



Education Resources

Carnwath Primary School Handbook (November 2023)



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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.

'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!



Introduction

Carnwath Primary School and Nursery Class is proud to serve the local community and strives to provide every child with an education and a range of experiences that allows them to achieve their full potential. We aim to provide all our children with an environment where they feel safe and happy and allows them to develop into the best version of themselves.



We hope you find this handbook helpful. If you wish further clarification please do not hesitate to phone the school. 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 lives and prospects for everyone in 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.

The priorities for all schools in South Lanarkshire are set out on the back page of the handbook.

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.

The Four Capacities



Curriculum for Excellence serves all 3-18 year olds across Scotland: 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.

About Our School

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

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

Twitter: @CarnwathPrimary

Teaching staff (2023/2024)

Head Teacher: Mrs Jennifer P Bradford

Principal Teacher: Mrs Sharon Alexander

Nursery: Miss Lesley Stewart (Team Leader),
Mrs Lesley Cairns, Mrs Rachel Gorman, Mrs Kathleen Lawrie, Mrs Barbara Slater,
Mrs Kate Stuart, Ms Nicola White

Primary 1: Mrs Lisa Walker

Primary 1/2: Miss Maigan Reid

P2/3: Mrs Anne Coubrough & Mrs Kirsty Bailie

Primary 4/5: Mrs Anne Smart & Mrs Lynn McLeod-Kerr

Primary 5/6: Mrs Sharon Goodwin

Primary P7: Mrs Morgan Franchitti

Reduced Class Contact Time: Mrs Linzi Struthers

School Support Staff:

Mrs Gail Ramsay (Team Leader)

Mrs Tracy Porteous, Mrs Helen Cochrane

Mrs Karen Shearer, Mrs Elizabeth Scott

Mrs Arabella Black

Facilities Assistants

Facility Assistant (Janitorial): Mrs Fiona Clyde/Mr Billy Watson

Facility Assistant (Catering): Ms K Brownlie

Catering and Cleaning staff:

Mrs Sharon Whyte, Ms Lyndsay Dudds, Mrs Tracy Jefferson, Ms Jenni Arthur

First Aider: all Support Staff & Lesley Stewart

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 123 and a nursery roll of 25.

Parent Council

Mrs Julie Morrison 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.

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:
Ms Jacqueline Wallace**

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.

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/downloads/file/13457/parents_as_partners_-_strategy_2019

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.



Every parent with a child at school is automatically a member of our parent forum. The Parent Council is a formal group, with a constitution, and acts as the Parent Voice of the school.

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

Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and

wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education.

Parentzone Scotland also has details about schools, including performance data for school leavers from S4-S6 and links to the national, local authority and school level data on the achievement of Curriculum for Excellence levels.

Partnership with parents: Learning

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 are encouraged to read and share what they are reading with someone at home. Suggested activities to support this are shared at the beginning of each session.

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. We are currently working to introduce an online system to replace this which will allow us to share important information with you whilst also allowing you to complete consent forms paper free. Information on how to sign up to the Parent Portal will be shared when you child starts school. Our website contains details of school policy and procedures and curricular

information for parents. We regularly share our learning on Twitter - @CarnwathPrimary. 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 within our sharing shed 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.



Coffee afternoons are held twice per session. These give your child the opportunity to share their work with you in an informal and unrushed manner. Pupil Progress Meetings closely follow these and give you the opportunity to meet with your child's class teacher. These take place in October and March. A report card for your child is also issued in March

and can be discussed at the meeting.

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 Class Teacher and/or the Headteacher 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'.

School Ethos



Carnwath Primary School Motto:

I dare to challenge myself to be the best I can be.

Carnwath Primary School Values:

- Safe
- Happy
- Respect
- Friendship



Carnwath Primary School Vision:

Our goal is to support and nurture our children in a happy and safe environment. We strive to develop a respectful school community where every child feels loved and is encouraged to achieve their full potential.

Carnwath Primary School Aims:

Working as a team and with our community we aim to:

- create an ethos that promotes an inclusive environment
- encourage children to reach their full potential through opportunities and challenge
- equip children with the skills for learning, life and work
- develop a positive mindset that embeds resilience, respect and citizenship
- To promote happy, confident individuals

Promoting positive behaviour

The school has a Positive Relationships Position Statement that takes into account the six principles of nurture. It provides a shared expectation of high standards of behaviour and effort throughout the school. It also provides support for children who are communicating distress or anxiety through their behaviour.

