



Education Resources



East Milton Primary School

Handbook

2015-2016



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1) Introduction by the Head Teacher

Dear Parent/Carer,

I begin this handbook by welcoming you and your child to our school. I hope your child will be happy and enjoy his/her time at East Milton whilst learning skills to equip them for the future.

Opened in August 2014, the new school building allows us to deliver a Curriculum for Excellence in a modern, purpose built, educational environment. The school is a well ordered, pleasant and happy environment in which staff work hard to provide high quality teaching and learning experiences for all our pupils. We believe that in an atmosphere of equal opportunities, positive high expectations and encouragement, pupils will gain self confidence, self respect and will be motivated to achieve their best.

We recognise the importance of working in genuine partnership with parents. You will always be made welcome and it is important that you feel able to come and discuss matters concerning your child/children at any time.

We would also like to take this opportunity to extend an invitation to you to participate in the life and work of the school – as a parent helper, member of the Parent Council or by attending curricular evenings and workshops.

I hope you find this handbook both helpful and informative. Please remember that all staff are here for the benefit of your child/children.

The staff and myself look forward to working in partnership with you.

Lesley Callaghan
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.

2) About our school

East Milton Primary
Vancouver Drive
East Kilbride
G75 8LG

phone number 01355 222346
website <http://www.southlanarkshire.gov.uk/EastMiltonPS/>
email gw14eastmiltonoffice@glow.sch.uk

East Milton Primary School is an interdenominational and co-educational school which is situated within the area of Westwood in East Kilbride. We provide a quality educational experience for nursery children age 3 and 4 and primary aged pupils. At present our school role is 252. Our associated secondary school is Duncannig Secondary School.

Head Teacher	Mrs Callaghan
Principal Teacher(s)	Mrs Gardner, Mrs McEachen, Mrs Sarti
Class Teachers P1	Miss Hutchison
P/2	Mrs McEachen
P2	Mrs McKenna
P3	Miss Elrick/Mrs Mathieson
P4	Mrs Ronald/Mrs George
P5	Mrs Lott
P6	Mr Sadowski
P7	Mrs Sarti

Class Contact Cover Teacher Mrs Johnston

Support for Learning Teacher Mrs McMullen Mon am /Tues am

Nursery Staff
Mrs Black (Teacher)
Miss Goldie (Team Leader)
Mrs McLeod (Early Years Worker)
Mrs Reid (Early Years Worker)

Janitorial Mr Gilroy

School Support Staff
Mrs Scott (Team Leader)
Mrs Dickson
Mrs Johnstone
Mrs Linton
Miss Scanlan
Miss Walker

Active Schools' Coordinator Mrs Corrigan

Cleaning Staff
Ms McLaren (Supervisor)
Mrs Gordon
Mrs Barrett

Kitchen Staff
Mrs Turton (Supervisor)
Mrs Jamieson
Mrs Donaghy

East Milton Primary School Our New Building



The whole school community is delighted with the new school building which opened in August 2014. The school playground is due for completion in April 2015.

The school accommodation comprises of:

- 8 Classrooms
- 50/50 Nursery
- Gym Hall
- Dining Room
- Active Learning Room
- Library
- 3G Sports Pitch



Attendance at school

It is very important for us to work with parents in promoting excellent attendance at school for all children. 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 are asked to follow the guidelines below.

