



Education Resources

St. John's Primary School Hamilton



2023 School Handbook

**Dixon Street,
Hamilton.
ML3 6PZ**

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Head Teacher: Alison Hope

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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 by the Head Teacher

Dear Parents,

The staff and learners would like to welcome you and your child to St. John's Primary School. We hope that your association with the school will be a happy and supportive one in which you are encouraged to be active in your child's learning.

In St. John's we constantly strive to ensure a positive school ethos exists where all our children and staff are respected and valued and learn in a supportive environment. We take pride in promoting positive attitudes to learning through a culture of praise and reward whilst developing high expectations of academic achievement and social, moral responsibility.

Our Mission Statement is: "Children, staff and parents work together to ensure every child reaches their full potential and leaves with a smile due to the experiences, learning and support they have shared."

We fully support the purposes and principles of A Curriculum for Excellence to enable our learners to become successful learners, confident individuals, effective contributors and responsible citizens.

South Lanarkshire Council is the fifth largest authority in Scotland. It covers the following main areas; Clydesdale in the south which features extensive rural areas, Cambuslang, Rutherglen, Blantyre and Uddingston to the north as well as the towns of East Kilbride and Hamilton.

The Council's Plan Connect sets out the Council's vision which is, "to improve the quality of life for all within South Lanarkshire".

For Education Resources this means delivering services of the highest quality as well as striving to narrow the gap. It is about continually improving the services for everyone at the same time as giving priority to children, young people, families and communities in most need. The priorities for schools and services are set out in the Education Resources Plan which confirms the commitment to provide better learning opportunities and outcomes for children and young people.

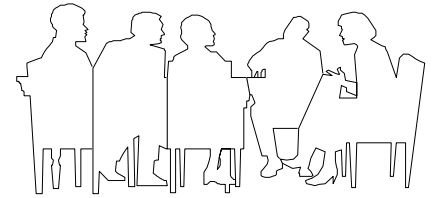
I hope you find the information in this handbook a useful introduction to primary school education in St. John's. Our learners have assisted in the writing of our school handbook which I hope gives you a flavour of how learners feel about our school.

Yours sincerely,

Alison Hope

Head Teacher

Welcome from the Parent Council



St. John's Primary Parent Council plays a supportive role in developing the above aims.

The objective of the Parent Council is to offer all parents the opportunity to have their say in their child's education. Parent Council members can take forward any educational issues and suggestions on behalf of parents as well as fundraise for the school.

It is easy to get involved. We have meetings about 4 times per year where parents can come along and join in. Keep an eye out for our newsletter and updates on the website.

Thank you to all the parents and staff who have willingly volunteered to become members of our Parent Council. Information regarding the Parent Council constitution and a list of Parent Council members is available from the School Office. Parent Council members can be contacted via the School Office who are also available to answer any questions.

Office bearers are as follows:

Chair: Mrs Scott

Vice Chair: Mrs McLean

Treasurer: Mrs Connolly

Clerk: Mrs Blackwood

Staff Members

Mrs Prentice

Mr O'Donnelly

St. John's Parent Council is very active and organises fund-raising activities such as a sponsored events and book fairs. Our Parent Council also continues to liaise with council departments to implement traffic safety measures.

Information updating parents of meetings and events are issued and all parents are encouraged to help and support the council.

Anyone wishing further information or to volunteer is invited to contact the School Office.

2) About our school



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Web Site: <http://st-johns-hamilton-pri.s-lanark.sch.uk>

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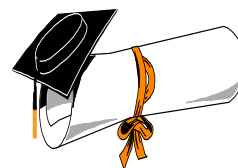
St John`s Primary is a school with mainstream and ASN classes across all stages, Primary 1 to Primary 7. Our current roll is 283. We are non-denominational.

“Practise like you have never won, perform like you have never lost” This is our school motto created by Millie Jo Carroll.

We have been awarded the UNCRC (United Nations Convention Rights of the Child) gold Rights Respecting school award and the silver School Sports award.

