

*CARMICHAEL PRIMARY*  
*SCHOOL HANDBOOK*

*2013-2014*

# 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



Dear Parents/Carers,

I would like to welcome you and your child/ children to our school. At Carmichael Primary we have an “open door” policy and warmly welcome all parents and visitors into our school. At Carmichael Primary, we want the best for all of our pupils! We promote positive relationships with our parents and the community. All members of staff have high expectations of our pupils - in attitude and behaviour. We work hard to achieve this and it is very important for us to be able to work in partnership with our families.

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 have about our school. If you have any other questions or concerns, please never hesitate to contact me.

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

The aim of Carmichael 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.

Jenny Brebner

Head Teacher

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.



## About our school

Name: Carmichael Primary School  
Address: School Road  
Carmichael  
Thankerton  
Lanark  
ML126PG

Telephone Number: 01555 880216

Website address- we are just about to create a school website and the website will be circulated when it is available. It will also be available via the SLC website: [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

Email address: [headteacher@carmichael-pri.s-lanark.ch.uk](mailto:headteacher@carmichael-pri.s-lanark.ch.uk)

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

## STAFF

Miss Jennifer Brebner	Head Teacher
Mrs Pauline Holt	P5-7 (Acting Principal Teacher) currently on maternity leave
Mrs Carol Pennock	Acting Principal Teacher
Mrs Sharon Goodwin	P1-4
Mrs Sheila McCallum	P1-7 - (1 day per week)
Mrs Janet Mitchell	School Support Assistant
Mrs Margaret Telfer	School Support Assistant
Mrs Margaret Telfer	Cleaner/ Caretaker
Mrs Liz Gilbert	Lunch Server
Miss Eleanor Yorkston	Specialist Support Teacher
Mrs Jayne Brownlie	Music Instructor
Mr Steven Johnstone	Youth Music Initiative Specialist Teacher
Mr Martin Webb	Active School's Co-ordinator
Anne Lyall	School Deacon

SUPERVISION OF PLAYGROUNDS: School Support staff supervise the children in the playground at morning intervals and at lunchtimes.

**Pupils** Present Roll: 19

## 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 Janet Bone

Chairperson

[carmichaelparents@hotmail.co.uk](mailto:carmichaelparents@hotmail.co.uk)

Mrs Barbara Harding

Secretary

Mrs Rosemairi Galloway

Mrs Gwen McCole

Mrs Victoria Montgomery

Ms Lynne Sommerville

### **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 Carmichael 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 880216 or at  
Carmichael Primary School, School Road, Carmichael, Lanark, Lanark ML126PG

The Head Teacher can also be e-mailed at: [headteacher@Carmichael-pri.s-lanark.sch.uk](mailto:headteacher@Carmichael-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 welcome to visit our school anytime. Please contact the school office on 01555 811252 to make an appointment.

### **Parental Involvement**

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

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

As a parents/carers we want you to be:

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

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

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

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



## School Ethos

At Carmichael 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 would acquire the attitudes and skills that are necessary to become the informed citizens of the future and valuable members of the society in which they are growing up. We reward and celebrate individuals' achievements both within and outwith school and provide a welcoming, safe, secure and healthy environment for all.

At Carmichael 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 see your child's work and meet everyone on the staff throughout the session.

We are currently working on our Rights Respecting Schools award where the children are becoming aware of Children's Rights which permeate our school curriculum and are about to create a school charter based on these.



## **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 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 want to know more about Curriculum for Excellence, please visit 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.

## **Our Curriculum**

We provide a curriculum for all pupils which encompasses the complete range of experiences and activities planned for them throughout their time with us through the following eight curricular areas:

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

Sometimes the learning experiences may be linked together through themes and projects covering several areas of the curriculum (interdisciplinary learning). This allows for more in depth learning to take place. At other times learning will take place through individual subject areas and through involvement in the life and work of the local community and the wider community. Pupils will develop a wide range of knowledge, skills and understanding across the curriculum through challenging and motivating learning experiences.

