



Education Resources

# Carnwath Primary School Handbook 2020



# **'I Dare'**

***A thousand years ago a relative of the Scottish king, Kenneth II, was killed by the Picts, a tribe of warriors who lived in Scotland.***

***The king was very upset about this and so he offered a large reward to anyone who would bring back the body of his relative.***

***At first nobody was bold enough to take on such a dangerous job. Eventually however one brave man from the king's court came forward and agreed to try.***

***He came to the king and said 'Dalziel' which means 'I Dare'. He set off into a dangerous part of the country and he rescued the body and brought it back to the king.***

***The king was very pleased, so, in memory of the event he named the man and his family Dalziel and allowed him and his descendants to have a family crest or badge which featured a man, along with the motto 'I Dare'.***

***Later the Dalziel family became Earls of Carnwath, so the motto 'I Dare' became associated with Carnwath.***

***'I Dare' appears on our school badge because we believe that all children who attend Carnwath Primary School should be willing and eager to face challenges in a confident manner.***

***Children of Carnwath Primary..... be bold and challenge yourself!***

***Dare to aim for excellence!***



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'I Dare'

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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: 0303 123 1023

Email: [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk)

## Introduction

Enclosed you will find some points of interest about Carnwath Primary School.

We hope you find this handbook helpful. If you wish further clarification please do not hesitate to call at the school, preferably telephoning to make an appointment, when we will be pleased to assist you in any way we can.



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.

It is hoped that, with your support and the support of other parents, the school can work together in creating an environment where children can be successful learners, confident individuals, effective contributors and responsible citizens.

Curriculum for Excellence has now been introduced across Scotland for all 3-18 year olds: wherever they learn. It aims to raise standards, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world.



Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together. Glow, Scotland's unique, world-leading, online network supports learners and teachers in this.



## School ethos

By 'ethos' Her Majesty's Inspectors of Education (HMIE) mean the relationships in the school, how well children are cared for and treated and how much is expected of them in all aspects of school life.

HMIE commented positively on the ethos of our school:

'... children are polite, well behaved and motivated. They are developing a good understanding of their own progress. They have a strong voice in the school and influence improvements. Across the school children work very well together and willingly take on responsibilities.'

'There is a very positive ethos of teamwork among staff. Staff willingly take on additional responsibilities.'

Key strengths from our inspectors were:

- Motivated and confident children who contribute very well to the life of the school and wider community through their involvement in decision-making.
- Approaches to developing children's competence in French across the nursery and school.
- The positive, welcoming and inclusive ethos.
- Partnership with parents in the nursery to improve learning.
- Teamwork and staff commitment to work together to improve the nursery and school and the Head Teacher's vision for the school.



Shoebbox Appeal



Harvest Collection

Children's Views of our School:

- I think we do well with respect!
- The teachers always help you when you need it.
- I think this school makes learning more fun and the staff help you a lot when you need help. Overall I think this school is really good.
- We are respectful.
- We listen.
- We are helpful.
- We are fair

## School information

Carnwath Primary School and Nursery Class  
White Crow Court, Carnwath, Lanark ML11 8GZ

Phone: 01555 840263

E-Mail: [office@carnwath-pri.s-lanark.sch.uk](mailto:office@carnwath-pri.s-lanark.sch.uk)

Website: <http://www.carnwath-pri.s-lanark.sch.uk/wordpress/>

### Teaching staff (2019/20)

Head Teacher: Mrs Pamela L. Easton

Principal Teacher: Mrs Sharon Alexander

Nursery: Mrs A Coubrough / Mrs K Bailie  
Miss L Stewart / Mrs L Shaw / Mrs K Stuart / Mrs L Cairns  
Primary 1: Mrs A Smart / Mrs L McLeod-Kerr  
Primary 2: Mrs L McRae  
Primary 3/4: Mrs K Bailie / Miss F McLuggage  
Primary 4/5: Miss L Stewart  
Primary 5/6: Miss M Reid  
Primary 7: Miss M Smith

### School Support Staff:

Mrs J Clydesdale (Team Leader)  
Mrs T Porteous / Mrs H Cochrane  
Mrs K Shearer / Mrs E Scott

### Facilities Assistants

Facility Assistant (Janitorial): Mrs F Clyde  
Facility Assistant (Catering): Ms L Carmichael

Catering and Cleaning staff:  
Mrs S Whyte, Ms K Brownlie, Mrs T Jefferson

First Aider: all Support Staff

Carnwath Primary School and Nursery Class is a non-denominational and co-educational school that caters for girls and boys between the ages of three and twelve and a half years of age, i.e. Nursery to Primary 7. We currently have a school roll of 125 and a nursery roll of 32.

### Parent Council

Mr David Welsh is the chairperson of the Parent Council and can be contacted via the school office.

## School hours

The primary school day is arranged as follows:

9.00 a.m. – 3.00 p.m.  
Interval: 10.30 a.m. – 10.45 a.m.  
Lunch: 12.15 p.m. – 1.00 p.m.

### **Nursery Class**

9.00 a.m. – 3.00 p.m.

## Early Years

The school has a nursery class which provides a learning environment for young children. Parents from any area may apply for their child to attend nursery class, however this does not mean that children will automatically transfer to primary education in the school. To find out more about the nursery please contact the school office.

All children who move from early years to primary education must register separately for school in the month of January.

## Schools Modernisation

As part of South Lanarkshire Council's investment in improving school buildings, a new primary school, with nursery class, was opened in April 2015.



## Visiting the school

If you would like to visit the school because you have been offered a place for your child or you are seeking a place for your child please phone the office to make an appointment. This will ensure that there is someone free to show you around and tell you about our school.

## **Learning Community**

A Learning Community is made up of a secondary school, the local primary schools, early years establishments, early years partners and schools and bases which provide specialist additional learning services. Each Learning Community is managed by a Head of Education (Area).

**The Head of Education covering the Biggar Learning Community is:  
Mrs. Carole McKenzie**

Our Learning Community develops ways of working between establishments and with other agencies and organisations to ensure services are responsive, accessible and are delivered as effectively as possible. All the establishments and services in our Learning Community share priorities for improvement and are involved in the deployment of additional support to meet the needs of the child and family.