“Learning about Children`s Rights has helped us reach our goals and think about other children`s lives.” Carlin and Murray P7

Members of Staff



Head Teacher Mrs Alison Hope
Depute Head Teacher Mrs Karen Prentice
Depute Head Teacher (ASN) Mr James O'Donnelly

Teaching Staff

Primary 1	Miss L Hutton	Primary 4/5/6 (Support Class)	Mrs E Gallagher
Primary 1/2 Primary 1 (Support Class)	Miss L Pinkerton Mrs Carle/Mrs Palazzo	Primary 4 Primary 5	Miss L Shearer Mrs Alemanno/ Mrs Shaw
Primary 2/3 Primary 1/2 (Support Class) Primary 2/3/4 (Support Class) Primary 4/5/6 (Support Class)	Mrs L King Miss R Young Mrs A Dickie Mrs L Milligan	Primary 6 Primary 6/7 Primary 6/7 (Support Class) Primary 7	Miss C Young Miss L Ashworth/ Mrs Jamieson Miss M Carle
Primary 3/4	Mrs C Roberts		Miss F Moffat

Class contact cover Mr S Murphy/ Mrs Hay

PEF Teacher Mrs S Sharples

Class contact cover/Additionality Teacher Mrs L Davis/ Miss L Lelland

Inclusion Teacher Mr Ewart

Nurture Teacher Mrs F Murray

Support Staff

Administration

Mrs A M Baird (Team Leader)
Mrs L Peffers

Classroom Support Staff

Mrs F Allison	Mrs E Gaffney
Mrs O Baker	Mrs C McGuire
Miss F Bannatyne	Mrs M MacLean
Mrs L Davis	Mrs Anderson
Mrs L Campbell	Miss L Markey
Ms E Cormack	Mrs Eaglesham
Miss D Cooper	Mrs H Murray
Mrs M Cuthbert	Mrs R Dunn
Mrs J Sneddon	Miss L Heaney
Miss H Smith	

Early Years Worker Ms C Haigh

Janitor Mr G Robbins

Visiting Specialists: We have cello, woodwind and brass music instructors visit the school.

Active Schools Coordinator Lucy Brown

Management Team Responsibilities

All members of the Management Team aim to be supportive and participative to encourage a distributive style of leadership which ensures the children receive the best broad general education possible.

Management

Everyone in the management team has an important role in St John's Primary School.



Mrs A. Hope

"Mrs Hope is caring Head Teacher who always helps us out, especially when we are not feeling well or we are lost. Mrs Hope is very supportive if you're upset about something and makes sure we get the help we need. She is in charge of all the school money and makes sure that everyone is getting the right education and that no one is stuck with their learning. She makes us safe" Maja P7

The **Head Teacher** has overall responsibility for the management and leadership of Staff, Learners, Resources and Budget, Administration, Health and Safety, Security, Curriculum, Child Protection and Communication.

The Head Teacher has a consultative and communicative role with regard to learners, staff, parents, the Learning Community, partnership agencies, Education Resources and the wider community.

Specific responsibility includes:

Improvement Planning
Monitoring Teaching and Learning
Quality Management
Primary / Secondary liaison
Health and Wellbeing

Budget
Personnel / Staff Welfare

Child Protection
Staff Development



Mrs K Prentice

Mrs Prentice takes care of us in St John's. She is our depute head teacher. She has a very good knowledge of the UNCRC Rights of the Child. With her help we were awarded Gold as a Rights Respecting School. She will make sure you can find your classroom and you are safe in the school. Amelia, Chloe and Olivia P7.

The **Depute Head Teacher** assists and, where necessary, deputises for the Head Teacher in the overall management of the school.

Specific responsibility includes:

Co-ordinating Support for Learning

Raising Achievement and Attainment
Assessment / Recording / Reporting

Whole School Literacy Coordinator

Monitoring Teaching and Learning
Supporting Probationer and Student Teachers



Mr O'Donnolly

Mr O'Donnolly is a funny teacher. If you get hurt out in the playground you can tell him about it and he will make you laugh. Mr O'Donnolly works with children in our supported classes. He will be in the lunch hall when you need him and can help you with your work.
Lewis P7.

The **Depute Head Teacher (ASN)** co-ordinates and supports effective learning and promotes purposeful interaction among learners, staff, parents and partnership agencies.

Specific responsibility includes:

Support for Learning and Inclusion Strategies
Supporting / Monitoring Teaching and Learning
Co-ordinating Information and Communication Technology

Co-ordinating extra-curricular activities
Whole School Numeracy Coordinator

Mrs A Dickie

“Mrs Dickie is our Principal Teacher for ASN. She works with Room 4 but also helps all pupils throughout the school. She makes sure we are all treated with respect.” Sloan P7



Mrs L Jamieson

“Mrs Jamieson is our Principal teacher. She is kind and organises our Nativity Play.” Yahya P7.



