



2018/2019

Crosshouse Primary School & Nursery Class



Handbook

**Attain,
Believe &
Achieve**



Phone: 01355 25300
Fax Number: 01355 579874
Email: gw14crosshouseoffice@glow.sch.uk
Website - www.crosshouse-pri.s-lanark.sch.uk



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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

Crosshouse Primary School is one of 125 primary schools in South Lanarkshire. The school has 15 classrooms, a nursery playroom, a library area, a general purpose room, a large gym hall and separate dining hall. Our playground consists of a generous tarmac area, a multiuse games court and an outdoor classroom.

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 an inclusive community where everyone will achieve success for today and be prepared for tomorrow by attaining, believing and achieving.

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



2. About Our school

Crosshouse Primary School

Curlew Drive

East Kilbride

G75 8ZY

Phone: 01355 245300

Fax: 01355 579874

Email: gw14crosshouseoffice@glow.sch.uk

Website – www.crosshouse-pri.s-lanark.sch.uk

Twitter: @crosshouseps

Parent Council Email: crosshousepc@gmail.com



Crosshouse is a non-denominational primary school with a current roll of 382 children between the ages of 5 and 12. Our school is greatly enhanced by a nursery class and 2 ASN supported classes. We have 60 children in our nursery class.

Learning Community

Crosshouse Primary is part of the Duncanrig Learning Community. A learning community is made up of schools and education establishments from the area including the secondary school, primary schools, early years establishments, early years partners and schools and bases which provide specialist additional learning services. It is about working together to plan better outcomes for children and young people. The learning community develops ways of working between establishments and with other agencies and organisations to ensure services are responsive, accessible and are delivered as effectively as possible. Each learning community is managed by a Head of Education (Area). All the establishments and services in a Learning Community share priorities for improvement and are involved in the deployment of additional support to meet the needs of the child and family.

Enrolment – How to Register Your Child For School

If your child is starting school for the first time or your child is moving school you must enrol your child at their catchment school. 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, phone 0303 123 1023. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

If you are considering enrolling your child at Crosshouse Primary please contact the school office to arrange an appointment. Arrangements can be made for you to visit the school and meet the head teacher.



School hours

Nursery class hours are:

8.45am – 11.55am (morning session)

1.00pm – 4.10pm (afternoon session)

***Nursery class hours will change in August 2019**



Primary school hours are:

9.00am – School day begins

10.30am – 10.45am Interval

12.15pm – 1.00pm Lunch

3.00pm – School day ends

Holiday dates are in the appendices.

Breakfast Club

Crosshouse Primary School's Breakfast Club is open from 8.15am – 8.45am Monday to Friday. Toast, juice, cereal, milk, yoghurt, are examples of what is available on the breakfast club menu. Breakfast club is currently 60p per day and spaces can be booked via the school office.

After School Care

We do not operate an after school care facility within the school but there are a number of after care and child minding facilities available within the local area.

Parent Helpers

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. All Parent helpers hold PVG certification. If you would like to become a parent helper, please contact the school office.

Visiting the School

We encourage all parents/carers offered or seeking a place at Crosshouse to visit the school and meet the staff. We can accommodate this most days and this can be done by calling the school office and organising a time to come in.



Pupil Absence/Sickness

To report your child's absence please call the school office as soon as possible in the morning where you will be prompted to press 1 to leave a message. Please state your child's name, class and reason for absence. The office staff will pass the message on to the class teacher and call back if there is anything you need to know about that day. When your child returns to school he/she should bring a note explaining the reason for the absence. This is to ensure we have the most up to date information regarding the absence. If you do not call in, the office staff will try to make contact with you on the first morning of absence. If there is a need to take children out of school for any other reason other than sickness, a letter should be sent to the Head Teacher for authorisation.