## **Pupil absence**

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

- If you know in advance of any reason why your child is likely to be absent from school, please tell someone at the school, phone 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 the absence
- Notify the school first thing in the morning (before 9.30am) 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
- Inform the school of any change to:
  - Home phone number
  - Mobile number
  - Emergency contact details

## **Medical and Health Care**



When a pupil takes ill during school, parents or emergency contacts are informed and if possible arrangements are made for the pupil to return home. It is important that the school has a note of an emergency contact person in case of accidents. When we are unable to get in touch with a parent or emergency contact we will take the necessary steps to look after the child. This could include taking the child to hospital.

Parents should inform the school of any medical problems regarding their children. Please note that medicines cannot be administered unless parents have completed an official consent form, available from the office, and brought the medicine to school in the original container, including the pharmacist's label giving the dosage instructions. All medicines must be brought to school and collected from school by an adult and not a child.

### **We are a nut-free school**

Several of our pupils suffer from a serious allergic reaction when they come into contact with nuts or products containing nuts. The condition could be life threatening. Procedures are in place in the school to deal with a medical emergency but, with the children's safety in mind, parents are asked to co-operate in helping make Carnwath Primary School and Nursery Class a 'nut-free zone'.

We would ask that you do not give your child nuts or nut products to bring to school as a playtime snack or for a packed lunch.

### **Diabetes Care**

In June 2016 we were delighted to be awarded the 'Good Diabetes Care in School Award' by Diabetes UK for our support of diabetic children within school.

## Parental involvement

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

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

As a parent / carer we want you to be:

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



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

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

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

## Partnership with parents: homework

The school endeavours to establish a close working relationship with parents. Parental help and interest in the work that the children do in school is of great value. There are many ways in which you can help your child but by far the most important is to give your child generously of your time:

- ✓ time to hear reading,
- ✓ time to discuss what has been done in school
- ✓ time to help to use leisure time profitably.

Parents are always welcome to call at school to discuss the progress of their children.

Children receive homework throughout the session and details are written in a pupil's Home-School planner which is issued to each child (P1-7) in August.

## Partnership with parents: communications



We have a parental app which allows us to communicate regularly with all parents. This allows us to send you messages about what is happening in school but also contains a diary which lets you look ahead to events that may interest you. Our website contains details of what has been taking place in school, upcoming events, details of school policy and procedures and curricular information for parents. School news can also be found regularly in the Carnwath section of the 'Lanark Gazette'.

Pupils Home–School planners are also designed in such a way as to allow teachers and parents to communicate informally on a daily basis.

A suggestion/comment/complaint box is located at the school entrance for parents wishing to express their views on the service we provide.

A meeting with parents of new entrants is held in June each year to provide general information about the school and a further meeting is held in August/September to look at the Early Level school curriculum.

Information meetings are held as appropriate during the session in order to allow parents to keep abreast of changes in the curriculum and the way it is taught. Parents are also invited in to school for class open afternoons, assemblies and shows.



Parent - Pupil - Teacher meetings with your child's class teacher are held in October and March. Parents get the opportunity to view their child's work at this time as well as seeing the many materials used by your child at school. A report card for your child is also issued in June.

# Partnership with parents: Better Behaviour, Better Learning

## 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 in.

We currently:

- ✓ have a school anti-bullying policy
- ✓ have a 'Respect Me!' Committee which meets to discuss how we can improve bullying issues. This Committee has representatives from each class.
- ✓ regularly discuss 'respect' with pupils
- ✓ have assemblies where bullying issues are a focus
- ✓ undertake curricular work in class within Health and Wellbeing where bullying is a focus
- ✓ investigate, log and deal with all bullying incidents that come to our attention
- ✓ use 'Cool in School' throughout the school
- ✓ review our procedures for dealing with bullying, in consultation with staff, parents and pupils

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 pupils and staff.

In addition, a guideline (Promoting Positive Relationships and 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.

At the start of each session each class discusses their rights and responsibilities. This reminds them of the kinds of behaviour we expect in school. We use the 'Good to be Green' system to encourage and reward positive behaviour. Behaving appropriately means children can earn small treats and weekly Golden Time. Children are also aware that if they do not behave appropriately then there is a series of consequences which are applied consistently and fairly by all staff. Parents are issued with a letter regarding the 'Good to be Green' system in August each year. Pupils, parents and staff regularly review the system in order to improve it.

For such a system to work satisfactorily we depend very much on the continuing support of parents in endorsing positive behaviour by their child. It is only by working together that we can achieve a positive ethos within school.

## Partnership with parents: towards a safer school

Carnwath Primary School places a strong emphasis on pupil safety and parents may wish to know that an adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990.

School security procedures are in place. While children are in the building no unauthorised access can be gained through any of the school entrances from outside. During pupil intervals adult supervisors are present in the playground. School gates into the playground are kept shut during the day. Anyone requiring access to the building during the school day must use the entry system at the main entrance. All visitors are required to 'sign in' and wear a school visitor identification badge during their time on the premises.

At the end of the school day supervision is provided for pupils leaving the school at the Peebles Road exit where pupils board school transport. We would ask that parents do not park in this area.

The school has also introduced procedures to cover the escape of a patient from the nearby Carstairs State Hospital. These can be found at the rear of the handbook.



Loose parts play

## Partnership with parents: complaints procedure

We are committed to providing a quality service but if you are unhappy with the service you receive in relation to your child's time in school it is important that you let us know. In the first instance please contact the Head Teacher to discuss your complaint. We will endeavour to deal with your complaint within 5 working days.

If you feel your complaint has not been resolved then you can contact:

Education Resources:

0303 123 1023

Council Offices, Almada St., Hamilton, ML3 0AE

The Council have a complaints handling procedure called 'Have Your Say'.

# 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 to flourish in life, learning and work, now and in the future.

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

In taking this forward our school will work closely with South Lanarkshire Education Resources and other services to enrich the curriculum, to provide 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 these websites:  
<http://www.educationscotland.gov.uk/thecurriculum/> or [www.parentzonescotland.gov.uk](http://www.parentzonescotland.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.

<b>Level</b>	<b>Stage</b>
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.

Much of the children's learning will be interdisciplinary in nature: learning across the curriculum in order to enhance the learning experience. Much of the children's learning will be 'active learning' where children are fully engaged in practical activities.

## What might an interdisciplinary learning topic look like?

At Curriculum for Excellence second level the focus may be a topic such as 'Germany' which might cover experiences and outcomes from Literacy and Language, Social Studies and Expressive Arts.

