



CAIRNS PRIMARY SCHOOL

HANDBOOK

2024-2025

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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.

1) Introduction

I would like to take this opportunity to welcome you and your child to Cairns Primary School. This handbook is designed to help you and your child become part of our school and settle in with ease. We hope this handbook will provide you with all the information you need, however, if you have any questions, would like to discuss any issues, or visit the school please do not hesitate to contact me, or one of the Senior Leadership Team.

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 my privilege to be the Head Teacher of Cairns Primary School, Nursery class and ASN department. At Cairns Primary, we aim to provide a safe, nurturing and stimulating environment where each child can enjoy learning and develop their strengths and talents. We believe our purpose is to deliver both excellence and equity in equal measures for all of our pupils.

Our school is a vibrant community where we foster an ethos of respect, equality and trust to allow our pupils to learn and develop in the best possible atmosphere. We believe it is important for our pupils, parents and staff to feel safe, supported and valued here at Cairns to allow them to develop their skills and achieve their own personal goals.

We aim to raise attainment for all, especially in literacy and numeracy by delivering an exciting and motivating curriculum which is relevant, purposeful and which meets the needs of all our pupils. We aim to close the attainment gap between the most and least disadvantaged children in our school ensuring every child has equitable opportunities to succeed and access opportunities to develop and progress.

We have a dedicated and hardworking staff who provide a varied, interesting, valid and balanced curriculum for our pupils. All staff participate in our very full programme of after school activities, which enhances the school's provision and provides our pupils with the opportunity to participate in a variety of new experiences. This helps to promote and develop skills for life, learning and work, as well as encourage independent learning and enjoyment. Our staff team are dedicated to ensuring all pupils get as many opportunities to grow and develop as possible.

We are fully committed to our open-door policy and welcome parents and carers to our school to discuss their child's learning. The staff and Senior Leadership Team are always happy to meet with

and work with parents, as we believe partnership working is the key to improvement and to promote a successful, caring school.

Our school handbook hopes to provide you with an overview of our school and an insight into the many different aspects of life here at Cairns. We hope you will enjoy being a valuable member of our Cairns team and I look forward to meeting and working with you and your child.

Helen Gillan

Head Teacher.



2) About our School

Cairns Primary and Nursery School
Ivybank Avenue
Cambuslang
Glasgow
G72 8SQ

Contact us:



Phone: 0141 641 2218



Web address www.cairns-pri.s-lanark.sch.uk
Office e-mail office@cairns-pri.s-lanark.sch.uk
SLT e-mail gw20slccairnspshw@glow.sch.uk



Twitter: @cairnsp



Parents Portal

An online platform used to communicate daily with parents/carers. Please download the Parents Portal app from your App Store and link your child to Cairns Primary School (accessible from August 2024).

Parents Portal

Link to Parents Portal: <https://parentsportal.scot/pportal/>

Education: Early Years 3-5 years and Primary 1-7

Status: Non-Denominational

24/25 School roll – 356 Pupils (including nursery class)

ASN Department – Capacity for 24 children over 3 classes

Nursery – Capacity for 48 full time children



3) School Ethos

We Aim:

- To continue to promote high standards and expectations of behaviour, attitude, respect and approaches to learning among all stakeholders.
- To continue to promote an ethos of equality and fairness where everyone is valued and respected by engaging in open and honest communication and consultation.
- To promote awareness of different cultures by sharing information with all stakeholders and celebrating our differences.
- To develop the important part we play at Cairns in our Community by becoming more actively involved in our Learning Community and in the local Community in which we work and live.

We regularly celebrate pupil achievements with events such as weekly assemblies where children are presented with certificates under the 4 capacities, 'showcasing learning' and special days of recognition.

Pupil Voice

At Cairns our pupils are at the heart of what we do and we regularly seek their opinions and feedback as we encourage them to be leaders of their own learning and of many areas across the school. We have many committee groups across the school that come together to discuss learning and changes that can be made across the school to enhance pupil learning experiences.