Our approach is to create an environment where every child is engaged in their learning and tasks are appropriately challenging. This reduces the possibility of challenging behaviour. 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.

In order to encourage positive behaviour and motivate children to always do their best. The school regularly celebrates success. Children are awarded House Points for being responsible citizens, and these points are collated weekly and a house winner is announced. There are also a wide variety of certificates which are given out and celebrated during our weekly assembly. Children's progress and achievements are closely tracked and success is celebrated at a level appropriate to each individual. There is also an achievement wall in the dinner hall which is regularly updated with achievements in and out of school.

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

We currently:

- ✓ are updating our school anti-bullying policy which reflects the SLC 'Respect Me' policy
- ✓ regularly discuss the school values with children
- ✓ have assemblies where the values are a focus
- ✓ undertake curricular work based upon the SHANARRI indicators: Every child has the right to be: Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included.
- ✓ investigate, log and deal with all bullying incidents that come to our attention
- ✓ review our procedures for dealing with a variety of issues, in consultation with staff, parents and pupils

Children and parents are regularly encouraged to discuss any concerns or worries with an adult in the school to allow these to be dealt with promptly and effectively.

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 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.

The School as Part of the Community

Carnwath Primary and Nursery class are proud to be part of the local community. We regularly use the local area as part of our curriculum and are keen to work with local businesses and groups.

A representative from the school regularly attends Community Council meetings and we have close links with the Gala Committee and the local church. We are currently working hard to develop relationships with other local businesses.

Attendance

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. It is important for the school to work with parents/carers in encouraging children to attend school. All absences 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:

- 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.
- 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

Requests for your child to be absent from school to make an extended visit to relatives either in the UK or overseas 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 unauthorised absence.

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. (See section 7).

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 forward looking, coherent, flexible and an enriched curriculum that provides young people with opportunities to engage with the knowledge, skills and attributes they will need to flourish in life, learning and work.

The curriculum places learners at the heart of education and at its centre are four fundamental capacities - successful learners, confident individuals, responsible citizens, and effective contributors. It 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.

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 curricular 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 [Scotland's Curriculum for Excellence \(scotlandscurriculum.scot\)](http://scotlandscurriculum.scot)

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.

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.

Play Pedagogy

In line with Local Authority priorities and Scottish Government guidance, we are currently working on developing our play pedagogy, particularly in our younger classes. Allowing children time to play gives them the opportunity to lead their own learning whilst developing skills such as resilience, problem solving and negotiation and allows their curiosity to thrive. The children often challenge themselves and each other during their play and are also developing valuable social skills.



Literacy and English Language

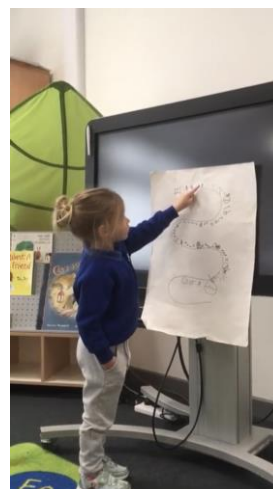
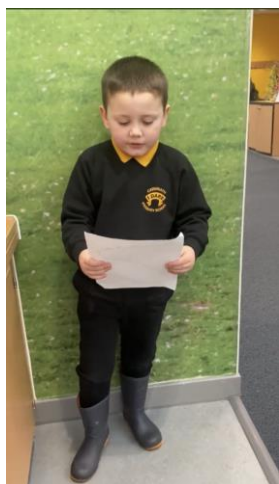
Literacy is fundamental to all areas of learning, as it unlocks access to the wider curriculum. Work in this area promotes the development of critical and creative thinking as well as competence in listening and talking, reading, writing and team-working skills.

Reading is taught using the 'Active Literacy' approach. This helps children develop a range of skills before they read, as they read and after they have read which help them develop fluency, a deeper understanding of what they are reading and the ability to respond appropriately to various texts. It encourages children to think about what they are reading and use their skills to help them form opinions, which they can justify with evidence from a text. The school has a wide range of books for use at all levels that ensure progression of these skills.