Children have covered this topic previously when they began learning how to speak German. Their ability to do so improved greatly. They also researched and learned about life in Germany and the German culture. They had food tastings and learned some German dances. The whole class learned to do the Schuhplattler dance.

The children also researched the First World War and the Berlin Wall. They were able to read about why it was taken down in their newspapers and were able to write newspaper reports of their own.

Information on what your child is learning will be provided to you throughout the year via our website, Home - School Planners, Open Days and Parental app.

## Literacy and English Language

**Literacy is fundamental to all areas of learning, as it unlocks access to the wider curriculum. Work in this area promotes the development of critical and creative thinking as well as competence in listening and talking, reading, writing and team-working skills.**

**Reading:** Oxford Reading Tree, Dandelion Readers, Longman Book Project, Wolf Hill, Totem, Talisman, Oxford First Stories and Oxford Project X as well as a variety of novels and non-fiction books are used to develop children's reading and comprehension. We make use of Jolly Phonics and North Lanarkshire's phonic and spelling programme to teach phonics and spelling. Other reading resources include: Literacy World, Directions, Reading Alive and a wide range of fiction and non-fiction titles. Each class also starts the year off with a book study. We use an Active Literacy approach to reading and phonics.

**Writing:** Resources include Big Book Writing (early stages), Developing Children's Writing, OUP Big Writing Adventures, Scholastic Writing Packs, Reasons for Writing, New Wave and Higher Results Writing packs. We are currently introducing the Talk4Writing approach to improve children's writing.

**Listening and Talking:** Materials used to support these aspects of English Language are Hearsay.

Use is made of supplementary books to ensure that the children not only have the technical skills of reading, taught through a balance of phonics and 'look and say' methods but are exposed to situations which permit the development of higher order reading skills which require the children to think things through instead of answering factual questions with flat statements.

Children are encouraged to read for pleasure as well as for information and to develop the skills required to locate, select and evaluate such knowledge. Children can record details of books read in their Home-School Planner. The school has a main library containing a variety of fiction and non-fiction books and smaller libraries are available for children in all classrooms.

Computers are used to support Literacy/English Language activities and we operate a school book club which enables pupils to purchase both fiction and non-fiction titles for their own personal use.

**Modern Languages (French and German): Learning other languages enables children to make connections with different people and their cultures and to play a fuller part as global citizens.**

French is taught at all stages of the school, from Nursery to Primary 7. A programme for French from Early to Second level has been moderated across the Learning Community. Many of our teachers are trained or undergoing training in French and some are also able to teach German, which is currently being introduced within Primary 5, 6 and 7. French and German are the two languages currently taught within Biggar High School.

## Numeracy and mathematics

**Maths equips the children with many of the skills required for life, learning and work. Our activities related to numeracy and maths are split into three aspects: Number, money and measure; Shape, position and movement; Information Handling. Within these aspects the children will undertake work towards a range of experiences and outcomes.**

We make use of several resources including *Heinemann Maths* and *TJ Maths* to support interactive teaching and learning. We seek to establish mathematical concepts and skills through carefully planned practical activities using various resources such as Numicon and various mental maths strategies. We use a Number Talks approach to encourage the children to share their method for working out problems. Topics covered include estimation and rounding, number and number processes, fractions and decimals, money, time, measurement, patterns, 2D and 3D shapes, angles, symmetry, data and analysis. We also have a programme to cover Financial Education. We run a Credit Union within school to encourage children to develop the habit of saving regularly, which ties in with our financial education.



The materials used are designed to be flexible in use for group or individual teaching and include work on the experiences and outcomes identified in Curriculum for Excellence. Numeracy and Mathematics teaching at Carnwath Primary School takes an interactive format with the pupils being fully involved with the teacher during each maths session.

Computer work is an integral part of our mathematics programme with a wide range of software being available to suit pupils at all stages of the school. Included are software programs covering information handling (databases and spreadsheets) and shape, position and movement targets.

## Social Studies

**Through social studies, children will develop their understanding of the world by learning about other people and their values, in different times, places and circumstances.**

Their social studies experiences will be within Scottish, British, European and wider contexts for learning, with the focus on historical, social, geographic, economic and political changes that have affected Scotland. They will learn about human achievements and about how to make sense of changes in society, of conflicts and of environmental issues.

Curriculum for Excellence experiences and outcomes within Social Studies are split into three aspects: People, past events and societies; People, place and environment; People in society, economy and business. Social Studies provides opportunities for effective interdisciplinary working by making connections across and between subject boundaries. The majority of our Social Subjects planning, teaching and learning is across the curriculum in order to enhance learning.

## Expressive arts

**Experiences in the expressive arts involve creating and presenting and are practical and experimental. Children will experience the inspiration and power of the arts, recognise and nurture their creative talents, develop skills and techniques and will show an understanding of culture in Scotland and the wider world. Work will be carried out in the areas of art and design, dance, drama and music.**

The aim of our **art and design** work emphasises the development of creativity, imagination and personal responses from each pupil. We provide opportunities to develop concepts of colour, shape, line and texture while developing skills through a variety of activities including painting, printmaking, drawing, collage, 3D work and design.



Pupils are encouraged to develop an appreciation and enjoyment of the visual arts as well as use the graphic arts as an expression of personality and a means of communication.

Our **musical activities** include singing, listening, inventing, playing and movement activities. We aim to enable pupils to experience and enjoy music making and to develop an informed interest in music. ABC Music is used throughout the school. We provide a complete balance of musical activities in line with Curriculum for Excellence experiences and outcomes. Pupils in Primary 5 to 7 are introduced to playing the keyboard. Music events and performances are also staged on a regular basis. Primary 5 to 7 have a workshop from Scottish Opera which culminates in a performance.

Within **drama** pupils invent and experiment, create and design, communicate and present as well as evaluate through observing, listening, replicating, describing and responding. Mime and movement plays a large part in our drama activities.

Depending on the stage which the pupil is at they may be involved in taking part in a scripted piece of work, making a group presentation, taking on an individual role or presenting a piece of work to an audience.

Through **dance** the pupils will have opportunities to be creative and to experience inspiration and enjoyment. Children will develop technical skills and the quality of their movement. They will use their imagination and skills to create dance sequences. We take part in the annual Clydesdale Dance Festival.