This was the fourth year that I took part in the Burns Club. I like getting to learn a new poem and going to the competition. I also got to perform in front of the whole school and on the radio! P4 pupil LC

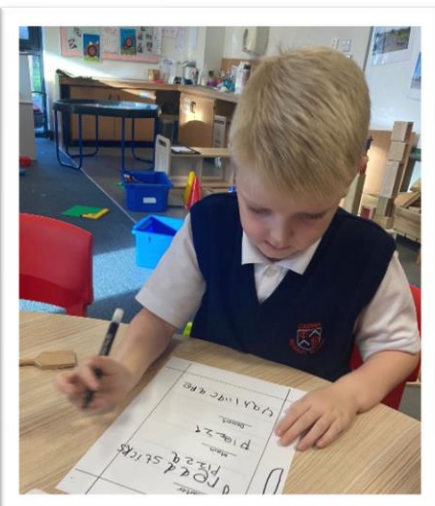
All of Primary 7 did Sidekicks training this year which means we are able to run sports clubs at lunch time. I set up a Basketball Club for the younger pupils and they loved it! P7 pupil YR



Cairns in the Community

Cairns plays an important part in our local community, encouraging children to get involved with local charities and volunteer groups. We aim to instil a sense of belonging for pupils within our community by helping with local projects and initiatives. Our chaplaincy team makes regular visits, when permissible, and provide workshops for children as well as joining our assemblies termly. We work with a local litter picking group and have taken part in their campaigns to clean up our community. Visiting specialists work with our pupils and staff to ensure curriculum planning meets the needs of learners and that staff are confident in supporting pupils.

Our local community is an important part of our daily school lives and we work hard with our partners in the community to build positive relationships to the benefit of all.



4) Our Staff

Leadership Team

Head Teacher - Helen Gillan

Depute Head Teacher - Jennifer Macdonald

Depute Head Teacher (Acting) – Gillian Broadfoot

ASN Depute Head Teacher – Michael Farrell

Principal Teacher (Acting) – Michelle McMenemy

Teaching Staff

<u>Infant Department</u>	<u>Senior Department</u>	<u>ASN Department</u>
P1b – Mrs Natasha Bevan P1g – Mrs Jillian Gebbie P2 – Miss Alison Murray P2/3 – Mrs Siobhan Morton P3 – Mr Kieran Gallagher P4C- Miss Carly Gayne	P4T – Miss Gemma Tsang P5 – Mr Brendan Paterson P6- Mrs Healy/ Miss Caitlin Clarke P6/7 - Miss Rachel Molloy P7 - Ms Alison Brady	P1-3S-Mrs Alison Smith P4-7MH- Mrs Lauren McGowan/ Mrs Kate Hall P4-6JM- Mrs Daneille McGovern /Mrs Emma Judge

CCC – Miss Alice Cartmill

Maternity Leave – Miss Isla Little, Mrs Lauren Moffat

<u>Nursery Staff</u>	<u>Support Staff</u>
Team Leader – Mrs Michelle Burns Team Leader (acting) – Ms Elaine Revie Early Years Practitioner – Miss Amanda Steven Early Years Practitioner – Miss Alison MacFadzean Early Years Practitioner – Miss Jennifer Campbell Early Years Practitioner – Ms Kellyann McAteer Early Years Practitioner – Mrs Lynne Devine Early Years Support worker – Miss Kellyann Hannah	Ms Yvonne Muir Mrs Lesley Ferguson Mrs Louise Paul Mx Gray Crosbie Ms Agnes McCoo Mrs Emma McAulay Mrs Manzar Malik Mrs Elaine Lavan Mrs Jacqueline Dooley Mrs Sheryl Clacherty Ms Lindsey Aga Ms Lorraine Pinnell Mrs Marie Morgan

5) Attendance

At Cairns Primary School, we work in partnership 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:-

- If you know in advance of any reason why your child is likely to be absent from school, please tell someone at the school, telephone us or let us know in writing via email/school app. Please also give your child a note on his/her return to school, telling of the reason for absence.
- Notify the school first thing in the morning when your child is going to be absent. Let the school know the reason for absence, likely date of return and keep them informed if the date changes;
- Inform the school of any change to the following :-
 - home telephone number
 - mobile number
 - emergency contact details
- Requests for your child to be absent from school to make an extended visit to relatives must be made in writing to the Head Teacher, detailing the reason, destination and duration of absence and arrangements for their continuing education. On these occasions, the pupil will be marked as an authorised absentee in the register.

Late coming

At Cairns Primary we expect our pupils to arrive at school on time each day. We record late coming daily and, if it becomes a continued occurrence, we will contact you to make you aware of the situation.

Children benefit from being in school at the beginning of each day to ensure they do not miss any vital teaching time or sharing of information.

We appreciate parental support in this area.

Parent/Pupil visits

Where there is a request for a visit, this will be discussed with parents and a suitable type of meeting can be arranged. Requests can be made via telephone or by emailing our school office.