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 an infant and senior library containing a variety of fiction and non-fiction books. There are also smaller libraries and reading areas available for children in all classrooms.

ICT is used to support Literacy/English Language activities and children make use of this daily.

One of our priorities for session 2021-2022 was to improve the teaching of writing by adopting the 'Talk 4 Writing' approach throughout the school. This initiative was led by class teachers and has had a positive impact on attainment and motivation in writing.



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. 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.



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.

ICT 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.

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.

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 well-being. 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

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 and Chromebooks are the main systems 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. 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, tablets and Chromebooks which children can access to enhance their educational experience.

Every child is a member of their Google classroom and regularly logs onto this in school. Occasionally this will be used for home learning, if required. It is also an effective way of sharing some learning with parents/carers at home.



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.

We operate an inclusive reward scheme to support PSD where all children who deserve recognition receive it. 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.

Assessment & Tracking Progress

Each child's progress is continually being assessed on a day to day basis. This may be through 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.

Throughout the year as appropriate, we assess children's numeracy, reading and spelling in a more formal way. P4 and P7 children are also assessed using the Scottish National Standardised Assessment. The results of these standardised assessments and the teacher's judgement, throughout the year, help each teacher to plan your child's future learning.

As a school we also track your child's progress to ensure we are aware of any difficulties they may have. Should we have concerns we would discuss these with you and if we felt it was appropriate we would ask our Specialist Support Teacher to further assess your child.

Reporting

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 pupil progress meetings which offer you the opportunity to discuss how your child is progressing and 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 pupil progress meetings in October and March.

Our 'learner 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 March each year.

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

Enrolment and Transitions

Enrolment – how to register your child for school.

To register your child for school you should complete our online registration form. This can be done using the South Lanarkshire website.

www.southlanarkshire.gov.uk/info/200186/primary_school_information/392/enrolling_your_child_for_school

If you have any difficulty in identifying your catchment school, please email Edsuppserv.helpline@southlanarkshire.gov.uk

The online registration form will ask you to provide each child's full birth certificate and two pieces of recent official documentation both containing your permanent home address for example a utility bill, council tax statement, housing rent card, child benefit documentation.

Proof of where the child lives may also be needed.

If your child is due to start school in August 2024, you can enrol online from Monday 8 January 2024. Your catchment school will contact you between Monday 15 to Friday 19 January 2024 to confirm your enrolment.

If your child attends the nursery of your catchment school, please do not assume that they will automatically be transferred. You must register them as normal at the school that is in the catchment area for your home address

If parents want their child to go to another school, they must enrol in the first instance with their catchment school and intimate that they wish to make a placing request. An online placing request form is available from the SLC website – www.southlanarkshire.gov.uk or by contacting edsuppserv.helpline@southlanarkshire.gov.uk or phone **0303 123 1023**.

Change of School/Placing Request

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 edsuppserv.helpline@southlanarkshire.gov.uk or **0303 123 1023**.

Transition from primary to secondary school

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 on events designed to support P7 children before they move on to secondary school.



Support for pupils

Getting it right for every child

Getting it right for every child (GIRFEC) supports families by making sure children and young people can receive the right help, at the right time, from the right people. The aim is to help them grow up feeling loved, safe and respected so that they can realise their full potential.

Most children and young people get all the help and support they need from their parent(s), wider family and community but sometimes, perhaps unexpectedly, they may need a bit of extra help. GIRFEC is a way for families to work in partnership with people who can support them, such as teachers.

If you have any concerns about your child's wellbeing, you can speak to the named person who will work with you to provide support and decide how to move forward. 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.

More information can be found on:

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. Teachers regularly discuss the progress of the children in their class with a member of the school management team. Any barriers to learning are quickly identified and addressed using the authority's Staged Intervention Process to track and monitor the impact of interventions and extra supports. Children who are working as individuals and who are not on track with their learning will have an Additional Support Plan (ASP). The targets on this will be discussed regularly with the child and their parents and progress will be closely monitored.

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 cover information for parents and carers about the Additional Support for Learning Acts.

Enquire

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

Advice and information is also available at 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.