## Religious and Moral Education and Religious Observance

**Learning through religious and moral education enables the children to recognise religion as an important expression of human experience; learn about beliefs and traditions of Christianity and other world religions; recognise and understand religious diversity; investigate and understand the responses which religious and non-religious views can offer about the nature and meaning of life.**

We aim to help our pupils develop a knowledge and understanding of Christianity and other world religions and to encourage pupils to learn about important moral values, particularly in their relationships with others.

Within religious education pupils learn about the various ways in which religious belief is expressed through festivals, ceremonies, sacred places, holy books and key figures in religion. Pupils are given the opportunity to think about personal aspects of religion and to consider questions related to religion as an important expression of human experience.

Religious observance is carried out at assemblies and special events.

## 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. If you wish your child to be withdrawn from religious observance please contact the Head Teacher to discuss this.

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

### Equalities

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

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.

## Health and wellbeing

**Our activities in health and wellbeing ensure that children develop understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing. This will include tackling work on food and health, nutrition, personal safety, substance misuse, relationships (including sex education), physical education, activity and sport.**

Work within physical education covers active health, gymnastics and ball handling. Through this work we aim to give each pupil the ability to manage his/her body with increasing skill and to foster favourable attitudes towards physical activity through feelings of achievement. Also covered is the relationship between physical education and health and wellbeing. The '*Borders*' and '*Ayrshire*' PE resources are in use throughout the school. We also use the Connections packs throughout the school.

Within physical education the pupils use materials, techniques and skills. They express feelings, ideas, thoughts and solutions as well as evaluating and appreciating work covered.

Children at the Primary 6 stage are also able to attend swimming lessons on a weekly basis for a short period each year. Primary 7 pupils are given the opportunity to take part in an annual residential stay away from school and home.

Our health programme aims to teach the pupils the importance of taking responsibility for health. The school achieved a Health Promoting School Gold award in 2007.



## Sciences

**We aim for each child to develop a secure understanding of important scientific concepts and to develop a lifelong interest in science and its applications.**

The concepts we cover are arranged within five aspects: Planet Earth; Forces, Electricity and waves; Biological systems; Materials and Topical Science.



Children are given experiences to experiment and carry out scientific investigations and to solve problems and challenges. Within science activities the children will think creatively and critically, develop reasoning skills, make predictions and draw conclusions.

We take advantage of opportunities for study in the local, natural and built environments in order to deepen the children's knowledge and understanding of science.

## Technologies

**Learning within technologies relates to developing children's technological skills, knowledge and understanding through creative, practical and work-related activities.**

Through practical activities within technologies children will develop problem solving skills, planning and organisation skills, skills in using tools, equipment, software and materials. They will collaborate with others, discuss and debate and be able to search and retrieve information

For ICT PCs are the main system used. The computers are used to support work across the full curriculum. We have a wide range of educational software including suitable word processing programs for use by pupils at different stages. A computer suite containing modern PCs and an interactive Ctouch is available and each class is timetabled weekly to work in this room. Pupils have access to the Internet and e-mail via the school network. Each class also has at least one PC, linked to a Ctouch available for the children to use, including access to the internet/school network. We also have ipads and Chromebooks which children can also access to enhance their educational experience.

## Personal and Social Development

Work on aspects of Personal and Social Development takes place at all stages. PSD is mainly concerned with the development of life skills and this is achieved through work on:

*Self-awareness* - all about themselves

*Self-esteem* - having a positive image about themselves

*Interpersonal relationships* - how children interact with others

*Independence/interdependence* - doing things on their own and being aware of the needs of others.

The 'Cool in School' resource is used at all stages to address the above.

We operate an inclusive reward scheme to support PSD where all children who deserve recognition receive it. To reward positive behaviour and attitudes each primary class operates a weekly 'Golden Time'. We present weekly 'Citizen of the Week' awards in each class as well as displaying certificates of the children's achievements (in and out of school) for all to see. We regularly have assemblies of celebration.

## How can I find out more about education?

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

Curriculum for Excellence	<a href="http://www.educationscotland.gov.uk/thecurriculum/">http://www.educationscotland.gov.uk/thecurriculum/</a>
Parentzone	<a href="http://www.parentzonescotland.gov.uk">www.parentzonescotland.gov.uk</a>
Engage Parent Forum	<a href="http://www.engageforeducation.org">www.engageforeducation.org</a>
National Parent Forum	see Parentzone website
South Lanarkshire Council	<a href="http://www.southlanarkshire.gov.uk">www.southlanarkshire.gov.uk</a>

## Assessment

Each child's progress is continually being assessed on a day to day basis. This may be through visual observation, by oral questioning or by written methods. Children also carry out self-assessment and peer assessment throughout their time in class as part of 'assessment for learning'.

What is assessment for learning?

Assessment for learning focuses on the gap between where a learner is in their learning, and where they need to be – the desired goal. This can be achieved through processes such as sharing learning intentions and success criteria with learners, effective questioning and feedback.

Assessment for learning is 'all those activities undertaken by teachers and/or children, which provide information to be used as feedback to modify the teaching and learning activities in which they are engaged'.

Learners learn best when:

- **they understand clearly** what they are trying to learn, and what is expected of them
- **they are given feedback** about the quality of their work and what they can do to make it better
- **they are given advice** about how to go about making improvements
- **they are fully involved** in deciding what needs to be done next, and who can give them help if they need it

Assessment, by the class teacher and the children, of Curriculum for Excellence outcomes is carried out as part of day-to-day work in the class.

## Reporting to parents

At Carnwath Primary School we recognise that partnership working between parents, children and schools is the key to a successful education for your child.

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

We will provide parents with reports so that you can see what your child is doing and how they are progressing. In addition, there will be parents' meetings which offer you the opportunity to discuss how your child is progressing 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. We hold two parent-pupil-teacher meetings in October and March.

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 that you know what encouragement and support you can give. Reports are distributed in June each year.

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

## Transitions

Pupils normally transfer from primary to secondary school between the ages of 11½ and 12½, so that they will have the opportunity to complete at least 4 years of secondary education.

Arrangements are made by the school to transfer children to the associated secondary school as determined by their home address. Parents of P7 children will be informed of the transfer arrangements made for their child to attend secondary school.