- If you know in advance of any reason why your child is likely to be absent from school, please tell our school office staff, telephone us or let us know in writing. Please also give your child a note on his/her return to school, giving the reason for absence.
- Telephone the school first thing in the morning when your child is going to be absent. The telephone answering system allows parents/carers to leave a message with regard to their child's absence. Let the school know the likely date of return and keep them informed if the date changes.
- If your child takes ill at school, you or your emergency contact will be informed as soon as possible. Should there be a serious accident to a child, the child will be taken to Hairmyres Hospital by ambulance and the parents informed immediately.
- If your child requires to take medicine during the school day, you will be asked to complete a form giving full details, which is then kept with the medicine in the school office.
- Inform the school promptly of any change to the following :-
 - home telephone number
 - mobile number
 - emergency contact details
- Our Parent Council can be contacted by email via our school office by using the following email address office@eastmilton-pri.s-lanark.sch.uk
- It is our aim to work in partnership to achieve the best possible outcomes for all our children and parents, therefore, any concerns or complaints will be dealt with promptly and should be first raised with the Principal Teacher or Head Teacher. This can be done by telephoning 01355 222346 for an appointment or calling in person at our school office to arrange a suitable time to meet. At this time agreement would be reached as to how best to progress and any other relevant personnel would be asked to become involved e.g. class teacher, other South Lanarkshire personnel.
- We do not provide teaching by means of the Gaelic language (as spoken in Scotland)
- For parents offered or seeking a place in East Milton please make contact in person or telephone our school office on 01355 222346 and we will be happy to meet with you and organise a visit for you and your child.
- For children who are beginning Primary 1 in August in East Milton, a series of visits will be organised before the summer holidays. This will allow the children to visit our Primary 1 class and gain in confidence, ready for the excitement and challenge of starting school! We also ask the parents of our new Primary 1 children to join us for an informal meeting so that you too are informed and relaxed about your child's new learning journey in East Milton.

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 a parent/carer we want you to be:

- Welcomed and given an opportunity to be involved in the life of the school;
- Fully informed about your child's learning;
- Encouraged to make an active contribution to your child's learning;
- Able to support learning at home;
- Encouraged to express your views and be 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 please contact the school office.

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

We promote an ethos based on inclusion, mutual respect, fairness and equal opportunity. We promote high expectations in all our pupils and endeavour to provide a consistently high quality educational experience for our children, in partnership with all our parents, carers and other partner agencies. The school community identified our values as; wellbeing, respect, teamwork, achievement, excellence, friendship, kindness and courage and these are embedded in the school ethos.

We celebrate our children's achievements regularly through a series of class rewards including stickers and house points. At a whole school level we regularly celebrate our children's achievements with a weekly presentation of certificates which are awarded for many reasons including positive citizenship and educational achievement. Our Pupil Council, House Captains, Eco Committee, Fairtrade Committee, Web Committee, Health and Wellbeing Committee and Junior Road Safety Officers (JRSO) help promote our children's views in school and take forward initiatives which enhance the learning experience of all our pupils.

We work in partnership with our local community, including our library, local churches, all schools within the Duncanrig Learning Community, Active Schools Co-ordinator, local nursing homes and Westwood Community Council: all of which motivates our children, promotes positive citizenship and fosters good relationships.

5) The Curriculum

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

In East Milton Primary School our learning and teaching activities are based on the outcomes and experiences in the guidelines that all schools have for Curriculum for Excellence. We place a strong emphasis on health and wellbeing, language and literacy and mathematics and numeracy.

Our Health and Wellbeing curriculum aims to develop in pupils the knowledge, understanding and skills, capabilities and attributes necessary for mental, emotional, social and physical wellbeing.

Literacy is the key to all learning and staff ensure that it is a central part of our planning across all areas of the curriculum.

Mathematics is important in everyday life. Teachers use a variety of resources to support learning in this area and are moving towards using “Active Maths”, throughout the school.

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

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.



Curriculum for Excellence in action in East Milton



At East Milton, children develop their skills, knowledge and understanding in a variety of ways through the experiences and outcomes included in the Curriculum for Excellence. Through a happy and secure learning environment, children are encouraged to work hard and reach their fullest potential.



We can find the number name to match the number we hear. It's fun outside!



At the end of my topic about the Egyptians, I wrote about: what I learned, what and how we shared our learning and what I liked best. Here it is in my learning log.



We explored money management with visitors from The Royal Bank of Scotland. We had to work as a team to create a business.



I can find letters of the alphabet.