When planning learning activities for pupils, we take account of the seven principles of curriculum for excellence which are:

- **Challenge and enjoyment-** All young people should be active in their learning and have opportunities to develop and demonstrate their creativity.
- **Breadth-** All young people should have access to a broad range of activities so that they can learn and develop in a variety of ways,
- **Progression-** All young people's learning should build on earlier knowledge and achievement.
- **Depth-** All young people should have opportunities to learn and study in depth. As they progress they should be able to draw different strands of learning together and deepen their learning to the best of their ability.
- **Personalisation and Choice-** The individual needs of all young people should be recognised and particular talents and skills supported and developed. Opportunities should be provided for young people to exercise responsible personal choice as they progress through the school.
- **Coherence-** There should be clear links between the different aspects of learning.
- **Relevance-** Young people should understand the purpose of their activities and sees the value of what they are learning for their present and future lives.

**Languages and Literacy** is divided into three areas:- Listening and Talking, Reading and Writing, these subjects are taught independently as well as linked to other areas of the curriculum. Our main reading schemes are Oxford Reading Tree (at the early stages) and New Ginn 360 for the upper stages as well as novel studies. We use Kingscourt Big Books to develop our programme of shared and interactive reading and writing in P.1-4. An interactive writing programme for our P5-7 pupils has been developed and implemented with very successful results. We use formative assessment strategies which encourages children to self assess and improve their piece of writing and has led to a marked improvement of the quality of our pupils' writing.

Wherever possible we use real life contexts or links with topic work to develop writing skills, giving children a real purpose and audience for their work. Our pupils use a variety of active learning strategies to develop their spelling skills and this is supported at home. Pupils are given a wide range of opportunities to develop talking and listening skills within the class and whole school setting. These are supported and extended by computer programmes, listening centres and lots of other resources, much of which is prepared by the teachers themselves.



Our pupils use a variety of active learning strategies to develop their spelling skills and this is supported at home. Pupils are given a wide range of opportunities to develop talking

and listening skills within the class and whole school setting. These are supported and extended by computer programs, listening centres and lots of other resources, many of which are prepared by the teachers themselves. The language programme includes the study of Scottish literature, which includes pupils taking part in the annual Burns Recital Competitions.

We have also purchased a licence for each pupil for a web based literacy program- Reading Eggs in the early stages and Reading Express for the upper stages, which are used in school and at home to provide a wide range of motivational literacy learning experiences for our pupils.

### **Modern Languages**

All pupils in P4-7 have weekly lessons in French. These lessons are thematically based and are supplemented with French programmes on the computers.



**Mathematics and numeracy** is also divided into three areas:- Number, Money and Measure, Shape, Position and Movement and Information Handling. Wherever possible pupils are taught all aspects of maths through active learning activities and supplemented by our maths schemes i.e. Scottish Heinemann Maths and Teejay Maths which are made up of textbooks, workbooks, reinforcement sheets, check-ups and homework sheets. Again we use computers, games and work cards to supplement this curricular area.

**Social Subjects** is made up of three different areas: people, past events and societies, people, place and environment and people in society, economy and business. A lot of the teaching and learning in this subject is done through topic work but by no means all.



Our pupils learn through a programme of inter-disciplinary topics where meaningful links with other curricular areas to allow more in-depth learning. This session our P1-4 pupils are working on four different topics including Fairyland, Our Local Community and Healthy

Eating. Our P5-7 pupils are focusing on World War 2, Europe, Healthy Eating and The Rainforest. Wherever possible educational outings are organised for pupils to add another dimension to the topic they are studying.

### **Sciences**

Through learning in the sciences, children and young people develop their interest in, and understanding of, the living, material and physical world. They engage in a wide range of collaborative, investigative tasks, which allows them to develop important skills to become creative, inventive and enterprising adults. The key areas the children will work on are:

- Planet Earth
- Forces, Electricity and Waves
- Biological Systems
- Materials
- Topical Science



Our school is participating in the Eco Schools Award Scheme, and has been awarded our first Green Flag Award following a huge amount of hard work. We develop Enterprise in Education through a wide range of learning and teaching activities. Pupils take on a wide range of responsibilities within the school including planning and organising Halloween and Christmas parties.