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

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

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

If you move outwith your catchment primary school a 'request to remain form' must be completed. If you move outwith your catchment primary, this may affect your right to transfer to the associated Secondary School. Please note the secondary school is determined by the pupil's permanent home address and chosen denomination. If you require further information, please contact Education Support Services on 0303 123 1023.

We have close links with our local secondary school, Biggar High School, and children in Primary 7 will have the opportunity to meet with secondary staff both here in school and during visits to Biggar High in May/June where they will experience life at secondary school during a three-day visit.



# Support for pupils

## Getting it right for every child

Getting it right for every child is a partnership commitment to ensure that your child has the best possible start in life, based on a shared understanding of their wellbeing. Most of the time, most children get all of the support they need from their families, with help from universal education and health services. When needed, the named person in education can offer help and support to children and families to make sure that the child's wellbeing is developing and that any issues are being addressed.

If you have any concerns about your child's wellbeing, you can speak to the named person who will work with you to ensure that your child gets the right help from the right person at the right time. Your school will let you know who this is. It is likely to be the Head Teacher in a primary school and a principal teacher (pupil support) in Secondary.

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

## Support for all (Additional Support Needs)

Every child has individual learning needs and so we aim to ensure that each child is provided with an education suited to his/her age, aptitude and ability. We have a range of resources specifically designed for individual teaching.

Specialist teachers are linked to the school and assist the class teachers to assess and plan for pupils with additional educational needs. They also support children on a one-to-one basis or as part of a group. Our Support Staff offer very valuable support for children within the classroom. An educational psychologist is also linked with the school and visits on a regular basis.

We aim to support **all** pupils to achieve their full potential.

South Lanarkshire Education Resources have published a series of leaflets which provide information for parents and carers about the Additional Support for Learning Acts. These are available on the South Lanarkshire Council website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

Enquire is funded by the Scottish Government to provide information on the framework for supporting children who require additional support for learning and to encourage positive partnerships between families, schools and local authorities to ensure children get the right support.

Enquire – the Scottish advice service for additional support for learning

Enquire offers independent, confidential advice and information on additional support for learning through:

Phone Helpline: 0345 123 2303

Address: Enquire  
Children in Scotland  
Rosebery House  
9 Haymarket Terrace  
Edinburgh  
EH12 5EZ

Email Enquiry service: [info@enquire.org.uk](mailto:info@enquire.org.uk)

Advice and information is also available at [www.enquire.org.uk](http://www.enquire.org.uk)

Enquire provides a range of clear and easy-to-read guides and fact sheets including The parents' guide to additional support for learning.

A range of leaflets and books are available for parents to borrow in the school foyer.

## **Attachment Strategy for Education Resources**

### **Attachment – what we do to support children and young people**

South Lanarkshire Council Education Resources is committed to improving outcomes for children and young people by creating emotionally supportive learning experiences in our nurseries and schools.

The Education Resources Attachment Strategy was launched in March 2019 and supports the action in the Getting It Right for Every Child in South Lanarkshire's Children Services Plan 2017-20 – 'Develop an attachment strategy and to inform training for staff working with early years to secondary aged children and young people on attachment-informed practice'.

#### ***What does it set out to do?***

The aim of the strategy is to promote better experiences of attachment for South Lanarkshire's children and young people and to ensure that all education practitioners understand the importance of attachment and how positive relationships can make a difference to outcomes.

#### ***How can I find out more?***

South Lanarkshire Council Education Resources have published a series of leaflets and posters for parents/carers which aim to share information on attachment theory and on how this can inform the ways in which we support children and young people.

These are available from schools and we have plans to make them available on-line.

## School improvement

Each year the school produces an Improvement Plan which details our priorities for development over the coming year. Some of the developments will be for the nursery, some for the school as a whole and some are shared with the other schools within Biggar Learning Community.

The life and work of the school is recorded in a photo journal on our television in the school foyer and within our ever enlarging school website. We also share our work with the wider community using the local paper's local news section.

Our Improvement Plan focus for **2017-2018** was again around mathematics and numeracy. We worked towards embedding the strategies and resources that were introduced the previous year. We also worked toward increasing parental engagement through parental workshops and information leaflets. We continued to work on Developing the Young Workforce. Children continued to be engaged in a class enterprise and we continued with our World of Work Week, with a focus on Science, Technology, Engineering and Mathematics (STEM subjects). Within Literacy we introduced an Active Literacy approach to reading. Within the nursery staff also developed children's curiosity, enquiry and creativity through maths. Our nursery staff met with other nursery staff across the Learning Community to plan joint approaches to developments.

The focus of our Improvement Plan for **2018-2019** within Numeracy was to introduce our Calculations Policy to ensure consistency of teaching across the school. Within Literacy we continued to embed Active Literacy approaches to phonics and spelling and reading. We also introduced the Talk4Writing approach to develop children's writing and began work on a new writing programme throughout the school. We introduced Emotion Works throughout the school with the aim of encouraging and empowering our children to discuss their emotions. We also introduced Healthy Schools and an Achievement Passport. Within the nursery 'Together We Can and We Will' began to be implemented.

Our Improvement Plan focus for **2019 – 2020** is to continue to develop Talk4Writing approaches to writing throughout the school in order to improve attainment in writing. Within Health and Wellbeing we aim to develop our nurture room and nurture group. We will also begin to work on a Nurturing Schools Award. We will introduce yoga for all children. All stakeholders will be asked about the Cost of the School Day and then a working group will seek to develop a school policy on this issue. Within the nursery staff will continue to develop their work in line with 'Together We Can and We Will'.

If you are interested in our Improvement Plan and Standards and Quality Reports they are available on our website.

Over the last three years our Primary 4/5 class have earned the John Muir Discovery Award for their outdoor learning. This is a great achievement!

Last year our P3 children worked on, and achieved, their Hi5 award which was a super achievement for them too. We aim to continue this over the coming years.

# School policies and practical information

## School Meals

Healthy eating is something that the school supports and a range of meals are available at lunchtime that meet the Schools (Health Promotion and Nutrition) (Scotland) Act 2007 and the Nutrient Requirements for Food and Drink in Schools (Scotland) Regulations 2008.

The menu consists of a three course meal and all meals include fresh chilled drinking water and milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at morning break or lunchtime. Milk is also available for purchase to those pupils wishing to buy at morning break and lunchtime. The children also have access to unlimited bread, salad and vegetables to supplement their meal.

