Crosshouse Primary School
and
Nursery Class
Handbook
November 2014

CROSSHOUSE PRIMARY SCHOOL
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Introduction by the Head Teacher

Crosshouse Primary School is one of 125 primary schools throughout South Lanarkshire Council.

At Crosshouse Primary School the children, staff and I are very proud of our school and the wonderful learning opportunities and experiences we provide. We put the children at the heart of everything we do and work very hard to develop individual skills and talents.

Crosshouse Primary School is a happy, inclusive and deeply caring school and we work together to help every child achieve their best in a happy and caring learning environment.

Our teaching is based on the belief that all children are unique and each child has differing abilities and educational needs. We set high expectations in everything we do and continually strive to raise standards by providing stimulating activities and experiences that make learning enjoyable.

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 look forward to working in partnership with you to provide your child with the very best primary school education.

Kind Regards,

Isabelle Murray

Head Teacher
Crosshouse is a non-denominational primary school with a current roll of 329 children between the ages of 5 and 12. Our school is greatly enhanced by a nursery class and ASN base. We have 60 children in our nursery class.

We are very fortunate to have several parent helpers who regularly work with staff and pupils. We try to enrich the curriculum by using the local community and by taking part in local events.

The School staffing allocation for Session 2014/2015 is 21.5fte teachers, including 2 teachers in our P3/4 class.

Head Teacher
Isabelle Murray
Acting Depute Head teacher
Lee-Anne Harper
Depute Head Teacher
Lara Tolland
Acting Depute Head Teacher
Brenda Stewart
Acting Principal Teacher
Claire Ashwood

Class Teachers
Terri Connolly
Nursery
Linda Queen
P1 Room 1 & Nursery
Elsie Weatherston
P1 Room 1
Amanda Curran
P1 Room 2
Michael Owens
P2 Room 3
Rebecca Muir
P2/4/5 Room 4
Janice Guy
P5/6 Room 5
Lesley Sprott
P5/6 Room 5
Rochelle Altman
P2/3 Room 6
Carol Mason
P2/3 Room 6 & P 3 Room 7
Laura Wright
P3 Room 7
Anne Rodger
P3/4 Room 8
Megan Cairns
P3/4 Room 8
Jackie Noon
P 6 Room 9
Claire Ashwood
P6/7 Room 10
Lesley Mcdougall
P7 Room 11
Fiona McRitchie
P6/7 Room 12
Susan Sadowski
P5 Room 13
Kirsteen Mckenna
P5 Room 13 & various
Lynne McDougall
P4/5 Room 14
Norman Connolly
P7 Room 15
Lynsey Allison
(currently on maternity leave)
Speech Therapist  Mrs Lucy McFarlane  
Specialist Support Teacher Mrs Jean Marshall  
Support Staff Team Leader Mrs Nora Coutts/Mrs Dot Briggs  
School Support Assistants Mrs Liz Agnew, Mrs Sharon Anderson, Mrs Kim Bourne, Mrs Carole Cairns, Mrs Jacqui Cameron, Mrs Fiona Daisley, Mrs Amanda Gailley, Mrs Fay McColl, Mrs Lorna Marks, Mrs Catriona Matheson, Mrs Louise Mitchinson, Mrs Margaret Mooney, Mrs Elma Ross, Mrs Sandra Stewart, Mrs Gail Wilson  
Janitor John Higgins 
Catering Manager Shirley Trainer  
Catering Assistants Janice Harris, Jane Fisher  
Cleaning Supervisor Louise Anderson  
School Nursing Team Maureen Smith, Christine Harper, Ann Callaghan  
School Doctor Dr Stewart  
Educational Psychologists Lisa Cunningham/Kerrie Campbell/Shirley Paterson  

Nursery Class  
Nursery Teachers Terri Connolly (Mon, Tues, Wed & Fri)  
Linda Queen (thurs)  
Nursery Team Leader Sharon Forbes  
Early Years Workers Sharon Collins, Claire Hardie (currently on mat leave) and Claire Starkey  

The nursery class provides a learning environment for young children. Parents from any area may apply to attend the nursery class. To find out more about the nursery, please contact the nursery office. However, it should be noted that if you register your child for nursery, it does not mean that they will automatically be enrolled at the school when they are ready to start primary school. All children who move from early years to primary education must register separately for school in the month of January.  