**ICT** permeates the whole curriculum. We are very fortunate to have computers in both of our classrooms. We now have a multimedia projector and an interactive whiteboard in each class for use in teaching sessions and a wide variety of software programs within each classroom. The pupils work through a programme of study in ICT developing a wide range of skills and make good use of Internet access to enhance different areas of the curriculum. We have recently purchased iPads for our school which further enhance the learning for our pupils.



**Health and Wellbeing** - permeates the whole school curriculum. Learning through health and wellbeing promotes confidence, independent thinking and positive attitudes. All children should feel happy, safe, respected and included in the school environment and all staff are proactive in promoting positive behaviour in the classroom, playground and the wider school community.

Health and wellbeing consists of:

- Mental, emotional, social and physical wellbeing
- Planning for choices and changes

- Physical education, physical activity and sport
- Food and health
- Substance misuse
- Relationships, sexual health and parenthood

Our school was awarded our Gold Health Promoting Schools Award in June 2010. Last session we were really lucky to have been awarded £2000 from the 2014 Lottery Fund which is being used for a range of after-school activities and to allow our children to participate in joint activities with other schools. These activities are being organised in conjunction with our Active Schools Co-ordinator- Mr Martin Webb.

### **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 this year we will be introducing 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 which are independent of religious belief 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.

**Expressive Arts** namely Music, Drama, Dance and Art and Design play an important role in our curriculum. The pupils are provided with many opportunities to be creative and imaginative, to experience inspiration and enjoyment and to develop skills in each of the above areas. Throughout the session pupils enjoy and experience a wide variety of activities to develop their performing and presenting skills for different audiences. Our P4-7 pupils participated in a fabulous Artsnet initiative last session where they had five sessions with a specialist drama teacher based on Keeping Safe and Protective behaviours which culminated in a performance for our other pupils and parents.



Our P4-7 pupils are also benefiting from a Scottish Executive initiative which involves a music specialist teacher working with them in class for two blocks of time during the session.

**Instrumental Tuition**-We are very fortunate to have a visiting music tutor on Monday mornings who works with pupils from Primary 4-7 on brass instruments.

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

We are a non-denominational school that values the cultural diversity of our pupils and the wider world.

At Carmichael Primary School we aim to create an environment where our pupils appreciate values such as honesty, liberty, justice, fairness and concern for others. The children will be encouraged to develop a respect for other peoples' ideas, values, customs and beliefs, both within their community and the wider world.

All parents have the right to withdraw their children from religious events and observances and may do so by writing to the Head Teacher.

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.

Our School Deacon, Anne Lyall comes in to school on a regular basis for assemblies with our pupils.

### **Assessment**

In Carmichael Primary we use a variety of formative and summative assessments with pupils. This is helpful in supporting learning, planning next steps, summarising achievements and informing learners and their parents of their progress. Photographs, videos, recordings, etc. as well as written tasks, are regularly used as evidence of pupils' work. We encourage pupils to take responsibility for their own learning. Self and peer, as well as teacher

assessment, is now normal practice within school and children are taught the skills needed to identify the purpose and quality of a piece of work. Pupils discuss the experiences and outcomes of Curriculum for Excellence covered in interdisciplinary as well as discrete subjects, and are clear about what they are learning, how well they achieve and what their next steps in learning will be. This gives the children a better understanding of what they are learning and helps them to set targets for their future learning.

## **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.

## **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 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.

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

Lanark Grammar School  
Kirklands Road  
Lanark ML11 9AJ  
Telephone: 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 Carmichael. Pupils get to know children from the other primary schools in the Lanark Grammar Learning Community through a range of inter-school events and residential activities during their years at Carmichael, 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.