Pupils in:

- Primary 1 - 3 receive a free school lunch.
- Primary 4 - 7 meal cost is £1.70

Milk is available free of charge to all nursery age children and is provided by the establishment. Our nursery children are also offered a free lunch.

## Free School Meals

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

- Income Support, Universal Credit (where your take home pay is less than £610 per month), Job Seeker's Allowance (income based), Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £6,900 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £16,105 as assessed by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

If you are in receipt of Housing Benefit and/or Council Tax Reduction from us there is no need for you to apply online, we will use the information we hold to automatically award free school meals (P4 to S6) and/or school clothing grants (P1 to S6) to eligible families.

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.

## Breakfast Service

Children are able to come to our Breakfast Club, offered by South Lanarkshire Council, which runs each morning and offers a free breakfast to all children. It runs between 8.15 and 8.45am. Children must be brought by an adult for health and safety reasons.

We also offer a Toast 'n Go service between 8.45 and 8.55am where children can pop into the lunch hall and pick up some toast. This service is also free.

## **School uniform**

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

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

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

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

- the wearing of football colours
- clothing with slogans that may cause offence (anti-religious, symbolism or political slogans)
- clothing which advertises alcohol, tobacco or drugs
- clothing which can be deemed unsuitable in terms of health and safety 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.

## **Allergies**

A significant number of children and young people in our schools will have allergies and it is important that parents keep the school fully informed on these matters.

Allergies can present in a variety of ways and can occur at any point in a person's life. Symptoms range from mild to severe. Children and young people known to have an allergy with moderate to severe symptoms will likely have a Health Care Plan drawn up by the NHS. This will detail symptoms and appropriate interventions.

It is vital that parents share this information with the school and continue to provide any updated information.

Where symptoms are mild and a Health Care Plan is not in place, parents should still continue to liaise regularly with the school on any new triggers, medications and actions required.

In all cases, our employees need to know your child's symptoms, treatments and any actions required to help prevent exposure to the allergen and minimise the risk of allergic reactions.

Employees in schools will receive training on allergies and will liaise with parents and NHS on any additional specialist training required.

In supporting children and young people with allergies, school employees will operate in accordance with South Lanarkshire Council's Safe Systems of Work / risk assessment and national guidance on the administration of medicines.

## Support for Parents / Carers

### Clothing grant

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

Applications can be made online at [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk). If you are required to submit evidence of your Tax Credit income it is important that a copy of this evidence is attached to your online application. Should you require further information or you are unable to submit an application online then please contact the helpline number 0303 123 1011 (option 5).

### Carnwath Primary School uniform is:

**black sweatshirts**



**gold polo shirts**



**grey or black trousers/skirts**



Black sweatshirts, black fleeces, gold polo shirts, jackets and cardigans all bearing an embroidered school logo can be ordered from the school office at any point during the school year. However, parents should note that similar items available in shops without the logo are perfectly acceptable. We also ask children to change into their gym shoes during the day for moving around the school. Slip on gym shoes are best since the Velcro loses its grip fairly quickly.

For reasons of hygiene and safety, parents will appreciate the wisdom of children changing into suitable clothing for physical education lessons. Children should bring shorts, T-shirt and soft shoes for P.E. The wearing of jewellery (rings, bangles, earrings etc) during P.E. is not allowed for safety reasons.

We have a pre-loved uniform rail which is available for parents to help themselves to uniform for their children at any time throughout the year. This is proving popular and we thank our parents for their donations of unwanted uniform.

### School holiday dates

Information regarding holiday dates, including staff development days, is listed in Appendix 1

## Enrolment – how to register your child for school

Parents seeking a place in the primary school for their child should telephone the school office for an appointment with the Head Teacher. Parents are welcome to visit the school at any time.

If your child is starting school for the first time you must enrol your child at their catchment school in January. If parents want their child to go to another school, they must enrol in the first instance with their catchment school and ask for an information leaflet that provides details on how to make a placing request. Forms are available from the SLC website – [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk), schools, Q and A offices or by contacting Education Resources, Almada Street, Hamilton, Phone **0303 123 1023**. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

Enrolment date for 2020 is week commencing 13 January 2020.

Visits to the Primary 1 class will be arranged between Easter and summer to enable the children to become familiar with the class, the staff and the routine of the school prior to starting.

## 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, Phone **0303 123 1023** or web [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk). These forms should be completed and returned before the end of March for those pupils starting the school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year and will be considered by Education Resources.

A paid privilege transport scheme is operated for mainstream school contracts where a pupil is not entitled to free school transport. Privilege transport will only be granted providing there is spare capacity on an existing school contract and will be from and to designated pick up and drop off points. Privilege transport will not be provided where a service bus is used on the school run. Any spare capacity will be allocated using agreed priorities. For more information on school transport contact Education Resources Phone **0303 123 1023**.

### 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.

## **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, for example mobile phones, tablets etc., and any items are therefore brought into the school at the pupil/parents’ own risk.

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

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

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

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

(ii) **Damage to clothing**

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

## **Family holidays during term time**

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

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

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

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

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

The school holiday dates and in-service dates are available from the website

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

## Extra curricular activities and community involvement

The school is keen to encourage the involvement of parents and the local community in as many ways as possible.

Extra-curricular activities in recent years have included football, netball, fitness club, choir, literacy club, homework club, dance club, and an arts and crafts club. Extra-curricular activities are provided by staff and children from the senior classes.

Primary 6 are offered the chance to experience an overnight experience. Primary 7 also experience a week-long residential stay at an outdoor centre each year should parents wish them to take part.



Parents and others in the community are also encouraged to participate in aspects of the primary curriculum and adult helpers are used to assist teachers at all stages.

Educational and social visits are arranged throughout the year.

We are actively involved in the local community. We have links with the Evergreens who visit us regularly and we engage in community singing at Christmas. We have links with BHC Ltd who regularly support us in our work.

## Child protection

All staff in educational establishments in South Lanarkshire Council are required to attend an annual update and follow the advice and guidance contained within the Education Operating Procedures. All staff must also complete a Learn on Line course, 'Child Protection in Education'.

The vision for children and their families in South Lanarkshire is to ensure that they live in a community where they are safe, healthy, active, achieving, respected, responsible and included. They should be part of a society where they have the opportunity to maximise their full potential and have access to good health care, education and leisure services. In order to achieve, South Lanarkshire's children's services and its partners will work jointly to support children, young people and their families and are committed to continuously improve our services to ensure children, young people and their families get the support that is appropriate for them.