Our school has benefited from having a nursery class since April 1998 for children aged 3 - 5 years. We have the facilities to offer 30 places in the morning and 30 in the afternoon. The nursery is open during school term times.
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 under two categories – authorised or unauthorised absence. In cases where your child is unable to attend school parents are asked to:-

- please tell someone at the school, telephone us or let us know in writing (if you know in advance).
- 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. 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.

Please inform the school of any change to the following :-
- home telephone number
- mobile number
- emergency contact details
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/carers we want you to be:
- Welcomed and given an opportunity to be involved in the life of the school;
- Fully informed about your child’s learning;
- Encouraged to make an active contribution to your child’s learning;
- Able to support learning at home;
- Encouraged to express your views and involved in forums and discussions on education related issues.

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

Some useful information contacts for parents to find out more on education are as follows:-
- Parentzone – www.parentzonescotland.gov.uk
- National Parent Forum for Scotland – www.educationscotland.gov.uk/parentzone
- South Lanarkshire Council – www.southlanarkshire.gov.uk

Our Parent Council
We promote positive behaviour throughout the school, and teach our pupils not only the basic skills, but prepare them for life and to make a worthwhile contribution to the life and work of their community.

Crosshouse is an inclusive school. Children are all accepted for who they are, and given every opportunity to develop whatever skills and talents they have. We all work very hard to develop a sense of tolerance and understanding, not only amongst the children, but across the wider community.

In order to achieve our aims, we encourage close co-operation between children, staff, Parents’ Forum and all parents.

The school aims are:

Everyone in Crosshouse is –
Learning to know
Learning to do
Learning to work together
Learning to be

in order to enable all our young people to become confident, articulate, tolerant adults.

Our Values
Pupils are expected to take care of each other and themselves and value school property and equipment (Caring)

Pupils are expected to conduct themselves in an orderly manner at all times while under the jurisdiction of the school (Pride)

Pupils are not allowed to bring any potentially dangerous objects to school that could harm themselves or others, or electronic objects such as mobile phones, DSs, MP3 players as they can cause distractions in classrooms or can get damaged and lost. (Responsibility)

Agreement can be made with the Head Teacher for senior pupils to bring mobile phones but they must be left at the school office during the day. The phones are left at the owners’ risk.

The relationship between pupils and school staff is based on mutual respect. Staff in Crosshouse Primary use clear, genuine, respectful and nonjudgmental language consistently. All pupils are listened to and treated fairly. (Trust)

Every pupil is encouraged to be honest and to share any concerns they have through the Agenda Book and Agenda Meetings. Teaching the value of honesty to pupils is part of their moral and emotional development and wellbeing. The quality of honesty helps to develop character and solid self-esteem. (Honesty)

A confident pupil is instrumental in achieving success. Pupils are encouraged to identify strengths and weaknesses and think of ways to overcome issues. (Confidence)

Every member of staff and all pupils are respected for who they are. (Respect)

The positive ethos of our school will be maintained by pupils, parents and school staff demonstrating mutual consideration and respecting school rules. Pupils are encouraged to “be in the right place, at the right time, doing the right thing.” (Integrity)
Curriculum for Excellence is the name given to the new curriculum in Scotland for all children and young people aged 3-18. It is a forward looking, coherent, more flexible and enriched curriculum that provides young people with the knowledge, skills and attributes they will need if they are to flourish in life, learning and work, now and in the future.

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

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

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

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

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

<table>
<thead>
<tr>
<th>Level</th>
<th>Stage</th>
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<tbody>
<tr>
<td>Early</td>
<td>The pre-school years and Primary 1 or later for some</td>
</tr>
<tr>
<td>First</td>
<td>To the end of Primary 4, but earlier or later for some</td>
</tr>
<tr>
<td>Second</td>
<td>To the end of Primary 7, but earlier or later for some</td>
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Spiritual, social, moral and cultural values (religious observance)

At Crosshouse Primary School we aim to develop pupils' spiritual, moral, social and cultural values through a broad, stimulating curriculum, and the promotion of positive behaviour, ethos and climate.