We used our topic vocabulary to create and design a wordsearch. The next team had to complete the search.



Responsible Citizens



Fundraising for Children in Need

Confident Individuals



Using technology to problem solve

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

We are a non-denominational school which promotes cultural diversity. Our local minister leads some school assemblies where the focus is on moral values. Parents and friends are regularly invited to our class assemblies throughout the year.

Pupils are encouraged to link positive moral values to their everyday lives by supporting and caring for others. This is done by voluntary involvement with charities chosen by the Pupil Council each year.

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.

Any parent wishing to withdraw their child from religious observance should put this in writing to the head teacher.

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

Pupil progress is continually assessed by teachers. It is built in to the children's learning experiences and enables us to provide an accurate picture of progress within Curriculum for Excellence Outcomes and Experiences. Outcomes represent what the pupil will achieve and we often explain this, using statements such as 'I will be able to...' or 'I can...' whilst Experiences describe the learning.

Evidence of learning will come from children's achievements and through things they write, explain, do and make. For example evidence will come from discussion, practical work, performances and presentations as well as written assessment tasks. We also make regular use of photographs and video clips during learning experiences.

Pupils also regularly use peer and self assessment where we work with them to assess their work using agreed success criteria. Teachers explain to pupils what they need to do to improve and identify the pupils' next steps in learning. We review learning outcomes regularly to ensure that children have appropriate challenge and support.

7) Reporting

Reporting is ongoing and comprises 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 how your child is progressing 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

Every year, children experience the transition from one class to the next. This is particularly important for the children moving from Nursery to Primary 1 and Primary 7 to S1.

At East Milton the transition of children from nursery to primary 1 is focussed on the child at the centre and through sharing the experience with their parents and carers.



During transition visits, parents are invited to share information about uniforms, lunch and snack procedures, gym uniform and daily class routines

Transition visits for nursery children with Class Teacher and Nursery Teacher.

Meet the Teacher parents' evening takes place early in the new term. This allows for the continuation of good communication between parents and teacher.

Hints and Tips for preparing your child for school: read with your child, look for simple sounds and words, count with your child and talk about school.

Active Learning is an integral part of your child's daily learning both within and outwith the nursery and is continued into their primary education.

I made a cup with a straw. I used paper and rolled it to make the shape.



I made a map of the way to get home from school.