The Chief Officers and Child Protection Committee 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 any suspicions that a child has been abused or is at risk of harm, abuse or neglect. Therefore, Council staff have a professional and contractual obligation to report concerns to the head of establishment or the child protection coordinator immediately.

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

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

The Child Protection Committee's website has a range of information for parents/carers on how to help ensure their child is safe. The website is: [www.childprotectionsouthlanarkshire.org.uk](http://www.childprotectionsouthlanarkshire.org.uk)

## Information on emergencies

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

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

If for any reason, you are unsure if the school is open visit the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or email [education@southlanarkshire.gov.uk](mailto:education@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/phone 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.

# **General Data Protection Regulation as supplemented by the Data Protection Act 2018 (GDPR)**

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 GDPR, with South Lanarkshire Council defined as the data controller. The Council have established a data protection policy that applies to all of its school.

Education Resources has also prepared a privacy notice (below) which sets out how we will deal with personal information as part of our statutory function as an education authority. For more information please contact the school.

## **Privacy Notice**

### **Introduction**

The Council has a legal obligation to deliver effective education services to children, young people and adult learners in South Lanarkshire. In order to do this we need to collect personal information about children, young people and their families so that we can help them to learn and keep them safe.

### **Using your personal information**

The Council is a “controller” of the personal information you provide when enrolling for a nursery or school, applying for an education service or participating in groups or activities provided by Education Resources.

### **Information we collect from you about you and your child at enrolment**

When you enrol for a nursery or school, we ask for the following information:

- parent/carer contact details (name, address, phone, email);
- the child’s name, date of birth, gender and address;
- information about medical conditions, additional support needs, religion and ethnicity;
- any information you may wish to provide about family circumstances.

### **Information we collect at other times**

We will also collect information at other times such as when you apply for a benefit, request a services or other support. We will provide an additional privacy notice at these times.

- When you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.
- If you make a request for additional support such as an educational psychologist or other support for learning we will ask for more detailed information to allow us to provide the most appropriate support for your family. This may include information about family circumstances or medical conditions.
- If you wish to participate in activities or support for young people through our youth centres, or through adult learning programmes within the community, we will also ask for your personal information to support your application. This may include information about family circumstances or medical conditions.

We require this information to ensure that children and young people are educated appropriately, supported, and that we take account of their health and wellbeing. We will also ask you to update this information annually and to tell us when there are changes to your details.

### **Information that we collect from other sources**

As an education authority and as part of our statutory function in accordance with our legal obligations, we receive information from other sources such as the SQA, the NHS or Social Work about you or your child, this includes:

- exam results and assessment information;
- information about health, wellbeing or child protection.

### **Why do we need this information?**

We need this information so the Council can ensure it is delivering education services appropriately to all learners:

- for the education of children, young people and adult learners;
- for teaching, enrolment and assessment purposes and to monitor the educational progress of children, young people and adult learners ;
- to keep children and young people safe and provide guidance services in school;
- to identify where additional support is needed to help children, young people and adult learners with their learning;
- to maintain records of attendance, absence and behaviour of children and young people (including exclusions);
- to support children and young people moving on each year from nursery to primary, primary to secondary and when they move or leave school;
- to help us develop and improve education services provided for young people, adult learners or families
- In accordance with our legitimate interests as an education authority we will also use your information to create statistical reports.

### **We will share your information with:**

As an education authority and as part of our statutory function in accordance with our legal obligations we will share information with other bodies or parts of the Council, including:

- The Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland and other organisations that support children and young people's learning;
- Other parts of the Council when required for services such as school meals, school transport, education benefits and with Social work in connection with any child protection concerns we become aware of;
- South Lanarkshire Leisure and Culture Limited, where children and young people are participating in sports and leisure activities;
- Other schools/local authorities – if a child moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school/local authority.

You have the right to access your personal information as well as the rights of rectification, erasure, restriction and the right to object. For information on these rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice from our website:

([https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general\\_privacy](https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general_privacy)).

Our full privacy notice will also provide information on how to make a complaint or to request a paper copy of the privacy notice from the Data Protection Officer.

## Useful contact details

*Parents are asked to contact the school in the first instance if there any are issues they wish to discuss.*

### **Education Resources**

[education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk)

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

Phone: 0303 123 1023

### **Tony McDaid**

Executive Director  
Education Resources  
Council Offices  
Almada Street  
Hamilton ML3 0AA

### **Carole McKenzie**

Head of Education (Clydesdale area)  
Education Resources  
Council Headquarters  
Almada Street  
Hamilton  
ML3 OAE

### **Alex Allison, Eric Holford, Ian McAllan South Lanarkshire Councillors (Ward 3)**

#### **Council Offices**

Almada Street  
Hamilton ML3 0AE

### **Strathclyde Passenger Transport (School Transport)**

12 West George Street  
Glasgow G2 1HN  
Phone: 0141 333 3360

# **Emergency Procedures Incident at Carstairs State Hospital**

Given our close proximity to the State Hospital at Carstairs we have contingency plans in place in the event of an emergency or incident that may impact on the day to day running of the school. If a patient has escaped then the warning siren will be sounded and Police Scotland will then manage the situation.

## **Procedure to be followed:**

### **Out of school hours**

If an incident occurs outwith normal school hours then the Head Teacher will be contacted by South Lanarkshire Council Education Resources. At this point a risk assessment will take place to determine what action to take in terms of the safety and wellbeing of children and staff. The advice of Police Scotland will play a large part in this.

### **During the school day**

The Head Teacher will ensure that all staff and children are accounted for and are kept safely inside the building.

If an incident occurs at lunchtime or at an interval pupils will be brought into the school immediately and a register taken. Children having a home lunch should remain at home. However if the child is between home and school he/she should go quickly to the intended destination. The school will ensure that no child returning from home will be locked out at lunchtime.

### **End of school day**

If an 'all clear' signal has not been given at the end of the school day the children will be kept in school. Parents and transport contractors will be informed of the situation. Where no general 'all clear' signal is given, parents will be asked to take children home only if advised that it is safe to do so by Police Scotland.