Rights of Parents/Carers

Scottish Governments 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.

**Equalities**

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

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

### 6 Assessment

At Crosshouse Primary teachers assess constantly as part of daily learning and teaching. They do this, for example, by watching and listening to children carrying out tasks, by looking at what they write and make and by considering how they answer questions. They get to know the children well and build up a profile of their progress, strengths and needs and involve them in planning what they need to learn next. Effective ongoing assessment is about establishing where children are in their learning, where they are going and how best to get there. The purpose of assessment is to support learning and this is best achieved by a combination of formative and summative assessment. This means assessing learning both in an ongoing way and by ‘stepping back’ at regular intervals to take stock of learners’ progress and achievements. The terms ‘formative’ and ‘summative’ do not describe a type or form of assessment, but instead describe how assessments are used. Evidence and feedback from any assessment can be used formatively to inform planning for improvements in learning, as well as contributing to periodic summaries of progress and achievement for reporting and monitoring.

Assessment is for Learning strategies are embedded in the daily work of all children from nursery to Primary 7. Learning intentions are shared at the beginning of each lesson, and children are asked to assess accurately how successful they have been in meeting learning intentions.

A variety of assessment tools are used to track pupil progress, eg mental and spelling assessments, check ups, Write to the Top assessments, Accelerated Reader and Learning Conversations. A variety of types of assessments are also used, eg self assessment, peer assessment and moderation.

Snapshot Jotters are used four times a year as a way of recording, tracking and sharing pupil progress.
Reporting

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

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

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

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

Transitions

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

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

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

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

If you move outwith your catchment primary school a ‘request to remain form’ must be completed. If you move outwith your catchment primary, this may affect your right to transfer to the associated Secondary School. Please note the secondary school is determined by the pupil’s permanent home address and chosen denomination. If you require further information, please contact Education Support Services on 01698 454102.
Support for Pupils

Getting it right for every child, (GIRFEC)
Getting it Right for Every Child (GIRFEC) was promoted and endorsed by the Scottish Government at the Children’s Summit in 2010. There is a commitment to ensure that your child has the best possible start in life and to improve outcomes for children and families based on a shared understanding of their wellbeing. Most children make their journey from birth to the world of work supported by family and the universal services of Health and Education. The Named Person in education helps to make sure that the child’s wellbeing is developing. The school will let you know the named person for your child. This is likely to be the headteacher in a primary school and the pupil support teacher in a secondary.

If you have any concerns you should speak to the Named Person who will work with you to address any issues and to ensure that your child gets any help needed at the right time.

More information can be found on: www.girfecinlanarkshire.co.uk and www.scotland.gov.uk/gettingitright

Support for All (Additional Support Needs)
From time to time during their school career, a child may require added support in his/her learning programme. The policy of the school is that such children will be given individual attention by his/her class teacher. We use a Staged Intervention procedure to help access the best support of individual children. The head teacher and depute head teachers support and advise teachers in this area and monitor progress.

The school also has help from the area network team, which is organised by the local education authority. A Specialist Support Teacher from the area network team visits the school 2 mornings per week. We can also call on the support of Psychological Services and of teachers with expertise in visual or hearing impairments. We embrace a whole school approach to additional support, and to this end we encourage active participation of all concerned with the education of our pupils.

Parents will be informed at the earliest stage when concern is expressed about a child’s learning. By working in partnership with parents, we believe we can maximise a child’s learning experiences.

Children requiring additional support will have an Additional Support Plan (ASP). Targets are set and reviewed each session, with short term targets set and reviewed termly. The views of the child and the parent/carer are included in the ASP. Where the level of support a child requires is coordinated with agencies other than education, a Co-ordinated Support Plan (CSP) is established.