Both **Principal Teachers'** overall responsibility is as a class teacher and, through examples of classroom practice, organisation, display and presentation, to provide support for colleagues.

Specific responsibilities include:
Supporting Teaching and Learning
Example of good teaching practice
Supporting students



Parental Concerns

If at any time you have concerns about your child's welfare or education, please do not hesitate to make contact with the school through the school office, either in person or by telephone. Staff within the school will address these concerns with you in the most appropriate way.

Complaints Procedure

If you have a complaint in the first instance please contact the head teacher. If you do not feel the concern has been resolved South Lanarkshire Council have a complaints procedure available online.

Attendance At School

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 into two categories – authorised or unauthorised absence. In cases where your child is unable to attend school parents are asked to inform us as follows: -

- 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 absence:
- notify the school first thing in the morning when your child is going to be absent. Let the school know the likely date of return and keep them informed if the date changes;
- update 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.



We would be grateful for your co-operation with the following procedures:

- A pupil who needs to leave school e.g., for a medical or dental appointment should bring an appointment card or a parental note.
- **No child is allowed to leave unless accompanied by an adult.**
- Learners must not leave the school grounds at any time between 9 a.m. and 3 p.m. unless they have been given permission to do so, with the exception of those who go home for lunch. If children are going home for lunch, please inform the school by telephone or in writing.

If you are a new parent to the school, please feel free to telephone the school office at any time to arrange an appointment to have a tour of the school.

Medical and Health Care

If support or advice is required contact details for the school nurse can be obtained from the school office.



Please remember to check your child's hair regularly for head lice. Treatment advice is available from the School Nurse (via the School Office) or local chemists.

Dental Inspections are also carried out on a routine basis in primary schools for Primary 1 and 7 children and parents are offered any necessary treatment for their children although they may choose to go instead to the family dentist. Parents will be advised by letter of these examinations.

Illness at School

If a pupil is ill in the school or has an injury, we will try to telephone their parent or guardian. A sick pupil shall not be sent home until a parent or guardian comes to pick them up. In an emergency the school might contact an ambulance to help a sick person. If this is your child, we will tell you straight away.

If your child has any allergies or medical requirements, please let the school now and please let us know if your child has to be taken home at any point. Our email address is: office@st-johns-hamilton-pri.s-lanark.sch.uk

Emergency Contact

It is **essential** that parents keep the school informed of any change in:

Address, Telephone Number or Emergency Contact Details.

Please inform the school if your child has any particular **medical requirements** and of any arrangement to be made if your child has to be taken home.



01698 283401

In the event of very severe weather, it may be necessary to close the school. We ask that all parents/carers make provision for their child to be collected by a known neighbour or adult who can walk to the school and that children are aware of whom this is.

A message on our school app and Twitter messages will be sent to parents'/carers informing them of school closure.

3) Parental involvement

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

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

As a parents/carer we want you to be:

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

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

We hope to be able to welcome Parent Helpers back into school in the future.

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

- Parentzone – www.parentzonescotland.gov.uk
- Engage Parent Forum – www.engageforeducation.org
- National Parent Forum for Scotland – www.educationscotland.gov.uk/parentzone
- South Lanarkshire Council – www.southlanarkshire.gov.uk

4. School Ethos

At St John's Primary School, we are keen to know about our rights as a child and have achieved our **gold award**.

We have several pupil voice and leadership groups where learners contribute to planning and organising different events over the school year.

Pupil Council

Rights Respecting School Team

Junior Road Safety Officers

Junior Librarians

House Captains and Vice Captains

At the start of the year the Primary 7s will meet their buddies, play with them to make them feel welcome! In St John's the teachers are very welcoming to all learners. We have 48 members of staff. In fact the whole school is welcoming including janitors, dinner ladies, cleaners and our lollipop man, David.

We appreciate them very much and all they do for us!



In our school you already know that we are into our rights! So each class designs, creates and signs our class charter. Throughout the year everyone will follow the rights that are on the class charter. We like to have a theme for each class to make them different and unique. Here are some of our favourites!