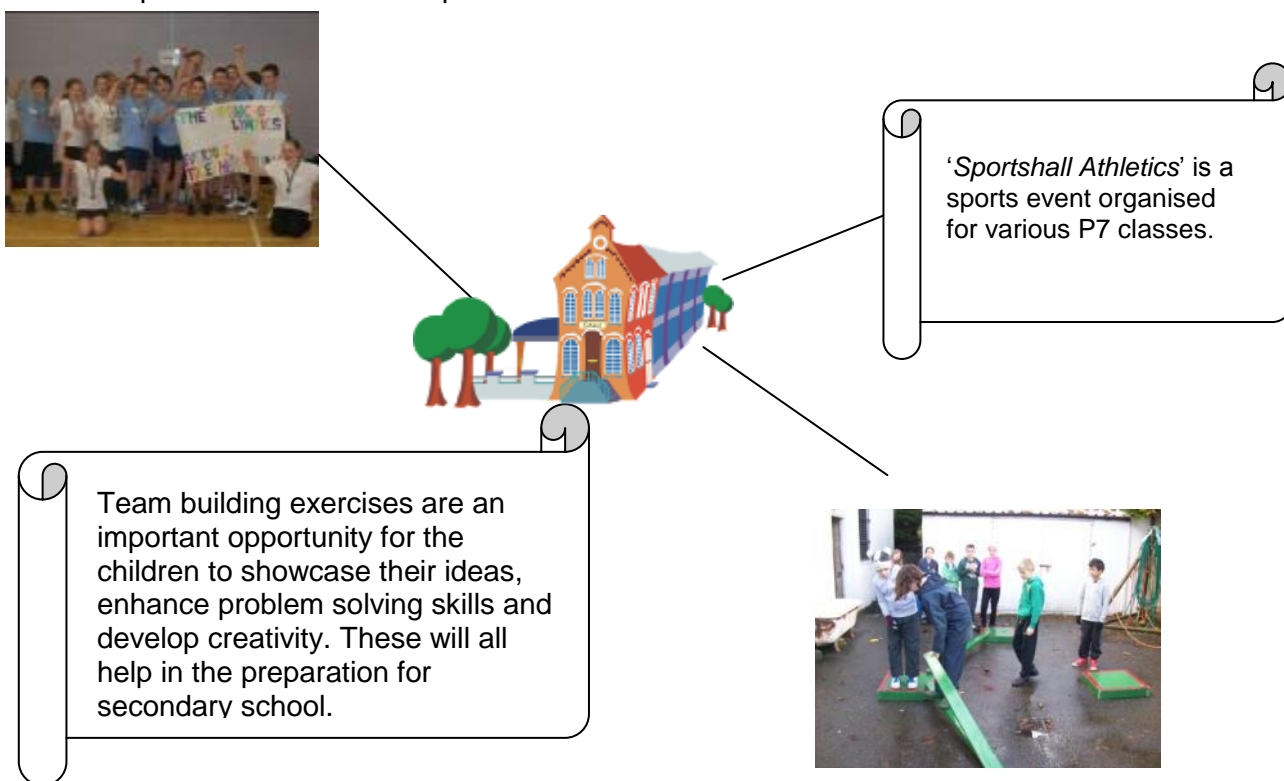


The children in primary 7 are introduced to their secondary school through a programme of visits. A representative from Duncanrig Secondary School visits the children and shares information first hand. Parents and children are also provided with opportunities to visit the secondary school.

Various departments within Duncanrig also organise events for the Primary 7 children to welcome them to their school community.

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.

9) Support for Pupils

Getting it right for Every Child

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 head teacher 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)

We make every effort to identify learning or behavioural challenges to learning from an early stage. A staged intervention process starting at class level is used and may eventually enlist the support of partner agencies. Appropriate strategies are put in place to remove any barriers to learning and support the pupil. This is carefully monitored and reviewed regularly in partnership with the parent or carer. Additional Support Needs can be long or short term.

Mrs McMullen, our Support for Learning Teacher, works with us to monitor and support our children and when we identify a child with a significant need a programme of support is put in place, again working in partnership with the child and their parent/carer. A small number of children may require an ASP (Additional Support Plan) or a CSP (Coordinated Support Plan).

We work with a further range of support services including, English as an Additional Language Teacher, Autism Outreach Services, Psychological Services, Speech and Language Therapy, Occupational Therapy and Behaviour Support Outreach. These supports would only be used after full consultation and agreement with the child's parent/carer.

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

10) School Improvement

We use school improvement planning to effect positive change and improvement to our curriculum and other aspects of school life.

Our school aims below form part of our plan.

- Ensure consistently high standards of achievement and attainment for all our learners
- Ensure all learners are motivated and actively involved in their own learning and development
- Promote an ethos where staff recognise their professional and personal responsibilities and are positively supported in their own professional development
- Work collaboratively and effectively with community organisations and partner agencies to support children and families
- Ensure that the education we provide addresses the individual needs of all our children, taking forward the principles of best practice gained from national and local guidance
- Implement South Lanarkshire Council's policies, school guidelines, national priorities and all current legislation to ensure improved practice
- Support staff to give of their best, support their achievements and encourage the development of potential leadership
- Continue to develop partnership working and evaluate this effectively to ensure it makes a positive difference to the quality of support for children and other partners.
- Our environment for learning will be safe, pleasant and stimulating with well considered use of space and resources
- Have a clear vision, for our future, gained through consultation and consideration of local and national priorities and which reflects positive attitudes to equality and diversity