South Lanarkshire Education Resources have published a series of leaflets available which cover information for parents and carers about the Additional Support for Learning Acts. These are available through the school or on the South Lanarkshire Council website www.southlanarkshire.gov.uk. The leaflets available are:

- The Additional Support for Learning Act
- Requesting an Assessment
- Planning for Learning – ASP
- Planning for Learning – CSP
- Transitions
- Future Planning
- Information for Parents and Carers about moving on from school
- Inclusive Education
- ICT Assessment
- Visual Impairment Support
- Early Years Specialist Support
- Independent Adjudication
School Improvement

Following annual self evaluation across the school community, we set our priorities for areas of development each session, to ensure continuous improvement.

In Crosshouse Primary we are proud of our achievements. Over the last 12 months this includes:

- Improving achievement and attainment outcomes by introducing Learning Logs to target set and evidence learning
- Embedding a progressive writing curriculum
- Monitoring and tracking the progress in maths for all
- Creating a progressive curriculum across all levels for French
- Progressing the recommendations of Getting it Right for Every Child (GIRFEC) by continuing to develop the use of Single Agency Assessments to assess and record wellbeing for pupils.
- Increasing involvement in lifelong learning for young people and adults by continuing to provide a staged intervention approach which is used to identify and support learners.

Our areas of development for session 2014/15 are:

- Introducing French as a Modern Language across the school;
- Curriculum for Excellence: Social and Physical Curriculum
- Reviewing and improving our attainment in Literacy;
- Creating a school website
- A whole school programme to develop physical, social and emotional health and well being in all children with particular emphasis on improving the physical health and well being of all children in the school and children who start the nursery or the school with attachment difficulties and or early childhood challenging experiences.
- Implement key aspects of “Getting it Right Programme”, as prescribed in guidelines for Lanarkshire, in all establishments and services until May 2015

We endeavour to involve parents and children, both in our self evaluation process and in moving our improvement plan forward. We do this by having parents work with us on some working parties, consulting with both the Pupil Council and the Parent Council. From time to time we seek the views of all parents by asking them to fill in evaluation sheets and questionnaires.
Free School Meals

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

- Income Support, Income-based Job Seeker's Allowance, Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your income does not exceed £6,420 gross per annum as assessed by the HM Revenues & Customs), Child Tax Credit only (where your income does not exceed £16,010 gross per annum as assessed by the HM Revenues & Customs).

We would encourage parents of children who are in receipt of any of the above benefits to take up this opportunity of having a meal provided for their child when they are at school. Arrangements are in place so that children who receive free meals are not singled out and we encourage all children to remain in school at lunch time.

Healthy eating is something that the school supports and a range of meals are available that meet the nutrient standards of the Food and nutrition in schools (Scotland) Act 2008 are available at lunchtimes. From 5th January, all pupils in Primary 1-3 will receive a free school lunch and the charge to pupils in primary 4-7 will be £1.50.

We would wish to draw to your attention to the fact that milk is available for pupils as part of the meal provision. Children who wish to have milk with their lunch can do so.

Milk is available free of charge to all nursery age children and is provided by the establishment.

South Lanarkshire Council provides fruit to P1 and P2 children 3 days per week.

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.

Crosshouse uniform colours for clothing are **red and navy blue**.

**Primary 1—Primary 7**
- White shirt
- Crosshouse tie (red and navy stripes)
- Red Polo shirt
- Navy skirt/pinafore
- Red gingham summer dress
- Navy trousers (boys & girls)
- Navy crew neck sweatshirt or cardigan
- Navy fleece
- Navy blazer (optional)
- Waterproof jacket
- Black/dark outdoor shoes
- School bag
- Book bag (optional)
- Water bottle
- Black indoor shoes

**School Bags**
Backpacks with the school logo can be purchased from the school. Other school bags should be functional and in keeping with the school uniform. School bags should be big enough for an A4 folder.

**Gym Kit**
Primary 1–Primary 7
- Red polo shirt/T-shirt
- Navy/Black shorts
- Black gym shoes/canvas shoes

**Gym Shoes**
Children must bring a pair of indoor shoes to wear inside the school building. Ideally these should be black soft canvas shoes (sand shoes) and will be left in school.