### **Support for Pupils**

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

Getting it right for every child, (GIRFEC) is a national policy and programme which is implemented in Lanarkshire. The Scottish Government introduced GIRFEC as a long term programme; it is relevant to each and every child in Scotland, and reaches across children's and adults' services in the public and voluntary sectors to ensure there is firm commitment and drive towards achieving better futures for all of our children and young people.

GIRFEC promotes key values in working with children and their families across all agencies and is based on core components which will help bring these values about.

The programme calls for all workers in health centres and hospitals, nurseries, schools and leisure centres, family centres, social work services and housing offices, and in the community to work together towards changes in culture, systems and practice that will help all children and young people to grow, develop and reach their full potential.

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

In Carmichael 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 Yorkstone.

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](http://www.southlanarkshire.gov.uk)

## **School Improvement**

Carmichael Primary, through improvement planning and self evaluation, is 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 been:-

- Review of methodologies, strategies, assessment and moderation of Literacy and English at Early, First and Second levels developing new programmes for reading, writing and talking and listening incorporating a range of new resources.
- Refinement of school's assessment systems, progress tracking systems and procedures for CfE.
- Review and develop programme for ICT for Early, First and Second levels
- Introduce new computer technologies to enhance learning and teaching
- Developed a bank of interdisciplinary and discrete topics in science and a whole school interdisciplinary topic on Food for Thought incorporating appropriate experiences and outcomes.
- Further developed outdoor learning across the curriculum
- Continue working towards green flag status in eco-schools
- Achieved recognition of commitment for Rights Respecting Schools status and now working towards level 1.
- Development of profiles of achievement for pupils in P7.
- Engagement in the development of moderation procedures within the school and within the Learning Community.
- Progression of recommendations of Getting it Right for Every Child (GIRFEC).
- Progression of the key themes of self evaluation and leadership.

We have improved standards by reviewing resources, methodologies / strategies and teaching styles in literacy, mathematics and numeracy and health and wellbeing at Early, First and Second levels. A whole school approach to active learning is promoted.

Over the next 3 years, we will continue to evaluate and make further developments in Achievement and Attainment, Moderation, Literacy and Numeracy across the curriculum, Health and Wellbeing, Technologies and Expressive Arts.

We plan to involve parents in future improvements by:-

- Review homework policy
- further increasing scope for regular dialogue between parents, pupils and staff.
- offering parental workshops at all stages in a variety of curricular areas.

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

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

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.

South Lanarkshire Council provides fruit to P1 and P2 children 3 days per week.

### **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, white
- (4) V-neck sweatshirts/cardigan, red
- (5) Red and black tie (which can be bought from school)

Sweatshirts, polo shirts, fleeces and hats can be ordered from ALJ Industrial Supplies Store in Lanark which can have our school logo embroidered on them.

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](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 hours/holiday dates**

School Starts	-	9.00 am
Interval	-	10.30 - 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](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.

Parents/carers of children who are 5 years of age between 1st March 2013 and the end of February 2014 are required to register their child for starting school. Enrolment will take place during the week commencing **Monday 14th January** Please phone the school for an appointment. Appointments are available on Monday 14<sup>th</sup>, Tuesday 15<sup>th</sup> and Thursday 17<sup>th</sup> January 2013. 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 birth certificate.

## **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. Pupils currently attending Carmichael Primary School who are entitled to school transport, travel on a minibus provided by Richland Transport.

## **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.

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 Service, Almada Street, Hamilton. (Telephone 01698 454545) 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.



Education Resources

Draft School holiday Dates Session 2013/2014

Break	Holiday dates		
<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)
	Re-open	Monday	6 January 2014
<b>Second Term</b>	Close on	Friday	7 February 2014
February break	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 <b>NOT FOR SCHOOLS IN THE LANARK LEARNING COMMUNITY</b>	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	11 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, 28 March 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

Break	Holiday dates		
<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 <b>NOT FOR SCHOOLS IN THE LANARK LEARNING COMMUNITY</b>	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.