Each year priorities are identified for development. Staff, pupils and parents are involved on an ongoing basis throughout the year. The head teacher reports annually to the Parent Council on the progress of these priorities. This year the Improvement Plan includes these priorities:

- ✓ To improve the planning format for Maths and Numeracy
- ✓ To embed active learning approaches in the teaching of Maths and Numeracy
- ✓ To improve tracking and monitoring mechanisms in Maths and Numeracy
- ✓ To effectively use ICT to enhance teaching and learning
- ✓ To embed Stonelaw Reading Strategies throughout the school
- ✓ To deliver a progressive French curriculum from Nursery to Primary 7
- ✓ To introduce a Spanish Curriculum to Primary 5,6 and 7, with a focus on the geography and culture of Spain
- ✓ To further enhance the transition experience through development of improved transition procedures and information sharing at points of transition
- ✓ To continue to use GIRFEC principles to improve outcomes for our pupils

As part of Curriculum for Excellence we endeavour to ensure a wide range of experiences for our pupils and we continually review our practice throughout the year as we strive to continually improve attainment and achievement.

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 and Customs), Child Tax Credit only (where your income does not exceed £16,010 gross per annum as assessed by the HM Revenues and 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 primary 4-7 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.

East Milton Primary strongly supports the wearing of school uniform by all children.

Our uniform is as follows:

- Waterproof red fleece with school badge
- Black trousers or black skirt
- White shirt and school tie
- Red sweatshirt or cardigan with v-neck and school badge
- White polo shirt to be worn on days when pupil participates in PE
- Red and white checked dress (an alternative for summer weather)
- Black shoes

Ties, fleeces, sweatshirts and cardigans are available for purchase from the school office.

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

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

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

Support for parent/carers

Clothing grant

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

Application forms for clothing grant are available from the Council's website:

www.southlanarkshire.gov.uk or from Q and A Offices, Audit and Development 01698 453504/453505/453213, the school or Education Resources, Almada Street, Hamilton, phone 01698 454545.

School hours/holiday dates

School starts at 9am and finishes at 3pm. We have a morning interval between 10.40am and 10.55am and lunch is from 12.30pm until 1.15pm. Please see the attached list at the end of the handbook showing holiday dates.

Enrolment – how to register your child for school

We welcome any parent wishing to enrol their child at East Milton to come and look round our school. Please call at our school office or phone 01355 222346 and we will be happy to make a suitable arrangement with you.

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, phone 01698 454102. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

Enrolment date for 2015 is week commencing 12 January 2014. During enrolment week parents of any child who will be five years old between 1 March 2015 and 28 Feb 2016 must register their child at their local catchment school. Please call our school office to make an appointment and we look forward to meeting you then.

Please be aware;

- only a parent can register a child
- you must bring your child's full birth certificate
- you must bring two proofs of residency e.g. council tax statement, bank statement, utility bill etc

Flying Start date

The date for new Primary 1 pupils starting to attend full days in 2015 has still to be confirmed.

Transport

(i) School Transport

South Lanarkshire Council has a policy of providing school transport to primary pupils who live more than one mile by the recognised shortest walking route from their catchment school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or Education Resources, Hamilton, phone 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 phone 01698 454102.

(ii) Pick-up points

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

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

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

Insurance for schools – pupils' personal effects

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

(i) Theft/loss of personal effects

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

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

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

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

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

(ii) Damage to clothing

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

Family holidays during term time

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

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

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

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

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

The school holiday dates and in-service dates are available from the website www.southlanarkshire.gov.uk

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 Educating 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.

Keeping Safe Online

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

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

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. (phone 01698 454545) or email us at: education@southlanarkshire.gov.uk or visit the website 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 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	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	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

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

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

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

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

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

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

Standards in Scotland's Schools (Scotland) Act 2000 –
<http://www.legislation.gov.uk/asp/2000/6/contents>