For more information on school transport contact Education Resources telephone 01698 454102.

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.

Pupils currently attending Braehead Primary School who are entitled to school transport, travel on minibuses provided by Richland Transport (phone 01555 870101).

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

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 attend training annually and follow the advice and guidance contained within the Education Operating Procedures.

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

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

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

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

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

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

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

Information on emergencies

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 will be used to let you know if the school is closed and when it will re-open.

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

If for any reason, you are unsure if the school is open, please contact the school or Education Resources, Operations Service, Almada Street, Hamilton. (Telephone 01698 454545) or email us at: education@southlanarkshire.gov.uk or visit the website www.southlanarkshire.gov.uk

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 Braehead 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 in to 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.

Your commitments

We ask that you:

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

Data Protection Act 1998

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



Education Resources

Draft School holiday Dates Session 2015/2016

| Break | Holiday dates | | |
|--|--|---------------------|----------------------------------|
| First Term | Teachers return | Thursday | 13 August 2015 |
| | Pupils return | Monday | 17 August 2015 |
| September Weekend | Close | Thursday | 24 September 2015 |
| | Re-open | Tuesday | 29 September 2015 |
| October Break | Close on | Friday | 9 October 2015 |
| | Re-open | Monday | 19 October 2015 |
| Christmas | Close on | Tuesday | 22 December 2015 |
| Second Term | Re-open | Tuesday | 5 January 2016 |
| February break | Close on | Friday | 5 February 2016 |
| | Re-open | Wednesday | 10 February 2016 |
| Easter Break | Close on | Thursday | 24 March 2016 |
| | Re-open | Tuesday | 29 March 2016 |
| Spring Break | Close on | Friday | 1 April 2016 |
| | Re-open | Monday | 18 April 2016 |
| Third Term | | | |
| Local Holiday | Closed | Monday | 2 May 2016 |
| Local Holiday NOT Lanark schools | Close on Re-open on | Thursday Tuesday | 26 May 2016 31 May 2016 |
| Summer break | Close on | Friday | 24 June 2016 |
| Proposed in-service days | *Proposed date for teachers return (subject to consultation) | Thursday Friday | 11 August 2016 12 August 2016 |

Notes

- ♦ Good Friday falls on Friday, 25 March 2016
- ♦ **Lanark schools will close 9 and 10 June 2016**
- ♦ Schools will close at 2.30pm on the last day of terms 1 and 2 (Tuesday, 22 December 2015 and Thursday, 24 March 2016)
- ♦ Schools will close at 1pm on the last day of term 3 (Friday 24 June 2016)
*Two in-service days proposed for 11 & 12 August 2016 to be confirmed.



Education Resources

Draft School holiday Dates Session 2016/2017

| Break | Holiday dates | | |
|--|--|---------------------|----------------------------|
| First Term | Teachers return | Thursday | 11 August 2016 |
| | Pupils return | Monday | 15 August 2016 |
| September Weekend | Close | Thursday | 22 September 2016 |
| | Re-open | Tuesday | 27 September 2016 |
| October Break | Close on | Friday | 14 October 2016 |
| | Re-open | Monday | 24 October 2016 |
| Christmas | Close on | Thursday | 22 December 2016 |
| Second Term | Re-open | Monday | 9 January 2017 |
| February break | Close on | Friday | 10 February 2017 |
| | Re-open | Wednesday | 15 February 2017 |
| Spring break/Easter | Close on | Friday | 31 March 2017 |
| | Re-open | Tuesday | 18 April 2017 |
| Third Term | | | |
| Local Holiday | Closed | Monday | 1 May 2017 |
| Local Holiday NOT Lanark schools | Close on Re-open on | Thursday Tuesday | 25 May 2017 30 May 2017 |
| Summer break | Close on | Friday | 23 June 2017 |
| Proposed in-service days | *Proposed date for teachers return (subject to consultation) | | |

Notes

- ♦ Good Friday falls on Friday, 14 April 2017
- ♦ **Lanark schools will close 8 and 9 June 2017**
- ♦ Schools will close at 2.30pm on the last day of terms 1 and 2 (Thursday, 22 December 2016 and Friday 31 March 2017)
- ♦ Schools will close at 1pm on the last day of term 3 (Friday 23 June 2017)
*Two in-service days proposed for August 2017 to be confirmed.

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 literary, 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

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

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

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

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/whatissupport/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

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>