In our school, we have four houses: Iona, Skye, Seil and Arran. Everyone is in a house and every week we have a new house focus.

House colours are:

Skye – yellow

Iona - blue

Seil – green

Arran – red

Carlin, Sloan, Lucy and Nadia P7.

“I feel welcome every day in St John’s.” Murray P7



Supported Classes

Our Supported classes opened in August 2000. There is provision for up to 46 learners ranging from P1-P7 with a wide range of additional support needs. The learners are supported in 5 classes with a maximum of 10 or 6 learners in each class staffed by a teacher and appropriate support staff. One of our Depute Heads, Mr James O'Donnelly, has responsibility for the Additional Support Needs classes. Mrs Dickie is our Acting Principal Teacher for our Supported classes and she teaches Room 4 and supports lots of children across the school.

Inclusion

Every pupil in St. John's Support for Learning Unit is given the same opportunities as their mainstream peers to participate fully in all aspects of the school's activities and to attain his/her potential in all areas of the curriculum.

At present learners are included in free play activities, break times and lunchtimes. Inclusion in other curricular areas is tailored to meet the needs of each pupil through individual, group or whole class opportunities.

Pupil Voice

One of the things that makes our school special is how many pupil voice groups we have. Children meet to plan lots of activities for the school. We make sure that children's views are heard.

Georgia and Alfie P7

Parents

Currently we are communicating with parents by email, Google classroom and regular phone calls to ensure we maintain a close working relationship.

Visiting Support Services

Staff in the Supported classes work closely with a range of professionals, e.g., Educational Psychologist, Speech and Language Therapist, Occupational Therapist, Physiotherapist and the Sensory Impairment Service, to support the individual needs of all learners.

5) The Curriculum

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

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

If you want to know more about Curriculum for Excellence, please visit [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.

In St John's we have lots of Woodlands outside our gates. Our Early Years Worker, Caroline, takes us out to these woods and teaches us new things, whilst keeping not just ourselves but others safe. There are a lot of fun activities that we do in the woods like:

- Climbing trees
- Learning about nature
- Bird watching
- Learning how to tie different types of knots
- Draw nature pictures
- Take risks think about what we are doing

Ava and Max P7.

Our school is very open and inclusive for children who need more help than others. We use lots of different strategies to encourage the children to learn such as:

- 5-minute box
- Toe by toe
- Code cracker
- Tee Jay
- Nessy
- Power of 2
- Word Wasp
- Hornets

Education will allow them to become successful learners, confident individuals, responsible citizens and effective contributors.

The curricular areas we teach are...

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

From these curricular areas we aim to provide children with transferable life skills which will allow them to be confident in adapting to all the challenges which the future may hold.

"I love ICT it makes me feel calm." Yahya P7

"My favourite place in the school is the Rainbow Room. I really like it." Daniel P7

"I like the playground. You can play with your friends and do fun things like football and tennis." Gaia P7

"I like how everyone has the help they need and how with help we still have independence and choices." Amelia P7.

Spiritual, Social, Moral and Cultural Values (Religious Observance)

Rights of Parents / Carers

Scottish Government Ministers consider that religious observance complements religious education and is an important contribution to learners' development. It should also have a role in promoting the ethos of a school by bringing learners 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 parents will make suitable arrangements for the child to participate in a worthwhile alternative activity. Normally this activity will be undertaken out with the classroom. Parents should provide a workbook or activity linked to their families' beliefs. Please note this work will not be marked by the class teacher.

School Chaplain

Our school Chaplain is Joanne Hood from St John's Parish Church.

Joanne visits school regularly and contributes to our weekly assemblies.

Equalities

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

Parents may request that their children be permitted to be absent in order to celebrate recognised religious events. Advance notice should be provided to the school when children will be absent. Appropriate requests will be granted and the pupil noted as an authorised absentee in the register.

6) Assessment

Teachers assess a pupil's progress by a number of methods which include observation, discussion and specific tasks. The day-to-day aim of teaching is to ensure learners are continually being faced with tasks which they find challenging but attainable. Assessment processes are used to enable teachers to plan and provide appropriate work for learners, assist teachers in diagnosing difficulties individuals may be having and to build up a picture of general aspects of a child's development such as attitude to work, application, initiative and relationships with adults and peers. Learners' attainment levels and achievements are reported to parents via written reports or Phone conversations.