Parental Concerns

We ask all parents/carers to share any concerns they have with us. All class teachers are keen to build strong partnerships with their parents and communication can be as regular as necessary. A little note in the learning log or a phone call will be answered promptly and class teachers will keep the Depute Head teacher and Head Teacher informed of any concerns and action decided. Sometimes parents/carers may wish to speak directly to the Head/Depute Head Teacher and this can be done by coming in to school or calling the school office. Concerns of any type are discussed openly and a solution is sought. Parents/carers are encouraged to monitor any action to ensure it is being effective in dealing with the concern and communication to and from the school is encouraged.

Complaints

We hope that your concerns will be answered to your satisfaction. However, we know that there may be times when you are unhappy, or you may want to suggest ways to improve things. We can normally resolve concerns, mistakes and misunderstandings quickly. However, if we cannot sort out your problem this way, the complaints procedure is here to help you. Your complaints are important to us. They help us to:

- Put things right when they go wrong
- Listen and learn; and
- Change and improve the way we provide services.

When should I complain?

Our complaints procedure is intended for those times when you feel we have failed to deliver what we should.

How can I complain?

We want to make it as easy for you as possible to let us know if you feel something has gone wrong. You can complain:

- By telephone to the head teacher or via the office staff if head teacher is not available
- In writing either by letter or by emailing: gw14crosshouseoffice@glow.sch.uk

What will we do?

We will contact you and talk about what we can do to ensure we are delivering the best possible service and if you do not feel the matter is resolved then we will put you in contact with our quality improvement officer who can assist with this.



The staffing allocation for Session 2018/2019 is as follows:

Senior Management Team

Head Teacher	Isabelle Murray
Depute Head Teacher	Lara Tolland
Acting Depute Head Teacher	Claire Ashwood
Acting Depute Head Teacher	Michael Owens
Principal Teacher	Janice Guy
Acting Principal Teacher	Lesley Sprott
Acting Principal Teacher	Lynne McDougall

Class Teachers

Terri Connolly	Nursery
Laura Wright	P1 Room 1
Megan Alexander	P1 Room 2
Heather Ferguson	P2 Room 3
Jennifer McKane	P1,2 &3 Room 4
Janice Guy/Lesley Sprott	P4,5, 6 & 7 Room 5
Amanda Curran	P1/2 Room 6
Lynne McDougall	P1/2 Room 6
Kirsteen McKenna	P3 Room 7
Caitlin Smith	P3 Room 8
Jackie Noon	P4 Room 9
Kirsty Slessor	P4 Room 10
Carol Mason	P5 Room 11
Rebecca Muir	P5 Room 12
Linsey Stevenson	P6 Room 13
Ewen Wu	P6/7 Room 14
Linda Queen	P6/7 Room 14
Laura Carbery	P7 Room 15
Norman Connelly	CCC Teacher
Lesley McDougall	CCC Teacher
Lynsey Allison	CCC Teacher
Laura Doig	PE Teacher
Mrs Jean Marshall	Specialist Support Teacher
Mrs Lucy McFarlane	Speech Therapist
Vacancy	Educational Psychologist



School Support Staff

Mrs Christine Miller	Team Leader
Mrs Margaret Mooney	School Support Assistant (office)
Mrs Catriona Matheson	School Support Assistant (office)
Mrs Liz Agnew	School Support Assistant
Mrs Sharon Anderson	School Support Assistant
Miss Gillian Bell	School Support Assistant
Mrs Kim Bourne	School Support Assistant
Mrs Fiona Daisley	School Support Assistant
Mrs Julie Hamilton	School Support Assistant
Mrs Amanda Ramsay	School Support Assistant
Mrs Heather Harkin	School Support Assistant
Mrs Kim Laird	School Support Assistant
Mrs Brenda Calderwood	School Support Assistant
Mrs Lorna Marks	School Support Assistant
Mrs Louise Mitchinson	School Support Assistant
Mrs Angela Docherty	School Support Assistant
Mrs Sandra Stewart	School Support Assistant
Mrs Natalie Allan	School Support Assistant

Facilities Community Resource Team

Janitor	John Higgins
Catering Manager	Shirley Trainer
Catering Assistants	Janice Harris, Jane Fisher, Hazel Milligan & Linzi Murray
Cleaning Supervisor	Louise Anderson
Facilities Assistants	Guardish Kaur, Anne Kelly & Helen McCafferty

Nursery Class

Nursery Teacher	Terri Connolly
Nursery Team Leader	Sharon Forbes
Early Years Workers	Sharon Collins, Claire Hardie & Rachel Cunningham





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.