Emergency Information

We strive to keep the school open during term-time. However, there may be instances such as severe weather or power failures that could affect the school day. In such cases, we will inform you as soon as possible through text messages and our social media channels.

Severe Weather Protocol

In the event of severe weather like snow or heavy frost, if the school cannot open at the usual time, we will delay the start until 10 am. Notifications will be posted on social media and the council's website.

Communication

The Council's website, www.southlanarkshire.gov.uk, will provide updates on school closures or delays including further information about the next school day.

Parental Responsibilities

- Inform the school of any changes to your contact details.
- If unsure about the school's status, 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 school's policies.
- Respect school staff and support the school's commitment to your child's education.

Family Holidays During Term Time

Please ensure your child attends school during term time and avoid holidays during this period as it disrupts education and reduces learning time. If a holiday during term time is unavoidable, inform the school in advance by letter.

Holidays during term time will be marked as unauthorised absences, except in exceptional circumstances where parents can demonstrate the inability to obtain leave during school holidays. Unexplained absences will be recorded as unauthorised.

Encouraging School Attendance

We believe that regular school attendance is key to raising attainment and achievement. It's a shared responsibility among parents/carers and the school to emphasise the importance of attending school. For your convenience, school holiday dates and in-service dates can be found on the council's website: www.southlanarkshire.gov.uk.

Concerns or Complaints

If you wish to contact the school to share any concerns or complaints, you can contact the school directly via telephone on **0141 641 2218** or email our school office office@cairns-pri.s-lanark.sch.uk. It will be passed to the relevant person who will be in touch as soon as possible. Please allow time for the concern/complaint to be dealt with, as this may involve speaking with staff and pupils to ensure it is dealt with accordingly.

6) Parental involvement

Parental Involvement

The Scottish Schools (Parental Involvement) Act 2006 offers guidance for education authorities, Parent Councils, and others.

Parentzone [Parentzone Scotland | Education Scotland](#) provides resources for parents and Parent Councils, and the National Parent Forum for Scotland offers additional information at www.npfs.org.uk.

Parental Involvement/Parent Council

At Cairns Primary School, we value parents as partners in their child's education and has published a strategy called 'Making a difference – working together to support children's learning', available on the Council's website: www.southlanarkshire.gov.uk/downloads/file/13457/parents_as_partners_-_strategy_2019

The Importance of Parental Involvement

- Parents, carers, and family members are the most significant influences on children's lives.
- Children spend only 15% of their time in school between the ages of 5 and 16.
- Research shows that parental involvement in learning leads to better outcomes at school and in life.

Our Aims for Parents/Carers

- To be welcomed and involved in the life of the school.
- To be fully informed about their child's learning.
- To be encouraged to contribute actively to their child's learning.
- To be able to support learning at home.
- To be encouraged to express views and participate in discussions on education-related issues.

Parent Forum and Parent Council

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

Getting Involved

- To learn more about becoming a parent helper or joining the Parent Council and/or Parent Teacher Association, contact the school or visit our website.
- A guide on the role of a Parent Council, created by parents for parents, is available via this link [Parent Councils](#)

Parentzone Scotland

- A unique website for parents and carers in Scotland, offering information from early years to beyond school.
- Provides up-to-date information about learning in Scotland and practical advice to support children's learning at home.
- Offers more detailed information on additional support needs
- Explains how parents can get involved in their child's school and education.
- Includes details about schools, performance data for school leavers from S4-S6, and links to national, local authority, and school-level data on the achievement of Curriculum for Excellence levels.

Throughout the school year, we have multiple opportunities for our parents/carers to come into the school and classroom to work with our pupils. We have showcase events, on-stage performances and open evenings which all welcome our parents/carers into join in the learning experiences and develop a fuller understanding of teaching methods and strategies. We also run parent workshops and host parent evenings twice a year.

A snapshot of learning at Cairns - <https://www.youtube.com/watch?v=gKuxG7BAQpc>

See how we learn!



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 a forward looking, coherent, more flexible and 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, now and in the future.

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

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

Curriculum for Excellence

Our learning and teaching activities are based on the outcomes and experiences in the guidelines 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.

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

The development of Christianity and Christian attitudes is encouraged as part of our programme with Bible stories and Christian festivals highlighted. A knowledge and awareness of other world religions and festivals will also be included. Weekly assemblies are time-tabled to reinforce the religious and community spirit of the school as well as focusing on celebrating success and achievement. The school chaplain also leads assemblies and visits individual classes throughout the year. Education Resources has produced guidelines on Religious Observance Policies and these are available in all establishments.