Primary 1 learners are assessed before Christmas to ensure that all are making appropriate progress in reading, phonics and number.

Primary 1, 4 and 7 learners are assessed when appropriate for reading, writing and numeracy using Scottish National Standardised Assessments, again to ensure that appropriate pace, challenge and supports are in place.

Primary 2, 4 and 6 learners complete a reading assessment in March to provide a baseline and compare to national scores.

All learners are assessed for Numeracy at the end of a teaching block to ensure that they have acquired the appropriate skills and understanding. All learners are assessed for Writing in September, December and April. Children's progress is regularly tracked and monitored by the Senior Management Team.

Formative Assessment

An important part of learning is being aware of what you learn, how you learn and what helps you learn. Through the use of Formative Assessment, children become aware of strategies which will help them take more responsibility for their learning and participate more in the process of learning.

At the start of important lessons, the learning intention is shared with the children and learning targets are discussed and worked on. In employing strategies such as these children learn to evaluate, for themselves, their capabilities and what they need to do to progress.

Children also learn to assess aspects of their own and other's work. In so doing, they gain an understanding of the next steps in learning. Therefore, assessment becomes an integral part of the learning process for both the learner and the teacher.

7) Reporting

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

We will provide parents with reports so that you can see what your child is doing and how they are progressing. In addition, there will be parents' meetings or telephone calls, which offer you the opportunity to discuss how your child is progressing and how you can contact the school if you wish further information. The school will offer you an appointment time so that you can visit in person or speak on the phone to discuss your child's education. **There is only one appointment offered on Parent's Evenings for each child.** But if parents wish to have separate appointments an alternative time can be arranged through the school office. The second appointment time is during the school day.

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

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

"When I open my report card, I like to see my progress and what I can improve on." Amelia P7.

"After seeing my report card, I seem to work harder in the skills I can improve on." Amelia P7.

8) Transitions

If you don't live in the local area you can put a placing request to join our local High School.

Our associated secondary school is:

Hamilton Grammar School
Auchincampbell Road
HAMILTON
Phone: Hamilton 01698 285777



Pupils normally transfer from primary to secondary school between the ages of 11½ and 12½, so that they will have the opportunity to complete at least 4 years of secondary education. Arrangements are made by the school to transfer children to the associated secondary school as determined by their home address. Parents of P7 children will be informed of the transfer arrangements made for their child to attend secondary school.

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

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

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

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

9) Support for Pupils

Getting it right for every child.

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

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

More information can be found on:

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

Support for All (Additional Support Needs)

All learners at some time in school require extra support. In St John's we use many strategies to allow learners to reach their full potential.

In class children can be offered differentiated tasks to increase learning and attainment.

There are a wide range of different approaches used to support learning.

Mrs S Sharples works with small groups of targeted children out of class to increase literacy attainment.

We also have a Nurture Room which is staffed by Mrs F Murray and Ms C Haigh. The Nurture room was named by the children- The Rainbow Room. In this classroom children's emotional wellbeing and resilience is developed. Children are invited to join the Rainbow Room and work in groups of 6.

We are developing an outside area for forest school learning. This learning area is led by Ms C Haigh. Children are invited to join sessions and develop life skills, independence and motivation which all have a direct impact on all learning.

If children have significant learning needs parents/ carers and teachers will discuss the opening of an Additional Support Plan, which carefully sets out targets to improve children's attainment and achievements. These plans are reviewed termly with children and parents are kept updated on progress.

We work in partnership with other agencies whether remotely or face to face who can add to children's learning.

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

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.

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 was launched in March 2019 as a key action in South Lanarkshire's Children Services Plan 2017-20 – 'Develop an attachment strategy and to inform training for staff working with early years to secondary aged children and young people on attachment-informed practice'.

What does it set out to do?

The aim of the strategy is to promote better experiences of attachment for South Lanarkshire's children and young people and to ensure that all education practitioners understand the importance of attachment 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

10) School Improvement

Here are some of our achievements between August 2021 and November 2022.

The development of skills is essential to learning, helping our children to become successful learners, confident individuals, responsible citizens and effective contributors. The skills and attributes which learners develop provide them with a sound basis for their development as lifelong learners in their adult, social and working lives, enabling them to reach their full potential.