**Labelling**
All items of clothing and equipment should be clearly labelled.

**Support for parent/carers**

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

Application forms for clothing grant are available from the Council’s website: [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or from Q&A Offices, Audit and Development 01698 453504/453505/453213, the school or Education Resources, Almada Street, Hamilton, telephone 01698 454545.
School hours/holiday dates

Nursery class hours are:
8.45am – 11.55am (morning session)
1.00pm – 4.10pm (afternoon session)

Primary school hours are:
9.00am – 10.30am
10.30am – 10.45am Interval
12.00noon – 12.45pm P1-P3 Lunch
12.15pm – 1.00pm P4-7 Lunch

Holiday dates are in the appendices.

Enrolment – how to register your child for school

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

Enrolment date for 2015 is week commencing 12 January 2015. Please call the school office to arrange an enrolment appointment.

Transport

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

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

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

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

**Insurance for schools – pupils’ personal effects**

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

(i) **Theft/loss of personal effects**

The Council is not liable for the loss or theft of pupils’ clothing or personal effects and any items are therefore brought into the school at the pupil/parents’ own risk.

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

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

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

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

(ii) **Damage to clothing**

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

**Family holidays during term time**

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

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

If your child is taken on a family holiday during term time then in line with Scottish Government advice this will be classified as an unauthorised absence. However, in exceptional circumstances schools may register a family holiday during term time as an authorised absence when for example, parents are unable to obtain leave during the school holiday period.
Clearly, absence with no explanation from parents will mean that the absence will be recorded as unauthorised.

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

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

**Promoting positive behaviour**

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

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

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

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

**Child Protection**

All staff in educational establishments in South Lanarkshire Council are required to attend training annually and follow the advice and guidance contained within the Education Operating Procedures.

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

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

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

Education Resources staff and visitors from other agencies and services are required to follow these Child Protection Procedures to protect and support children and to fulfil their professional obligations to report all allegations or suspicions of child abuse.
For more information, or if you have a concern of a child protection nature, please contact the head of the educational establishment which your child attends.

The Council has produced an information leaflet – ‘stay safe’ for parents/carers on how to help ensure their child is safe when using the internet and mobile devices. Copies are available from the school or the web: www.southlanarkshire.gov.uk

Information on emergencies

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

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

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

Your commitments

We ask that you:

- support and encourage your child’s learning
- respect and adhere to the schools policies and guidance
- let the school know if you change your mobile/telephone number and/or address
- enjoy and take part in school activities
- accept your responsibility to respect staff who work in the school and for the school to be proactive in taking forward it’s commitment to care for and educate your child.

Data Protection Act 1998

Information on pupils, parents and guardians is held by the school to enable the teaching, registration and assessment of pupils as well as associated administrative duties. The information is stored and used as per the requirements of the Data Protection Act 1998 with South Lanarkshire Council defined as the data controller. The Council have established a data protection policy that applies to all of its schools. For more information please contact the school.
# Draft School holiday Dates Session 2015/2016