If you would like to order our leaflets, postcards or guides to share with parents and carers of pupils in your school, please contact us on info@enquire.org.uk

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 supports the action in the 'Getting it Right for Every Child in South Lanarkshire's Children Services Plan 2021-2023', following the launch of the Attachment Strategy in 2020, to provide staff training in Attachment and Trauma based 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 theory and its application 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 establishments and 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 in schools and on the SLC Staff learning Centre Sway accessible by teachers and staff.

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. We also share our work with the wider community using the local paper's local news section and more recently on X.

Following self-evaluation by staff and consultations with all stakeholders, our priorities for the current session were identified as:

1. *To further embed play pedagogy throughout the school as an effective way to engage and challenge learners.*
2. *To ensure consistent high-quality teaching, learning and assessment throughout the nursery and school by engaging with the LTA moderation cycle.*
3. *To develop pupils' ability to discuss themselves as learners and identify personal targets through the implementation of SLC Skills Framework.*

Our Improvement Plan for **2022-2023** included undertaking work to reconnect with parents and the community. We made the teaching of digital technologies a priority and invested in equipment to support this. Through self-evaluation, we identified the need to develop children's ability to discuss themselves as learners and this work has been ongoing with the aim to be that children can identify relevant next steps for themselves and use this knowledge to set their own relevant and measurable targets. The cost of living crisis has also been a priority and we are working with local businesses to provide support for this where we can. In response to the social interaction experiences children missed due to the pandemic, we invested time into learning more about play pedagogy which allows children to develop their social and academic skills through play.

We used a significant part of our Pupil Equity Fund to employ a teacher for an extra three days to allow a continued focus upon nurturing approaches throughout the school with additional support for identified children. Our participatory budget was allocated to school trips – an important aspect of education that we have missed for a few years. During the session, every child in the school will have had at least one school trip with no cost for families. We also invested in Chromebooks and other equipment to enhance digital technologies throughout the school. The remaining balance was used to ensure all children could access activities that historically had a cost related to taking part.

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

School policies and practical information

Nursery

All children attending a local authority nursery will be provided with a free lunch. In addition, if your child attends long mornings or afternoons e.g., over 4 hours 30 minutes they will be provided with a 'brunch' or 'afternoon tea'.

Nursery lunches and snacks are based on nutritional requirements from the NHS "Setting the Table" guidance.

Nursery age children will also receive milk and a healthy snack free of charge under the Milk and Healthy Snack scheme 2021. This will be provided by the establishment

Primary pupils

Healthy eating is something that the school supports, and a range of meals are available at lunchtime that meet the Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2020

For their lunch each day pupils have the option to choose from two hot meal options plus a snack option. These are all served with vegetables or side salad. All meals also come with fresh chilled drinking water, salad, seasonal fruit and depending on the day - soup or a dessert.

Milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at morning break or lunchtime.

Pupils in:

Primary 1 - 5 receive a free school lunch.

Primary 6 - 7 meal cost is £2.05.

School lunches and milk can be paid for through your Parentpay account or Paypoint facilities in local shops.

NB School Meal prices are reviewed annually and may be subject to change

Adapted diets

If your child within Nursery, Primary or Secondary requires an adapted diet for medical reasons please speak to the school/nursery office who will provide the request form for you to complete. In addition, if you have a halal or vegan diet request for your child, please speak to the school office who will provide you with a request form.

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 £726 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 £8,717 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £18,725 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 (P6 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.

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.

Carnwath Primary School uniform is:

black sweatshirts



yellow polo shirts



grey or black trousers/skirts



Black sweatshirts, black fleeces, yellow polo shirts, jackets and cardigans all bearing an embroidered school logo are available from ALJ Workwear in Lanark. However, parents should note that similar items available in shops without the logo are perfectly acceptable.

Parents will be informed of their child's P.E. days. On these days, we recommend sending your child to school in jogging trousers or shorts along with their school polo shirt and jumper. Eliminating the need for children to change for P.E. saves a huge amount of time and reduces the possibility of clothing being mixed up or lost.

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.

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 parent/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. 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).

School hours/holiday dates

School starts at 9am sharp and we respectfully request that you ensure your child arrives on time. The children have a 15-minute break at 10.30am. Children are encouraged to bring a healthy, mid-morning snack however, fruit is available if they forget. Lunch time is from 12.15pm-1.00pm and the school day finishes at 3pm.