Rights of Parents/Carers

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

There is a statutory provision for parents to withdraw children from participation in religious observance. This right of parents' wishes will be respected. Where a child is withdrawn from religious observance, schools will make suitable arrangements for the child to participate in a worthwhile alternative activity.

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.

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.

8) Assessment and tracking progress

At Cairns, we regularly assess the learning experiences of our pupils daily. Twice a year, we undertake standardised assessments in aspects of literacy and numeracy to help us monitor and track progress and plan effectively to meet the needs of our pupils, however assessment is an ongoing process and one which the children are fully involved in.

We are currently reviewing our Pupil Personal Learning Plans, (PLP's), which are sent home for parents to share their child's personal learning targets. These are worked on and reviewed by the class teacher and the child and we value parental support and involvement in the creation and achievement of these targets. We are working with our Pupil Learning Council and Parent Council to review and revise these documents this session.

At Primary 1, Primary 4 and Primary 7, the Scottish Government collects assessment data in literacy and numeracy, from all Scottish primary Schools. This information is used to help analyse progress and achievement across the country and is often published in the national press for your information.

We would encourage all parents to contact the school if, at any time, they would like to discuss any aspect of their child's progress or well-being.



9) Reporting

Cairns Primary School and Nursery Class recognise that good teamwork among parents, children and schools is the key to a successful education for your child. There are many opportunities for you to come along to various events/open nights/curricular workshops and 'showcases of children's work' to help celebrate the children's learning. Open Nights and events share and celebrate the children's learning.

We will provide parents with reports and keep them informed of their child's progress. Each pupil will receive an Interim Report in October and a Full report in March/April. Reports will detail strengths, achievements and areas for development.

In addition, there will be formal parents' meetings which offer you the opportunity to discuss your child's progress. These take place in November and May. At Cairns, we celebrate our open-door policy and welcome and encourage you to contact the school to discuss your child's learning or any aspects of their education.

Our style of 'pupil reports' will help you to get to know more about the curriculum which each child follows and will describe strengths, achievements and areas for development. The report provides information on how we are supporting your child at school and give suggestions on how you can support your child's learning at home.

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

10) 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 2025, you can enrol online from Monday 6 January 2025. Your catchment school will contact you between Monday 13 to Friday 17 January 2025 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.

11)Support for Pupils

Getting it right for every child.

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 to 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)

A statement of the school policy in relation to pupils with additional support needs, including the assistance given to pupils experiencing learning difficulties who do not have a co-ordinated support plan should be given.

The range of additional support for learning catered for, and the specialist services provided along with details on unit(s) and/or class(es) that the school offers.

The number of pupils who have a co-ordinated support plan should be shown. (Where the number of pupils who have a co-ordinated support plan is between 1-4 inclusive, it should not be published in the school handbook).

South Lanarkshire Education Resources have published a series of leaflets available which cover information for parents and carers about the Additional Support for Learning Acts.

In keeping with duties set out in the Education (Additional Support for Learning) (Scotland) Act 2004 (as amended) the guidance states that handbooks should specifically mention Enquire, the Scottish advice service for additional support for learning.

Please include the following in your handbook: -

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 2021-23', 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 informs 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.

12) School Improvement

From our consultations with parents and pupils, including questionnaires, interviews and written feedback, and through our own self-evaluation and monitoring processes, staff, pupils and parents report our children are learning and achieving to a high standard. They identified the following strengths:

- We provide a very good variety of teaching and learning experiences across the curriculum which are differentiated to meet the needs of learners.
- We were more equipped to manage home learning as staff, pupils and parents all had in-class and at home experience of working with Google classroom.
- We provided devices for all of our pupils across the school and enhanced learning through the use of ICT especially to enhance and support IDL topics.
- Staff are willing to develop their own professional skills and understanding and share good practise through TLC group, Masterclasses, clubs, digital learning etc.
- Achievement and learning are 'core business' and valued in the school and success in each are celebrated in many ways, e.g. 'Show case' Events, learning walls, Golden Book, etc.
- Target setting, personal learning planning and profiles all encourage children to be leaders in their own learning and achievement and are embedded across the school.
- Children benefit from current and relevant resources, especially ICT to enhance learning experiences.
- Positive relationships between home and school are well established. Increased attendance at showcases, assemblies and participation in consultation exercises and working parties and parent groups demonstrate this.
- Children are provided with many different opportunities throughout the year to take on leadership responsibilities and develop their own skills and confidence in many areas.

