



Education Resources



Law Primary School & Nursery Class Handbook 2014

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

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

1)	Introduction by the headteacher
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Our mission statement:

Law Primary School and Nursery Class aims to create an effective, organised and caring community. We are committed to developing the potential of all pupils and staff in an atmosphere and ethos of trust, co-operation and mutual respect in partnership with parents/carers and the wider community.

In an environment like this effective learning and teaching will take place ensuring each individual aspires to and realises their full potential, academically, socially and emotionally.

In our School we aim to:

- Promote an all round education of the highest possible quality where we further develop a climate of mutual respect with every person in our whole school community.
- Provide equality of opportunity within our school and full social inclusion for children of all ages, abilities and backgrounds.
- Promote the highest quality of learning & teaching with educational opportunities maximised, including development of enterprise skills.
- Further strengthen and develop our partnership with home and the wider community.
- Maintain high and realistic expectations for all our pupils in order to ensure that they develop their full potential.
- Emphasise responsibility for one's own learning, encouraging social and personal development, producing young people who can effectively contribute to society.

Our school motto is:

Go for Gold

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
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SCHOOL NAME Law Primary School
ADDRESS Lawhill Road
Law
Carluke
South Lanarkshire
ML8 5HA



TELEPHONE 01698 350816
WEBSITE ADDRESS www.law-pri.s-lanark.sch.uk
E-MAIL ADDRESS office@law-pri.s-lanark.sch.uk
STAGES PROVIDED FOR Nursery - Primary 7
PRESENT ROLL Primary Classes (243) Nursery Class (50/50)
DENOMINATIONAL STATUS Non-denominational

Senior Management Team

Mrs Vicky Quinn - Head Teacher
Mrs Anne Jessimer - Depute Head Teacher

Teaching Staff

Miss A Gibson	-	Class Teacher	Primary 1
Miss K Murie	-	Class Teacher	Primary 1/2
Miss L Vickers	-	Class Teacher	Primary 2
Mrs C McAuley	-	Principal Teacher/Class Teacher	Primary 2/3
Miss G McGuinness	-	Class Teacher	Primary 3
Mrs L Gibson/Mrs A Myszker	-	Class Teacher	Primary 4
Mrs C Kiamari	-	Class Teacher	Primary 4/5
Mrs G Kerr	-	Class Teacher	Primary 5/6
Mrs K Shields	-	Class Teacher	Primary 6/7
Miss L Dodds	-	Class Teacher	Primary 7
Mrs CA McCann	-	Class Teacher - Class Contact Cover teacher	

Total number of teaching staff 12 FTE

Senior Management 2

Total number (FTE) 14

Nursery

Miss J Russell	-	Nursery Teacher
Mrs A Britton	-	Early Years Worker
Mrs G Martucci	-	Early Years Worker
Mrs L Kane	-	Early Years Worker
Mrs R McLaughlin	-	Early Years Worker

Team Leader

Mrs K MacKenzie	-	30hrs
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School Support Assistants

Mrs P Allan	-	27½hrs
Mrs N Docherty	-	27½hrs
Miss H Coutts	-	16½hrs
Mrs L Bryce	-	27½hrs
Mrs D Melvin	-	11 hrs
Mrs V Riley	-	16½hrs
Mrs E Blades	-	15hrs
Mrs R Hinshelwood	-	10½hrs
Mrs M Watson	-	16hrs



Facilities Staff

Mr J Wallace	-	Janitor
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Ancillary Staff

Ms Davena Cumming	-	Cleaning Supervisor
Ms M Cossar		
Ms J Rumbsy		
Miss J Semple		
Ms H Little		



Catering Staff

Ms E Pearson	-	Catering Supervisor
Mrs C McClair		
Ms M Collins		

PARENT COUNCIL E-MAIL

lawparentcouncil@gmail.com

Home and School Links

In Law Primary School, we place a great deal of importance on the support, co-operation and interest shown by parents/carers. There is an invitation for them to visit the school to discuss any matter of mutual concern or indeed to discuss their child's progress and development. A telephone call or letter before such a visit would ensure the availability of the relevant member of staff.