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



Parental Representation

Crosshouse Primary School has an extremely active Parent Council and Fundraising Committee whose members are dedicated to working in partnership with the school to enhance the children's educational experiences. The Parent Council and Fundraising Committee meet every month at the school.

As the Primary 7 children move on to secondary school, we lose some of our parent members. In order for the Parent Council to continue to actively support the school, we are always looking for new members. The Parent Council meetings are informal and very welcoming so do not worry about coming along to any meeting. Being a member means you are only expected to give what you can in terms of your time, help and support. There is something for everyone!

If you would like to find out how to join or wish to find out more about parental involvement please contact our Parent Council by email: crosshousepc@gmail.com.

4. School Ethos

In Crosshouse Primary School we aim to ensure that there is a positive, welcoming and inclusive ethos where all are valued and have a voice. The way we work, talk and interact with each other is based on our agreed core values of

excellence, inclusion, responsibility, respect, honesty, confidence, partnership, manners, trust and achievement

In session 2015/2016 after consultation with children, parents and staff we developed our shared vision statement:

Crosshouse is an inclusive community where everyone will achieve success for today and be prepared for tomorrow by attaining, believing and achieving.

We will work hard together, as a whole school community, to fulfil this expectation. The decisions we make as a school will be based on the fact that our children's health, wellbeing, progress, attainment and achievement are central to our work. Putting children at the heart of everything we do is our priority. Our intention is to provide the very best learning experiences and opportunities for our children. To support them in achieving all that they can, to be successful and confident life-long learners and helping them to be active and responsible citizens who make an effective contribution to their community. This focus will support our children in developing the essential knowledge, skills and attitudes for lifelong learning and will prepare them to enjoy a full and varied life.

Our school motto is:





5. 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 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 <http://www.educationscotland.gov.uk/thecurriculum/> or www.parentzonescotland.gov.uk.

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

Level	Stage
Early	The pre-school years and Primary 1 or later for some
First	To the end of Primary 4, but earlier or later for some
Second	To the end of Primary 7, but earlier or later for some



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

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. Through our Religious and Moral Education curriculum children learn about different world religions. We do not currently have a school chaplain or chaplaincy team. Class assemblies are led by the children and parents often have the opportunity to join us. Our focus is on working with families to help children develop values such as kindness, friendship, teamwork and respect that will help them to become responsible and caring members of society.

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

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

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, e.g. mental numeracy and spelling assessments, termly assessments, check-ups, Write to the Top assessments, Accelerated Reader assessments, and learning conversations. A variety of types of assessments are also used, e.g. self assessment, peer assessment. Each child has an assessment folder where all assessment information is monitored and tracked. Snapshot Jotters are used three times a year as a way of recording, tracking and sharing pupil progress. Each child also has a tracking and monitoring profile which contains assessment information and is updated on a termly basis.

Children in P1, P4, P7 complete online Scottish National Standardised Assessments in literacy and numeracy in May each year. The assessments help to identify children's progress, providing diagnostic information to support teachers' professional judgement. The assessments are as inclusive as possible to accommodate the needs of children and young people who require additional support. There is no pass or fail and children and young people do not have to revise or prepare for these assessments. Ongoing and periodic assessments are, and will continue to be, the main basis of teachers' professional judgement. Teachers will draw on all of the assessment information available to them when considering children's progress and when planning next steps in learning.

7. Reporting

Reporting will be ongoing and comprise a range of activities which can include children presenting their learning, newsletters, and ongoing discussions. Parents/carers will be invited along to 'Let's learn Together' sessions during the school session.

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 two parents' meetings during a school session 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.

Monthly newsletters will come home keeping you up-to-date with school events and dates to note. This can also be accessed on the school website.