Each year we consult all stakeholders and use our tracking and monitoring systems to plan purposeful and relevant school improvement priorities.

Our key school improvement priorities for session 2024-2025 are:

- **Continue to develop Talk for Writing approach to raise attainment in writing. Developing robust assessments to better support and progress our learners.**
- **Review and revise Social Studies programme including a focus on Sustainability.**
- **Further develop our outdoor learning programme. Developing our outdoor environment to support play in the outdoors.**
- **Further develop our Play Approaches in P1-3.**
- **Continue to raise attainment in all aspects of literacy and numeracy.**
- **Continue to develop our attachment and nurture work across the school as we focus on the health and wellbeing of our pupils. Working toward Attachment accreditation.**

A copy of our Standards and Quality Report and our Improvement plan can be found on our website, school app or from the school office.

13) School policies and practical information

Nursery class

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

All primary schools run a Breakfast service from 8.15am to 8.45am with pupils being offered a selection of toast, cereal or fruit along with a cup of milk.

For their lunch each day pupils have the option to choose from four meal options everyday. These are all served with vegetables or side salad. All meals also come with fresh chilled drinking water, salad selection, 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 £2.17

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 £796 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 £9,552 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £19,995 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 to ensure anonymity is protected of children who receive free meals and we encourage all children to remain in school at lunch time.

Enter information on any breakfast school provision within the school.

School uniform

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

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

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

There are forms of dress which are unacceptable in all schools such as:
the wearing of football colours

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

School uniform



Our uniform colours are:

Navy – trousers/skirt/pinafore

White – Shirt/polo shirt

Suppliers include:

<https://scotcrestschoools.co.uk/>

<https://schoolwearmadeeasy.com/>

Please note, there is no obligation for pupils to wear uniform with the school logo/badge on it.

Allergies

Many children in our schools have allergies, and it is crucial for parents to keep the school informed about these conditions.

Health Care Plans

- Allergies can manifest at any time with symptoms ranging from mild to severe.
- Children with moderate to severe allergies often have a Health Care Plan from the NHS, detailing symptoms and interventions.
- Parents must share this plan with the school and provide updates as necessary.

Mild Symptoms

- Even without a Health Care Plan, parents should regularly update the school on any new triggers, medications, or actions required.

Employee Training

- School staff need to know your child's symptoms, treatments, and actions required to prevent exposure and minimise the risk of reactions.
- Employees receive training on allergies and will consult with parents and the NHS for any additional specialist training needed.

Policy Adherence

- In supporting children and young people with allergies, school staff will follow South Lanarkshire Council's Safe Systems of Work, risk assessment process, and national guidance on the administration of medicines.

Support for parent/carers

Clothing grant

Clothing grant

In certain circumstances the Council provides support to parents/carers for the purchase of school wear. This also now includes nursery children aged 3 and 4 years old.

Applications can be made online at www.southlanarkshire.gov.uk. If you are required to submit evidence of your Tax Credit income or your Universal Credit Statement, it is important that all pages of this evidence is submitted with 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

School - 9am – 3pm

Nursery - 8.45am – 2.45pm

Playtime – 10.30am – 10.45am

Lunch – 12.30pm – 1.15pm

Holiday dates

February break - Monday 17 and Tuesday 18 February 2025

In-service day – Wednesday 19th February 2025

Spring/Easter break – Friday 4 April 2025 (school closes at 2.30pm)

Monday 7 April to Monday 21 April 2025

Tuesday 22 April 2025 - pupils return to school

In-service day – Thursday 1 May 2025

May Day - Monday 5 May 2025

Local holiday - Friday 23 May and Monday 26 May 2025

Summer break – Schools close at 1pm on Wednesday 25 June 2025

Pupils return to school on Thursday 14 August 2025

September weekend – Thursday 14 August 2025

October break – Monday 13 to Friday 17 October 2025

In-service day – Monday 10 November 2025

Christmas / New Year – Schools close at 2.30pm on Friday 19 December 2025

Schools re-open on Monday 5 January 2026

School transport

South Lanarkshire Council's mainstream school transport policy provides transport for primary school pupils who live one mile or more from their catchment primary school by the shortest safe walking route.