Attendance at School

It is important for the school to work with parents/carers 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 and 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 first thing in the morning when your child is going to be absent. 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 number
 - * email address
- Requests for your child to be absent from school to make an extended visit to relatives must be made in writing to the head teacher, detailing the reason, destination and duration of absence and arrangements for their continuing education. On these occasions the pupil will be marked as an authorised absentee in the register.

Working together – here is what we are trying to achieve

We wish to give parents/carers every opportunity to become more involved in their child's education.

Schools and establishments should be the first point of contact for parents/carers who wish to discuss issues about their child. Our aim is to resolve issues at a local level. Education Resources wishes to promote liaison among schools, members of Parent Council, parents/carers and other services. We wish to provide advice and support to Parent Councils, parents/carers.

All enquires and concerns received from parents/carers are taken seriously. In order to ensure that enquiries are dealt with effectively, contact should be made in the first instance with the school.

Further parental enquiries and concerns can be discussed with the "Parental Involvement Team" on 01698 454375

Please note that South Lanarkshire Council also has a Complaints Handling Procedure called 'Have Your Say'. More information about this can be obtained from our school office/foyer.

If your child has been offered a place at Law Primary School and Nursery Class as a consequence of enrolment or application, arrangements will be made for them to visit the school prior to admission. This gives children and their parents/carers the opportunity to become familiar with the school. Staff will be on hand to answer any questions.

If your child is being, or has been offered, a place at Law after a session has started, the parent/carer may request a preliminary visit to the school and a chat with a member of the senior management team.

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

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

As parents/carers we want you to be:

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

To find out more on how to be a parent helper, or a member of the Parent Council 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
- 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
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Law Primary School and Nursery Class aims to create an effective, organised and caring community. We are committed to developing the potential of all pupils and staff in an atmosphere and ethos of trust, co-operation and mutual respect in partnership with parents/carers and the wider community.

In an environment like this effective learning and teaching will take place ensuring each individual aspires to and realises their full potential, academically, socially and emotionally.

Here is what some of children think about their school:

Law Primary School is caring, friendly and welcoming.

Law Primary School is a good school. I feel safe in it and have lots of friends

Here are some of the comments made by visitors to our school:

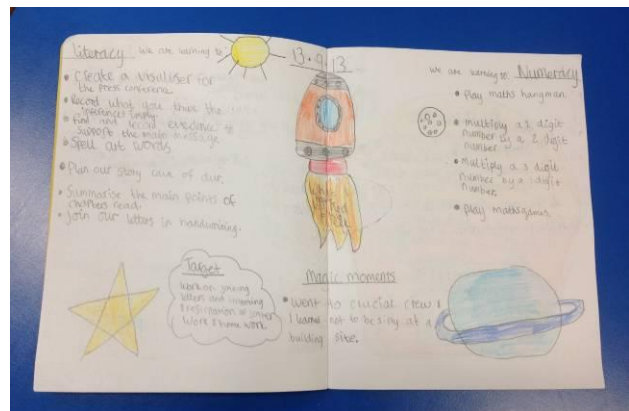
Fabulous! Very helpful and lovely to see the children in their class.

November 2013

Brilliant to see all the children enjoy the tasks set by the teacher and to see what's going on in terms of learning.

November 2013

Law Primary School and Nursery Class has an exceptionally positive ethos. We value our pupils, staff, parents/carers and members of our wider community. We take pride in our many achievements and take time to reflect on and celebrate the successes our children experience. For example, this is done through the presentation of Star Awards at weekly assemblies, our achievement section in the monthly newsletter, our target walls and our Learning Logs and Profiles.



We also encourage parents/carers and children to share information about their wider achievements through our Wider Achievement section in the Learning Log and through our Wider Achievement Wall



Here's what some of our children said about our Wider Achievement Wall:

The Wall is good because people see our achievements.

I like the wall. You get to find out what other people are doing and what their hobbies are.

Our school is proud of its place in the community and works with local partners to benefit those who live around us. For example we have strong partnerships with the Carluke Development Trust and Law Community Trust.

Better Behaviour, Better Learning

We actively promote positive behaviour and the maintenance of good discipline. The school approach is called 'Go for Green'. By promoting positive behaviour, we encourage the children to be responsible for their own behaviour and to apply self-discipline.