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

8. Transitions

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

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

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

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

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

9. Support for Pupils

Getting it right for every child, (GIRFEC)

Getting it Right for Every Child is a commitment to ensure that your child has the best possible start in life and to improve outcomes 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. Your Head Teacher, Mrs Murray is the Named Person for your child.

If you have any concerns relating to your child's wellbeing you can speak to the Named Person who will be happy to work with you to address any issues and to ensure that your child gets help that is needed at the right time.

If you have any concerns you should speak to your child's Head Teacher 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 for 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.

Some 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 co-ordinated 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





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 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





10. 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:

- ✚ Embedding a progressive listening & talking curriculum
- ✚ Monitoring and tracking progress in numeracy, reading, listening & talking, spelling and writing for all
- ✚ Creating a progressive curriculum across all levels for Numeracy
- ✚ Reviewing and developing our opportunities for Family Learning
- ✚ Progressing the recommendations of Getting it Right for Every Child (GIRFEC) by continuing to develop knowledge and understanding of the wellbeing indicators and improving our approaches to inclusion across the school.
- ✚ 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.
- ✚ Continue to develop a consistent approach to assessment, moderation, profiling and reporting in line with National Improvement Framework.
- ✚ To work with learners, parents and carers, employers and other partners to develop an effective approach to careers education, creativity and enterprising skills.

Our areas of development for session 2018/19 are:

- ✚ To continue to raise attainment in Literacy and English through improved approaches to learning, teaching and assessment. (focus on Writing)
- ✚ To improve the design of our curriculum to ensure coherence and progression across the levels and to establish greater continuity across the school, taking account of recent strategic priority developments.
- ✚ To review the procedures for identifying, supporting and tracking interventions for children who require additional support with learning.
- ✚ To develop a whole school approach to nurture which supports improvements in wellbeing and relationships and the growth and development of children.
- ✚ To review and develop anti bullying policy across the school and to embed anti bullying practices in line with school vision and values.
- ✚ To extend and deepen staff knowledge and understanding in outdoor learning by supporting staff in accessing high-quality professional learning.

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.



11. School policies and practical information

Free School Meals

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

- Income Support, Universal Credit (where your take home pay is less than £610 per month), Job Seeker's Allowance (income based), Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £6,515 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £16,105 as assessed by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

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 at lunchtime that meet the Schools (Health Promotion and Nutrition) (Scotland) Act 2007 and the Nutrient Requirements for Food and Drink in Schools (Scotland) Regulations 2008.

All meals include fresh chilled drinking water and milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at morning break or lunchtime.

Milk is also available for purchase to those pupils wishing to buy at breakfast service, where applicable, morning break and lunchtime.

Pupils in:

- Primary 1 - 3 receive a free school lunch.
- Primary 4 - 7 meal cost is £1.65

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 to a selection of schools within the South Lanarkshire area.





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 (PE Days)
- Navy skirt/pinafore
- Red gingham summer dress
- Navy trousers (boys and 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 or clean trainers

Gym Shoes

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

Labelling

All items of clothing and equipment should be clearly labelled.



Allergies

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

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

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

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

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

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

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

Support for parent/carers

Clothing grant

In certain circumstances the Council provides support to parents/carers for the purchase of school wear. Applications can be made online at www.southlanarkshire.gov.uk. If you are required to submit evidence of your Tax Credit income it is important that a copy of this evidence is attached to your online application. Should you require further information or you are unable to submit an application online then please contact the helpline number 0303 123 1011 (option 5).

Enrolment

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, phone 0303 123 1023. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

Enrolment date for 2019 is week commencing 14th January 2019. If you are registering your child at Crosshouse Primary school we ask that you call our main school office on 01355 245300 to make an appointment. We will also have an open afternoon on Wednesday 9th January at 1.30pm. At the open afternoon you and your child will get to see the school, meet our staff and receive more information on the enrolment process and starting Primary 1. Children and parents/carers will be invited back to school on 22nd & 23rd May 2019 for our P1 induction sessions.