Holiday dates for the session are at the end of the handbook.

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 complete a form online at www.southlanarkshire.gov.uk or contact **0303 123 1023**. 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 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. More information on school transport is available at www.southlanarkshire.gov.uk/info/200188/secondary_school_information/545/school_transport or 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.

Children who are entitled to transport are collected either by a bus or a taxi and are dropped off on Main Street next to the entrance to the school.

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.

Child Protection

All staff in educational establishments in South Lanarkshire Council receive an annual Child Protection update and are required to follow the advice and guidance contained within relevant Education Operating Procedures. They must also complete a mandatory Learn on Line Course “Child Protection in Education”.

South Lanarkshire’s children’s services partnership works together to support children, young people, and their families so that children grow up in communities where they are safe, healthy, active, achieving, respected, responsible and included, and have the opportunity to achieve their full

potential. They are committed to continuously improve our services to ensure children, young people and their families get the right support at the right time.

Sometimes children and young people need additional help to make sure that they are “*cared for and protected from abuse and harm in a safe environment in which their rights are respected*” (CPC South Lanarkshire Child Protection shared vision). The Child Protection Committee has the overarching responsibility to ensure that agencies individually and collectively work to protect children and young people as effectively as possible.

All staff have a responsibility to report any suspicions that a child has been abused or is at risk of harm, abuse, or neglect. Robust procedures and guidance are in place to support education staff to:

-
be alert to signs that a child may be experiencing risks to their wellbeing,
report concerns to the head of establishment or the child protection coordinator without delay.
be actively engaged in support and protection and development of wellbeing.

If you would like more information, or 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 useful information for parents/carers to help them keep their children safe. 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 using our parental app, 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 visit the website www.southlanarkshire.gov.uk or email 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 its 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

In line with the General Data Protection Regulation (GDPR) we have produced this privacy notice to inform you how we deal with personal information as part of our statutory function as an education authority.

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.

If 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 there are concerns about your child’s wellbeing and/or your child has needs that may require additional support, we will wish to work with you to collect and consider information to enable us to help you get the right support at the right time in line with the Getting it right for every child approach.

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.

The NHS, to support health initiatives in accordance with the legal obligation on the Council in terms of section 39(3) of the National Health Service (Scotland) Act 1978.

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).

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.



Education Resources

School holiday Dates Session 2024/2-25

Types of holiday listed by month	Holiday dates
Teachers return on Monday 12 August 2024	
In-service days - all schools	Monday 12 and Tuesday 13 August 2024
Pupils return to school	Wednesday 14 August 2024
September 2024	
September weekend	Friday 27 and Monday 30 September 2024
October 2024	
October break	Monday 14 to Friday 18 October 2024 Pupils return on Monday 21 October 2024
November 2024	
In-service day - all schools	Monday 11 November 2024
December 2024 and January 2025	
Christmas/New Year	Schools close at 2.30pm on Friday 20 December 2024 Schools re-open on Monday 6 January 2025
February 2025	
February break	Monday 17 and Tuesday 18 February 2025

Types of holiday listed by month	Holiday dates
In-service day - all schools	Wednesday 19 February 2025
March/April 2025	
Spring break/Easter	Schools close at 2.30pm on Friday 4 April 2025* Schools re-open on Tuesday 22 April 2025
May 2025	
In-service day - all schools	Thursday 1 May 2025
May day	Monday 5 May 2025
Local holiday	Friday 23 and Monday 26 May 2025**
June 2025	
Summer break	Schools close at 1pm on Wednesday 25 June 2025

* Good Friday falls on Friday 18 April 2025

** Lanark schools will close on Thursday 12 and Friday 13 June 2025

Pupils attend school for 190 days and teachers attend for 195 days.

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
www.southlanarkshire.gov.uk
Phone: 0303 123 1023

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

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

Alex Allison, Ralph Barker, 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.

Appendix A

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

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
National Parent Forum for Scotland; www.npfs.org.uk

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 literary, 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: from the Scottish Government website on www.gov.scot with an update on school inspection outcomes being available via the Education Scotland website.