In session 22/23 we provided many opportunities for our learners to learn and develop these lifelong skills. Below are some of the highlights.

<p>Successful learners demonstrate:</p> <ul style="list-style-type: none"> ➤ <i>enthusiasm and motivation for learning</i> ➤ <i>determination to reach high standards of achievement</i> ➤ <i>openness to new thinking and ideas</i> <p><i>Some examples</i></p> <ul style="list-style-type: none"> • STEM areas set up with directed teaching • Achieving Silver Award for Reading School • Interdisciplinary topics • Active maths and literacy teaching throughout the school 	<p>Confident individuals demonstrate:</p> <ul style="list-style-type: none"> ➤ <i>self-respect</i> ➤ <i>a sense of physical, mental and emotional wellbeing</i> ➤ <i>secure values and beliefs</i> <p><i>Some examples</i></p> <ul style="list-style-type: none"> • Nativity performed for parents/ carers • Actively participating in pupil voice groups • Learners leading Friday Assemblies • Learners planning events/ activities for whole school
<p>Responsible citizens demonstrate:</p> <ul style="list-style-type: none"> ➤ <i>respect for others</i> ➤ <i>commitment to participate responsibly in political, economic, social and cultural life</i> <p><i>Some examples</i></p> <ul style="list-style-type: none"> • Reaccreditation at Gold level for RRSA • Charity events over the year • A commitment to reducing the use of plastic in school and in our community • Supporting Hamilton Foodbank. • Buddy programme • Paired readers • Office bearers holding a wide range of responsibilities and duties 	<p>Effective contributors demonstrate:</p> <ul style="list-style-type: none"> ➤ <i>an enterprising attitude</i> ➤ <i>resilience</i> ➤ <i>self-reliance</i> <p><i>Some examples</i></p> <ul style="list-style-type: none"> • Senior learners made books for younger learners. • Learners made games for each class for Christmas Fun Day. • Senior pupils teaching younger children playground games. • Senior learners helping at break times with ASN classes.

In schools, we use Quality Indicators, set out in HGIOS 4, to support us to manage change and build on improvements. Our main priorities have been set out to focus on the below Quality Indicators.

Priority 1- to develop communication skills within the ASN classes.

Outcome-

All ASN staff will be familiar with Augmentative & Alternative Communication strategies and will be using these to improve communication with learners.

Makaton and visuals will be consistently used in class and playground with learners.

Measures-

Increased use of visuals, Makaton and AAC being observed across school.

Priority 2- to further develop staff expertise and learner engagement through the teaching of maths, numeracy and STEM subjects.

Outcome-

Pupils will experience high quality learning and teaching in all aspects of numeracy, mathematics and STEM subjects.

Measures-

Increase in identified learner's attainment by 8 months +, measured by MALT and maths assessments.

Increase in awareness of STEM subjects, raised confidence of staff and enthusiasm from learners.

Measured by class observations, impact on staff training, learner survey and professional dialogue.

Priority 3- to further develop learner's knowledge and application of children's rights.

Outcome-

Pupils will demonstrate enhanced emotional literacy and demonstrate this by showing appropriate and safe responses.

All staff will use set scripts, new behaviour policy and a nurturing approach with learners to ensure a consistent and predictable response from all adults in the school.

Learners will have a greater knowledge and understanding of Children's Rights and demonstrate this understanding through dialogue and actions.

Measures-

To be reaccruited at Gold level by RRSA.

Whole school behaviour policy agreed, adopted and adhered to.

Priority 4- to increase literacy and wellbeing for targeted groups across the school.

Outcome- Increase in spelling and reading scores for targeted learners in SIMD 1&2 and FME who are not on track.

Increase in learner emotional literacy and regulation.

Measures-

Increase in spelling, phonic and reading scores for targeted groups from P2-P6.

Increase in emotional literacy and resilience skills observed in class and in forest by EYW and teachers.

11) School policies and practical information

School Meals

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

All primary aged pupils are also offered a free breakfast within their school. The selection available includes cereal, toast, fruit and milk.

For their lunch each day pupils have the option to choose from two hot meal options, a snack option plus a vegan / vegetarian 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 £2.00

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

Special diets

If your child within Nursery, Primary or Secondary requires a special 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 cultural diet request for your child please speak to the school/nursery 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 £660 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 £7,920 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £17,105 as assessed by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

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

South Lanarkshire Council also offers a free Breakfast service. Check your child's school for details:- the service runs from 8.15am to 8.45am each school day.