In the event of an emergency situation we would endeavour to keep parents informed of developments by text. It is, therefore, vital that contact details are kept up to date.



Education Resources

## School holiday Dates Session 2019/2020

Break	Holiday dates		
<b>First Term</b>	<b>Teachers In-service</b>	<b>Tuesday</b>	<b>13 August 2019</b>
	<b>In-service day</b>	<b>Wednesday</b>	<b>14 August 2019</b>
	Pupils return	Thursday	15 August 2019
September Weekend	Close on Re-open	Thursday Tuesday	26 September 2019 1 October 2019
October Break	Close on Re-open	Friday Monday	11 October 2019 21 October 2019
	<b>In-service day</b>	<b>Monday</b>	<b>18 November 2019</b>
	<b>In-service day</b>	<b>Tuesday</b>	<b>19 November 2019</b>
Christmas	Close on Re-open	Friday Monday	20 December 2019 6 January 2020
<b>Second Term</b>			
	<b>In-Service day</b>	<b>Friday</b>	<b>7 February 2020</b>
February break	Closed on	Monday and Tuesday	10 February 2020 11 February 2020
	<b>In-service day</b>	<b>Wednesday</b>	<b>12 February 2020</b>
Spring break/Easter	Close on Re-open	Friday Monday	3 April 2020 20 April 2020
<b>Third Term</b>			
	<b>In-service day</b>	<b>Thursday</b>	<b>7 May 2020</b>
Local Holiday	Closed	Friday	8 May 2020
Local Holiday	Close on Re-open	Thursday Tuesday	21 May 2020 26 May 2020
Summer break	Close on	Wednesday	24 June 2020
Proposed in-service days	Tuesday 11 August 2020 and Wednesday 12 August 2020 Pupils return Thursday 13 August 2020		

## Notes

- ◆ Good Friday falls on Friday, 10 April 2020
- ◆ *Lanark schools will close Thursday, 11 June 2020 and Friday, 12 June 2020*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 20 December 2019 and Friday, 3 April 2020)
- ◆ Schools will close at 1pm on the last day of term 3 Wednesday, 24 June 2020



## Education Resources

### School holiday Dates Session 2020/2021

Break	Holiday dates		
<b>First Term</b>	<b>Teachers In-service</b>	<b>Tuesday</b>	<b>11 August 2020</b>
	<b>In-service day</b>	<b>Wednesday</b>	<b>12 August 2020</b>
	Pupils return	Thursday	13 August 2020
September Weekend	Close on Re-open	Thursday Tuesday	24 September 2020 29 September 2020
October Break	Close on Re-open	Friday Monday	09 October 2020 19 October 2020
	<b>In-service day</b>	<b>Monday</b>	<b>16 November 2020</b>
Christmas	Close on Re-open	Tuesday Wednesday	22 December 2020 6 January 2021
<b>Second Term</b>			
February break	Close on Closed on	Friday Monday and Tuesday	5 February 2021 8 February 2021 9 February 2021
	<b>In-service day</b>	<b>Wednesday</b>	<b>10 February 2021</b>
Spring break/Easter	Close on Re-open	Thursday Monday	1 April 2021 19 April 2021
<b>Third Term</b>			
Local Holiday	Closed	Monday	3 May 2021
	<b>In-service day</b>	<b>Thursday</b>	<b>6 May 2021</b>
Local Holiday	Close on Re-open	Thursday Tuesday	27 May 2021 1 June 2021
Summer break	Close on	Thursday	24 June 2021
Proposed in-service days	Tuesday 10 and Wednesday 11 August 2021 Pupils return Thursday 12 August 2021		

#### Notes

- ◆ Good Friday falls on Friday, 2 April 2021
- ◆ Lanark schools will close Thursday, 10 June 2021 and Friday, 11 June 2021
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Tuesday, 22 December 2020 and Thursday, 1 April 2021)
- ◆ Schools will close at 1pm on the last day of term 3 Thursday, 24 June 2021.

This annex gives a list of useful information and the links to the content is now available from the Council's website by accessing the following link

[http://www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/1264/curriculum\\_for\\_excellence/3](http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_for_excellence/3)

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

The Scottish Government guide Principles of Inclusive Communications provides information on communications and a self-assessment tool for public authorities

Choosing a School: A Guide for Parents - information on choosing a school and the placing request system

A guide for parents about school attendance explains parental responsibilities with regard to children's attendance at school

### **Parental Involvement**

Guidance on the Scottish Schools (Parental Involvement) Act 2006 provides guidance on the act for education authorities, Parent Councils and others

Parentzone provide information and resource for parents and Parent Councils

### **School Ethos**

Supporting Learners - guidance on the identification, planning and provision of support

Journey to Excellence - provides guidance and advice about culture and ethos

Health and wellbeing guidance on healthy living for local authorities and schools

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

Scottish Catholic Education Service's resource 'This is Our Faith' which supports the teaching and learning of Catholic religious education

## **Curriculum**

Information about how the curriculum is structured and curriculum planning

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

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

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

Information on the Senior Phase

Information on Skills for learning, life and work

Information around the Scottish Government's 'Opportunities for All' programme

Information for organisations responsible for the planning, management and delivery of career information, advice and guidance services

The Skills Development Scotland website 'My World of Work' offers a number of tools to support career planning

## **Assessment and Reporting**

Building the Curriculum 5: a framework for assessment provides guidance around the assessment framework

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

The Scottish National Standardised Assessment- in Scotland, pupils in P1, P4, P7 and S3 complete online standardised assessments in literacy and numeracy as part of their everyday learning and teaching.

## **Transitions**

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

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

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

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

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

Enquire is the Scottish advice service for additional support for learning

Parenting Across Scotland offers support to children and families in Scotland

## **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

Information about the universal entitlement to support that underpins Curriculum for Excellence

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

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

## **School Improvement**

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

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

Scottish Credit and Qualifications Framework (SCQF)

Scottish Qualifications Authority provides information for teachers, parents, employers and young people on qualifications

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

## **School Policies and Practical Information**

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

Education

Health

Young People

Children (Scotland) Act 1995

Standards in Scotland's Schools (Scotland) Act 2000

Although this information is correct at the time of printing (December 2019) there could be changes affecting any of the matters dealt with in this document before the commencement or during the course of the school year in question and in relation to subsequent school years.

We will do all we can to let parents know about what is happening in our school via our website and Parental App.