<table>
<thead>
<tr>
<th>Break</th>
<th>Holiday dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Term</strong></td>
<td></td>
</tr>
<tr>
<td>Teachers return</td>
<td>Thursday 13 August 2015</td>
</tr>
<tr>
<td>Pupils return</td>
<td>Monday 17 August 2015</td>
</tr>
<tr>
<td>September Weekend</td>
<td>Close Thursday 24 September 2015</td>
</tr>
<tr>
<td>Re-open</td>
<td>Tuesday 29 September 2015</td>
</tr>
<tr>
<td>October Break</td>
<td>Close on Friday 9 October 2015</td>
</tr>
<tr>
<td>Re-open</td>
<td>Monday 19 October 2015</td>
</tr>
<tr>
<td>Christmas</td>
<td>Close on Tuesday 22 December 2015</td>
</tr>
<tr>
<td><strong>Second Term</strong></td>
<td></td>
</tr>
<tr>
<td>Re-open</td>
<td>Tuesday 5 January 2016</td>
</tr>
<tr>
<td>February break</td>
<td>Close on Friday 5 February 2016</td>
</tr>
<tr>
<td>Re-open</td>
<td>Wednesday 10 February 2016</td>
</tr>
<tr>
<td>Easter Break</td>
<td>Close on Thursday 24 March 2016</td>
</tr>
<tr>
<td>Re-open</td>
<td>Tuesday 29 March 2016</td>
</tr>
<tr>
<td>Spring Break</td>
<td>Close on Friday 1 April 2016</td>
</tr>
<tr>
<td>Re-open</td>
<td>Monday 18 April 2016</td>
</tr>
<tr>
<td><strong>Third Term</strong></td>
<td></td>
</tr>
<tr>
<td>Local Holiday</td>
<td>Closed Monday 2 May 2016</td>
</tr>
<tr>
<td>Local Holiday</td>
<td>Close on Thursday 26 May 2016</td>
</tr>
<tr>
<td>Re-open on</td>
<td>Tuesday 31 May 2016</td>
</tr>
<tr>
<td>Summer break</td>
<td>Close on Friday 24 June 2016</td>
</tr>
<tr>
<td>Proposed in-service days</td>
<td>*Proposed date for teachers return (subject to consultation)</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>Good Friday falls on Friday, 25 March 2016</td>
<td></td>
</tr>
<tr>
<td>Lanark schools will close 9 and 10 June 2016</td>
<td></td>
</tr>
<tr>
<td>Schools will close at 2.30pm on the last day of terms 1 and 2 (Tuesday, 22 December 2015 and Thursday, 24 March 2016)</td>
<td></td>
</tr>
<tr>
<td>Schools will close at 1pm on the last day of term 3 (Friday 24 June 2016)</td>
<td></td>
</tr>
</tbody>
</table>
| *Two in-service days proposed for 11 & 12 August 2016 to be confirmed.
## Draft School holiday Dates Session 2016/2017

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<tr>
<td>Re-open</td>
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</tr>
<tr>
<td>October Break</td>
<td>Close on Friday 14 October 2016</td>
</tr>
<tr>
<td>Re-open</td>
<td>Monday 24 October 2016</td>
</tr>
<tr>
<td>Christmas</td>
<td>Close on Thursday 22 December 2016</td>
</tr>
<tr>
<td><strong>Second Term</strong></td>
<td>Re-open Monday 9 January 2017</td>
</tr>
<tr>
<td>February break</td>
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<tr>
<td>Re-open</td>
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<td>Re-open</td>
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<td>*Proposed date for teachers return (subject to consultation)</td>
</tr>
</tbody>
</table>

**Notes**

- Good Friday falls on Friday, 14 April 2017
- *Lanark schools will close 8 and 9 June 2017*
- Schools will close at 2.30pm on the last day of terms 1 and 2 (Thursday, 22 December 2016 and Friday 31 March 2017)
- Schools will close at 1pm on the last day of term 3 (Friday 23 June 2017) *Two in-service days proposed for August 2017 to be confirmed.*
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 –
http://www.scotland.gov.uk/Publications/2011/09/14082209/0

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

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

PARENTAL INVOLVEMENT

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

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

SCHOOL ETHOS

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

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

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

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

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

CURRICULUM

Information about how the curriculum is structured and curriculum planning –
http://www.educationscotland.gov.uk/thecurriculum/

Information about the outcomes a learner can expect to experience and achieve across literacy, numeracy and health and wellbeing, as well as the 8 curricular areas –
http://www.educationscotland.gov.uk/thecurriculum/howisthecurriculumorganised/experiencesandoutcomes/index.asp

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

Broad General Education in the Secondary School – A Guide for Parents and Carers –
Information on the Senior Phase –
http://www.educationscotland.gov.uk/thecurriculum/whatcanlearnersexpect/seniorphase.asp

Information on Skills for learning, life and work –
http://www.educationscotland.gov.uk/thecurriculum/whatcanlearnersexpect/skillsforlearning.asp