The calculation on the measurement of distance from home to school is measured using a Geographical Information System (GIS), which is used for all measurements to ensure that Council Policy is consistently applied across the Authority.

More details on school transport can be found at the following link including the online application form:
https://www.southlanarkshire.gov.uk/info/200186/primary_school_information/545/school_transport

If you consider your child to be eligible you should complete the online application form. Forms should be submitted before the end of March for those pupils starting school in August to enable the appropriate arrangements to be made.

A privilege transport scheme is operated on mainstream school contracts where a pupil is not entitled to free school transport. Privilege Transport will only be provided where there is a space on an existing school contract and will be from and to designated pick-up and drop-off points. It will not be provided where a service bus is used on the school run. Any spare capacity will be allocated using agreed priorities.

A new application must be made each year.

More details on Privilege school transport may be found here:

https://www.southlanarkshire.gov.uk/info/200186/primary_school_information/784/privilege_transport_to_school

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.

Mainstream School Transport contact details:

e-mail: school_transport@southlanarkshire.gov.uk

tel: 0303 123 1023

Insurance for schools – pupils' personal effects

Insurance for Pupils' Personal Effects

South Lanarkshire Council has noted an increase in claims for loss or damage to pupils' clothing and personal effects. Please be aware of the Council's insurance policy regarding pupils' personal items:

Theft/Loss of Personal Effects

- The Council is not responsible for the loss or theft of pupils' personal items, such as mobile phones or tablets. These items are brought to school at the pupil's and parents' own risk.
- To prevent loss, please avoid bringing valuable or unnecessarily expensive items to school.
- Staff members are instructed not to take custody of any personal items.
- This policy also applies to musical instruments and other equipment used for school activities. If such items are left at school, it is at the pupil's and parents' own risk.
- For valuable items like musical instruments, parents should ensure they are covered by their own household insurance.

Damage to Clothing

- The Council is only liable for damage to pupils' clothing if it is caused by the negligence of the Council or its employees. Claims for other reasons will not be accepted by the Council's insurers.

Promoting Positive Relationships and Behaviour

Our approach is to create an environment where Positive Relationships and Behaviours support wellbeing and learning. The school vision is to Lead, Learn, Aspire and Achieve. The school community believes all members have the right to be leaders in their own learning and aspire to reach their full potential. The school values are Love, Friendship, Honesty and Trust. The vision and values contribute to the positive school climate which encourages all pupils and stakeholders to respect themselves and others.

The school, in consultation with pupils and parents has established 3 rules which are used consistently across all stages. Our school rules are: Be Safe, Be Respectful and Be Ready.

Clear, consistent and visible routines are embedded in everyday practice to support wellbeing. All staff are calm, consistent and kind in all communication with pupils, parents and their colleagues.

Incidents of bullying should be reported to the school immediately so that each alleged incident can be looked at. 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.

In addition, South Lanarkshire's Promoting Positive Relationships and Understanding Distressed Behaviour Policy 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 distressed 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 distressed behaviour. A wide range of appropriate staff development opportunities has been developed for this purpose.

Child Protection

All staff in educational establishments in South Lanarkshire Council 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 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 inform the school of any changes 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/telephone number and/or address
- enjoy and take part in school activities
- accept your responsibility to respect staff who work in the school and for the school to be proactive in taking forward its commitment to care for and educate your child.

14) 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.

The Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act 2002 came into force on 1 January 2005 and gives a person the right to request information held by Scottish public authorities.

The act refers to information held in a 'recordable' format and relates to information held within documents, not the documents themselves.

Parents wishing to make a request for information under the terms of the Freedom of Information (Scotland) Act 2002 should submit their request in writing to:

Freedom of Information Officer
Education Resources
South Lanarkshire Council
Council Offices, Almada Street,
Hamilton, ML3 0AA

Or email: foi.request@southlanarkshire.gov.uk

Requests for information can also be submitted using the online form available from the South Lanarkshire Council website (Request it section) (www.southlanarkshire.gov.uk)

Appendix A

For a comprehensive list of useful information, please visit the Council's website:

[http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_f or excellence/3](http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_f_or_excellence/3)

Additional Information

- **Education Scotland's Communication Toolkit:** A resource for engaging with parents.
- **The Scottish Government Guide Principles of Inclusive Communications:** Offers information on communications and a self-assessment tool for public authorities.
- **Choosing a School: A Guide for Parents:** Provides information on choosing a school and the placing request system.

- **A Guide for Parents About School Attendance:** Explains parental responsibilities regarding 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