It is the responsibility of all staff within the school to promote positive behaviour and to keep parents/carers informed of how their child is behaving. The senior management team review behaviour on a weekly basis and work to ensure that all stakeholders are committed to and are involved in the creation of a positive school ethos which encourages good behaviour. Equally, the school, while trying to promote positive behaviour, must support young people should incidents of bullying occur. Parents/carers have a significant role to play in working with the school so that teachers, parents/carers 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/carers, can work together to create a learning environment in 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 our children and staff.

5)	The Curriculum
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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 in life in the 21st century.

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

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

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

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

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



Our children demonstrating their Active Literacy skills.



An exhibition of our art and design skills.



Numeracy skills in action!

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

Rights of Parents / Carers

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

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

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

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
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At Law Primary School and Nursery class we believe that the most effective way to build a profile of children's achievements and attainments is to gather evidence from a range of different sources. We recognise that no single source will provide the information we need and therefore use a mixture of standardised assessments, school assessments and ongoing daily teacher assessments. We track, record and monitor the children's attainment as well as their wider achievements.

The data we collect is reviewed regularly by the Senior Management Team to ensure that every child is achieving all that they can to be the very best they can be.

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

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

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

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

8)	Transitions
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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 scho

We will also provide you with information at this time on events designed to let P7 children visit the secondary school and 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
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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 headteacher in a primary school and the pupil support teacher in a secondary. If you have any concerns you should speak to the Named Person who will work with you to address any issues and to ensure that your child gets any help needed at the right time.

More information can be found on:

www.girfecinlanarkshire.co.uk and
www.scotland.gov.uk/gettingitright

Support for All (Additional Support Needs)

It is not unusual for some children to find aspects of his/her learning challenging. We try to identify challenges in learning as soon as possible and to provide appropriate support. We have a comprehensive and targeted support programme within school. If more additional support is required the Extended Support Team, based in Carluke Learning Community Offices, will be called upon for consultation and advice. The Educational Psychologist is also available for consultation and direct input, as are a number of specialist support bases, depending on the area of expertise which needs to be accessed.

Some children may require a plan to coordinate the support which is being provided. This could be an Additional Support Plan (ASP) or, where a number of different professionals are involved in working with and supporting a child, a Co-ordinated Support Plan (CSP).

We also monitor and identify more able children who require additional challenge and/or extension to ensure that their needs are fully met.

At all stages of support we will communicate with parents/carers to keep them informed about their child's progress. The staff at Law work in partnership with parents/carers and a range of professionals to ensure positive experiences in learning.

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
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Every session our school and nursery class set out improvement priorities for the year ahead and review the priorities from the previous session. This is done in full consultation with all stakeholders.

Our main achievements from Session 2012-13 can be read in our 'Improvement Plan 2012-13 End of Session Update'. A copy of this can be obtained from the school office. A summary of the areas in which we made progress is noted below:

- We successfully took forward Curriculum for Excellence Sciences
- We successfully took forward Curriculum for Excellence Social Studies
- We successfully developed links across learning within Early Level. Our success in this area was endorsed by an HMIE Impact Visit in 2013
- We continued to develop approaches to learning and teaching
- We experienced further success in continuing to take forward Curriculum for Excellence Literacy and English
- We successfully promoted increased engagement with Getting It Right For Every Child (GIRFEC) and further developed understanding and awareness of Additional Support Needs

Improving Standards:

At Law Primary School and Nursery Class we are committed to improving standards in relation to all curriculum areas. However, we have a particular focus on driving up standards in the core areas of Literacy and English, Mathematics and Numeracy and Health and Well Being. We have made great progress in relation to this in the following ways:

- We have introduced Active Literacy approaches throughout the school which is having a positive impact on children's literacy skills
- We have introduced programmes of handwriting and grammar which, early indications show, are leading to improvements in children's written work
- We have continued to improve learning in Mathematics and Numeracy. This session we have focused specifically on developing children's skills in mental maths, problem solving and financial education

- We have continued to develop our approaches to planning for Health and Well Being. We also engage in a wide range of Health and Well Being related activities which have helped to enhance learning in this curriculum area

Plans for Improvement:

Every session we write a school improvement plan. This helps us to continue to move forward in a structured and focused way. The key outcome is to ensure we are providing the best possible learning experiences and opportunities for our children. Here are our main priorities for session 2013-14:

- To continue to take forward Curriculum for Excellence ICT
- To continue to take forward Curriculum for Excellence Numeracy and Mathematics focusing specifically on mental maths, problem solving capabilities and financial education
- To continue to take forward Curriculum for Excellence Social Studies
- Consolidate and build on progress made within Early Level
- To further develop approaches to learning and teaching
- To continue to take forward Curriculum for Excellence Literacy and English
- To continue to promote increased engagement with Getting It Right For Every Child (GIRFEC) and further develop understanding and awareness of Additional Support Needs

We will continue to engage in a cycle of review and planning of priorities each session. Each year priorities will be set based on our discussions with stakeholders and taking their views into account. Although it is hard to predict exactly what these future priorities will be, it is likely that they will be associated with the following key areas:

- Curriculum for Excellence
- Getting it Right for Every Child
- Teaching and Learning
- Self Evaluation and Review



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 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 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.

The school uniform is:

- grey trousers/skirt/pinafore
- grey jumper/cardigan or royal blue sweatshirt
- pale blue shirt or blouse or white polo shirt
- Law Primary School tie

Gym uniform is:

- navy/black/royal shorts
- white polo/t-shirt - plane or with school logo
- navy/black/royal jogging bottoms
- royal blue sweatshirt - plane or with school logo



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/Free School meals

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

We would encourage families, if they are eligible, to apply for these benefits.

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

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

School hours/holiday dates

Morning Session	-	9.00am to 12.15pm
Interval	-	10.30am to 10.45am
Lunch	-	12.15pm to 1.00pm
Afternoon Session	-	1.00pm to 3.00pm



Nursery Times

Morning Session	-	9.00am – 11.45am
Afternoon Session	-	1.00pm – 3.45pm

Holiday dates (including in-service days) are provided for the forthcoming session in the appendices.

Enrolment – how to register your child for school

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

Enrolment date for 2013 is week commencing 13 January 2014.

Arrangements are made for pre-school children to visit the school during the summer term prior to admission. This gives the children and parents/carers the opportunity to become familiar with the school and to share this new and enjoyable experience. Staff will be on hand to answer any questions which may arise.

Flying Start Date

Please note that, when Primary 1 children begin in August, they attend for the morning session only until Monday 25th August 2014 when they will begin attending school for full days.

Transport



School transport

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

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

(ii) Pick-up points

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

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

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

Any information on transport appropriate to the school should be mentioned.

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 follow the advice and guidance contained in "South Lanarkshire Child Protection Interagency Guidance and Education Procedures".

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

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

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

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

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

Keeping Safe Online

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

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



Information on emergencies

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

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

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

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		
First Term	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)
Second Term	Re-open	Monday	6 January 2014
February break	Close on	Friday	7 February 2014
	Re-open	Wednesday	12 February 2014
Spring break/Easter	Close on	Friday	4 April 2014 (63)
	Re-open	Tuesday	22 April 2014
Third Term			
Local Holiday	Closed	Monday	5 May 2014
Local Holiday	Close on Re-open on	Thursday Tuesday	22 May 2014 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		
First Term	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)
Second Term	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
Third Term			
Local Holiday	Closed	Monday	4 May 2015
Local Holiday	Close on Re-open on	Thursday Tuesday	21 May 2015 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.

Appendix A

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

Contact Details

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

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

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

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

Parental Involvement

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

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

School Ethos

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

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

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

Building Curriculum for Excellence Through Positive Behaviour and Relationships outlines the Scottish Government's priority actions around positive behaviour in schools and is also a source of support – <http://www.scotland.gov.uk/Publications/2010/06/25112828/0>

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

Curriculum

Information about how the curriculum is structured and curriculum planning –

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

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

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

Advice, practice and resources to support the experiences and outcomes on literacy, numeracy and health and wellbeing –

<http://www.educationscotland.gov.uk/learningteachingandassessment/learningacrossthecurriculum/responsibilityofall/index.asp>

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

http://www.educationscotland.gov.uk/resources/b/genericresource_tcm4725663.asp?strReferringChannel=parentzone&strReferringPageID=tcm:4-634353-64

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>