Information around the Scottish Government’s ‘Opportunities for All’ programme –
http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-individuals/opportunities-for-all.aspx

Information for organisations responsible for the planning, management and delivery of career information, advice and guidance services – http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/career-management-skills-framework.aspx

The Skills Development Scotland website ‘My World of Work’ offers a number of tools to support career planning – http://www.skillsdevelopmentscotland.co.uk/

**ASSESSMENT AND REPORTING**

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

Information about Curriculum for Excellence levels and how progress is assessed –

Curriculum for Excellence factfile - Assessment and qualifications –
http://www.educationscotland.gov.uk/publications/c/publication_tcm4624968.asp

Information on recognising achievement, reporting and profiling –

**TRANSITIONS**

Curriculum for Excellence factfile - 3-18 Transitions - provides information on the transitions children and young people will face throughout their education and beyond –
http://www.educationscotland.gov.uk/publications/c/publication_tcm4660285.asp

Career Information, Advice and Guidance in Scotland - A Framework for Service Redesign and Improvement provides guidance on career information, advice and guidance strategy –
http://www.scotland.gov.uk/Publications/2011/03/11110615/0

Choices and changes provides information about choices made at various stages of learning –
http://www.educationscotland.gov.uk/supportinglearners/choicesandchanges/index.asp

The Additional support for learning page provides links to relevant legislation and guidance including the arrangements that should be in place to support pupils with additional support needs –
http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL

Supporting Children’s Learning Code of Practice includes specific requirements on education authorities and others under the new legislation in relation to transition –
http://www.scotland.gov.uk/Publications/2011/04/04090720/21

Enquire is the Scottish advice service for additional support for learning – http://enquire.org.uk/

Parenting Across Scotland offers support to children and families in Scotland –
http://www.parentingacrossscotland.org/

**SUPPORT FOR PUPILS**

The Additional support for learning page provides links to relevant legislation and guidance including the arrangements that should be in place to support pupils with additional support needs –
http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL
Information about the universal entitlement to support that underpins Curriculum for Excellence –
http://www.educationscotland.gov.uk/supportinglearners/whatissupport/universalsupport/roleofkeyadult.asp

Supporting Children's Learning Code of Practice (Revised edition) - provides Statutory guidance relating to
the Education (Additional Support for Learning) (Scotland) Act 2004 as amended –
http://www.scotland.gov.uk/Publications/2011/04/04090720/21

Getting It Right For Every Child and Young Person, is essential reading for anyone involved or working with
children and young people, including practitioners working in adult services with parents and carers –
http://www.scotland.gov.uk/Topics/People/Young-People/gettingitright

SCHOOL IMPROVEMENT

Scottish Schools Online - provides a range of school information, including contact details, school roll,
facilities, website, inspection reports – http://www.educationscotland.gov.uk/scottishschoolsonline/

Education Scotland’s Inspection and review page provides information on the inspection process –
http://www.educationscotland.gov.uk/inspectionandreview/index.asp

The Scottish Survey of Literacy and Numeracy (SSLN) is an annual sample survey which will monitor
national performance in literacy and numeracy –
http://www.scotland.gov.uk/Topics/Statistics/Browse/School-Education/SSLN

Scottish Credit and Qualifications Framework (SCQF) – http://www.scqf.org.uk/

Scottish Qualifications Authority provides information for teachers, parents, employers and young people on
qualifications – http://www.sqa.org.uk/


Information on how to access statistics relating to School Education –
http://www.scotland.gov.uk/Topics/Statistics/Browse/School-Education

SCHOOL POLICIES AND PRACTICAL INFORMATION

Schools and local authorities should consider the most relevant school, local and national policies
and include details or links for parents to sources of further information.

National policies, information and guidance can be accessed through the following sites:
http://www.scotland.gov.uk/Topics/Education
http://www.scotland.gov.uk/Topics/Health
http://www.scotland.gov.uk/Topics/People/Young-People


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

Phone: 01355 245300

Email: gw14crosshouseoffice@glow.sch.uk