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 learners. The wearing of a uniform helps staff and the learners 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 learners 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, learners 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 learners or be used by others to do so
- footwear that may damage flooring.

The following list may be helpful to parents when choosing clothing suitable for school.

Skirts/Pinafores/Trousers	-	grey
Shirt	-	white
Polo Shirt	-	white/red
Sweater/Cardigan/ Sweatshirt	-	red/green
School Tie		

Our new building is fully carpeted and, in order to keep them clean, **all children must have a separate pair of soft indoor sand shoes or trainers which will be stored in school.** Every child has an individual shoe storage box. Please ensure names are on all items of clothing, in particular sand shoes and outdoor jackets.

Physical Education

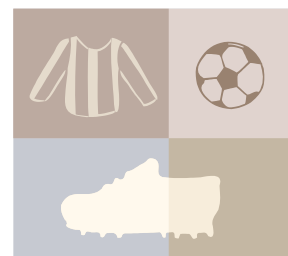
T-shirt, gym shorts, gym shoes.

In the case of P1, 2, 3 gym shoes without laces are desirable.

Jewellery **must be removed** for P.E. and is left in box provided, at own risk.

School uniform is important to us as pupils. In P7 we have special leavers' hoodies. Our Parent Council funded them this year, so that everyone got one. We look smart and look a part of our school.

By Primary 7.



Allergies

Allergies in this school are taken very seriously. If your child needs medical help you may contact our office on 01698 283401 and they will take care of your child. This is a nut free school because many children have allergies. We also do not accept peanut butter and chocolate nut spread. The cafeteria also does not include these in **any** school meals. We have made lots of posters to remind children. Written by Senior pupils.

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

Opening	9.00 a.m.
Morning Interval	10.40 - 10.55 a.m.
Lunch Break	12.35 - 1.20 p.m.
Close	3.00pm

See attached list showing school holiday dates.

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.

Parents within the catchment area will be advised via social media that they can begin using the online registration form to enrol their child for school in August 2023. The registration form along with the child's full birth certificate and 2 proofs of residency will be sent directly to the office email address will be available from 9 January 2023.

If your child attends nursery of your catchment school don't assume that they will be automatically transferred. You must register them as normal.

If your child is starting school for the first time you must enrol your child at their catchment school in January. If parents want their child to go to another school, they must enrol in the first instance with their catchment school and ask for an information leaflet that provides details on how to make a placing request. 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**.

Enrolment date for 2022 is week commencing 16 January 2023.

Transport

School transport

South Lanarkshire Council has a policy of providing school transport to primary pupils who live more than one mile by the recognised shortest walking route from their catchment school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or Education Resources, Hamilton, phone **0303 123 1023** or web www.southlanarkshire.gov.uk. These forms should be completed and returned before the end of March for those pupils starting the school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year and will be considered by Education Resources.

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

Pick-up points

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

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

Parents are asked to note that South Lanarkshire Council does not provide transport for those pupils who attend school via a placing request.

Insurance for schools – pupils' personal effects

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

(i) Theft/loss of personal effects

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

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

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

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

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

(ii) Damage to clothing

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

Family holidays during term time

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

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

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

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

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

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

Promoting positive behaviour

It is the responsibility of staff within the school to ensure that parent council members, parents and pupils are involved in the creation of a positive school ethos that encourages good behaviour. Equally, the school whilst trying to promote positive behaviour must support young people should incidents or bullying occur. Parents have a significant role to play in working with the school so that teachers, parents and pupils know what is expected of them in trying to change the behaviour and attitudes that contribute to bullying behaviour.

Our approach is to create an environment where better behaviour will encourage better learning. The school, along with the support of parents, can work together to create a learning environment which young people can enjoy and feel safe.

Incidents of bullying should be reported to the school immediately so that each alleged incident can be looked at. Together we can work towards creating a safer school for children and staff.

In addition, a guideline (Promoting Positive Relationships and Behaviour) has been produced to support all teaching and support staff and inform them of their roles and responsibilities in respect of dealing with the small number of children and young people who display challenging behaviour. Early identification is crucial so that intervention can be provided to support children and young people to help them address their issues and concerns. Staff training is provided to help develop the skills needed to respond to and manage challenging behaviour. A wide range of appropriate staff development opportunities has been developed for this purpose.