From their first day at school P1 children will attend for a full day (9am-3pm)



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 (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 receive an annual update 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 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 its commitment to care for and educate your child.



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

Information on pupils, parents and guardians is held by the school to enable the teaching, registration and assessment of pupils as well as associated administrative duties. The information is stored and used as per the requirements of the GDPR, with South Lanarkshire Council defined as the data controller. The Council have established a data protection policy that applies to all of its school.

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

Privacy Notice

Introduction

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

Using your personal information

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

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

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

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

Information we collect at other times

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

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



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

Information that we collect from other sources

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

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

Why do we need this information?

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

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

We will share your information with:

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

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

You have the right to access your personal information as well as the rights of rectification, erasure, restriction and the right to object. For information on these rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice from our website: (https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general_privacy).

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



Education Resources

School holiday Dates Session 2019/2020

Break	Holiday dates		
First Term	Teachers In-service	Tuesday	13 August 2019
	In-service day	Wednesday	14 August 2019
	Pupils return	Thursday	15 August 2019
September Weekend	Close on	Thursday	26 September 2019
	Re-open	Tuesday	1 October 2019
October Break	Close on	Friday	11 October 2019
	Re-open	Monday	21 October 2019
	In-service day	Monday	18 November 2019
Christmas	Close on	Friday	20 December 2019
	Re-open	Monday	6 January 2020
Second Term			
February break	Close on	Friday	7 February 2020
	Closed on	Monday and Tuesday	10 February 2020 11 February 2020
	In-service day	Wednesday	12 February 2020
Spring break/Easter	Close on	Friday	3 April 2020
	Re-open	Monday	20 April 2020
Third Term			
Local Holiday	Closed	Monday	4 May 2020
	In-service day	Tuesday	5 May 2020
Local Holiday	Close on	Thursday	21 May 2020
	Re-open	Tuesday	26 May 2020
Summer break	Close on	Wednesday	24 June 2020
Proposed in-service days	Tuesday 11 August 2020 and Wednesday 12 August 2020 Pupils return Thursday 13 August 2020		

Notes:

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



Education Resources

School holiday Dates Session 2020/2021

Break	Holiday dates		
First Term	Teachers In-service	Tuesday	11 August 2020
	In-service day	Wednesday	12 August 2020
	Pupils return	Thursday	13 August 2020
September Weekend	Close on	Thursday	24 September 2020
	Re-open	Tuesday	29 September 2020
October Break	Close on	Friday	09 October 2020
	Re-open	Monday	19 October 2020
	In-service day	Monday	16 November 2020
Christmas	Close on	Tuesday	22 December 2020
	Re-open	Wednesday	6 January 2021
Second Term			
February break	Close on	Friday	5 February 2021
	Closed on	Monday and	8 February 2021
		Tuesday	9 February 2021
	In-service day	Wednesday	10 February 2021
Spring break/Easter	Close on	Thursday	1 April 2021
	Re-open	Monday	19 April 2021
Third Term			
Local Holiday	Closed	Monday	3 May 2021
	In-service day	Thursday	6 May 2021
Local Holiday	Close on	Thursday	20 May 2021
	Re-open	Tuesday	25 May 2021
Summer break	Close on	Thursday	24 June 2021
Proposed in-service days	Tuesday 10 and Wednesday 11 August 2021 Pupils return Thursday 12 August 2021		

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



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

http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_for_excellence/3

Contact Details

Education Scotland's Communication Toolkit for engaging with parents

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

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

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

Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils

School Ethos

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

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

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

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

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



Curriculum

Information about how the curriculum is structured and curriculum planning

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

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

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

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

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

Assessment and Reporting

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

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

The Scottish Survey of Literacy and Numeracy (SSLN) is an annual sample survey which will monitor national performance in literacy and numeracy

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



Attain,
Believe &
Achieve

Attain,
Believe &
Achieve



Handbook 2019

* Attain, Believe and Achieve * Attain, Believe and Achieve * Attain, Believe and Achieve



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