Child Protection

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

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

The Chief Officers and Child Protection Committee are the driving force for ensuring that agencies individually and collectively work to protect children and young people as effectively as possible.

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

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

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

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

Information on emergencies

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

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

If for any reason, you are unsure if the school is open 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 and guidance
- let the school know if you change your mobile/telephone number and/or address
- enjoy and take part in school activities
- accept your responsibility to respect staff who work in the school and for the school to be proactive in taking forward it's commitment to care for and educate your child.

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

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.



**Education Resources
School Holiday Dates Session 2022/2023**

Break	Holiday dates		
First Term	Teachers In-service	Monday	15 August 2022
	In-service day	Tuesday	16 August 2022
	Pupils return	Wednesday	17 August 2022
September Weekend	Close on Re-open	Friday Tuesday	23 September 2022 27 September 2022
October Break	Closed on Re-open	Monday Monday	17 October 2022 24 October 2022
	In-service day	Monday	14 November 2022
Christmas	Close on Re-open	Friday Monday	23 December 2022 (2.30pm) 9 January 2023
Second Term			
February break	Closed on	Monday and Tuesday	13 February 2023 14 February 2023
	In-service day	Wednesday	15 February 2023
Spring break/Easter	Close on Re-open	Friday Monday	31 March 2023 (2.30pm) 17 April 2023
Third Term			
Local Holiday	Closed	Monday	1 May 2023
	In-service day	Tuesday	2 May 2023
	Closed	Monday	8 May 2023
Local Holiday	Closed on Re-open	Friday Tuesday	26 May 2023 30 May 2023
Summer break	Close on	Tuesday	27 June 2023 (1pm)
Proposed in-service days	Monday 14 August 2023 Tuesday 15 August 2023		

- Good Friday falls on Friday, 7 April 2023
- Lanark schools will close Thursday, 8 June 2023 and Friday, 9 June 2023
- Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 23 December 2022 and Friday, 31 March 2023)
- Schools will close at 1pm on the last day of term 3 Tuesday, 27 June 2023)

*Two in-service days proposed for August 2023 to be confirmed.



**Education Resources
School Holiday Dates Session 2023/2024**

Break	Holiday dates		
First Term	Teachers In-service	Monday	14 August 2023
	In-service day	Tuesday	15 August 2023
	Pupils return	Wednesday	16 August 2023
September Weekend	Closed on Re-open	Friday Tuesday	22 September 2023 26 September 2023
October Break	Closed on Re-open	Monday Monday	16 October 2023 24 October 2023
	In-service day	Monday	13 November 2023
Christmas	Closed on Re-open	Monday Monday	25 December 2023 8 January 2024
Second Term			
February break	Closed on	Monday & Tuesday	12 February 2024 13 February 2024
	In-service day	Wednesday	14 February 2024
Spring break/Easter	Closed on Re-open	Friday Monday	29 March 2024 15 April 2024
Third Term			
	In-service day	Thursday	2 May 2024
Local Holiday	Closed	Monday	6 May 2024
Local Holiday	Closed on Re-open	Friday Tuesday	24 May 2024 28 May 2024
Summer break	Close on	Wednesday	26 June 2024
Proposed in-service days	15 & 16 August 2024		

Notes

- ◆ Good Friday falls on Friday, 29 March 2024
- ◆ *Lanark schools will close Thursday, 6 June 2024 and Friday, 7 June 2024*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 22 December 2023 and Thursday, 28 March 2024)
- ◆ Schools will close at 1pm on the last day of term 3 Wednesday 26 June 2024)
*Two in-service days proposed 15 & 16 August 2024.

Contact Details

Education Scotland's Communication Toolkit for engaging with parents

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

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

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

Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils

School Ethos

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

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

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

Building Curriculum for Excellence through Positive Behaviour and Relationships outlines the Scottish Government's priority actions around positive behaviour in schools and is also a source of support

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

Curriculum

Information about how the curriculum is structured and curriculum planning

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

Advice, practice and resources to support the experiences and outcomes on 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 on the following:

Education

Health

Young People

Children (Scotland) Act 1995

Standards in Scotland's Schools (Scotland) Act 2000