



2021/2022

# Crosshouse Primary School & Early Learning & Childcare (ELC)



## School Handbook

**Attain,  
Believe &  
Achieve**

Phone: 01355 25300  
Fax Number: 01355 579874  
Email: [gw14crosshouseoffice@glow.sch.uk](mailto:gw14crosshouseoffice@glow.sch.uk)  
Website – [www.crosshouse-prim-lanark.sch.uk](http://www.crosshouse-prim-lanark.sch.uk)

## Contents

1. Introduction
2. Covid-19 Information
3. About our School
4. Parental Involvement
5. School Ethos
6. The Curriculum
7. Assessment
8. Reporting
9. Transitions
10. Support for Pupils (Additional Support Needs)
  - Getting it Right for every child
  - Enquire
  - Attachment Strategy
11. School Improvement
  - Pupil Equity Funding
12. School Policies and Practical Information
  - Nursery
  - Free meals
  - Uniform/dress code
  - Clothing Grant
  - Transport



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](mailto: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, an Early Learning and Childcare setting (ELC), a library area, a large gym hall and separate dining hall. Our playground consists of a generous tarmac area, a 3G pitch, an outdoor classroom and an outdoor learning area known as 'Willow Hill'.

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 strive to ensure all stakeholders exhibit our values of Happiness, Excellence, Achievement, Respect and Together.

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. COVID-19 - Keeping children, young people, and staff safe

Scottish Government and Public Health guidance still applies to schools and educational settings until further notice.

On the 19 October 2021 the Scottish Government announced that the existing COVID-19 safety mitigations in schools and educational settings are to remain for now, following the advice from senior clinicians. It is worth noting that whilst for the general public a number of areas have changed in light of the roll-out of the vaccination programme, there continues to be restrictions in place for schools and educational settings. The public health message is that the safety of children and young people and all education staff, remains the overriding priority. Secondary aged pupils are expected to wear face-coverings and to undertake twice weekly lateral flow tests.



Our main focus remains on learning, teaching and the health and well-being of all learners. Schools and nurseries are adapting their ways of working and outdoor events can now take place without the restrictions that apply indoor. The infection control procedures in our schools such as, hand sanitisation when you arrive and leave, and by washing hands regularly has helped to mitigate against the spread of the virus as has the NHS roll-out of the vaccine to those who are eligible.

If there is a positive case involving a child and/or member of staff at the school then we will let you know by providing you with letter from NHSL Public Health which lets you know what you need to do.

There are still restrictions on who can visit schools, including parents/carers. In effect, parents/carers are not able to attend events that take place during the day in a school/nursery. Where virtual arrangements for parental meetings are already in place and working well, then these should continue to be used.

Assemblies and large gatherings are still not permissible under the current guidance. Schools are therefore asked to consider group sizes as bringing large groups together in educational settings is not advisable. Community Lets are allowed out with the school day in line with COVID-19 guidance. If there is an intention to organise events in the evening by a parent group, they are required to make any booking through the community letting procedures as normal. A risk assessment must be undertaken in advance. This is to take account of the mitigations that require to be taken in what will be a confined space, the need for clear access and egress routes, the wearing of face coverings and infection controls, like hand sanitisation.



If a parent group is planning to host an activity then they are asked to be mindful that current restrictions at present still do not enable parents/carers to meet in a large gathering on school premises during the day.

COVID-related mitigations remain under regular review, and the Advisory Sub-Group on Education and Children's Issues and the COVID-19 Education Recovery Group (CERG) continue to work with Ministers to ensure mitigations in schools and educational settings are proportionate and appropriate.

## 3. About Our school

### Crosshouse Primary School

Curlew Drive

East Kilbride

G75 8ZY

Phone: 01355 245300

Fax: 01355 579874

Email: [gw14crosshouseoffice@glow.sch.uk](mailto:gw14crosshouseoffice@glow.sch.uk)

Website: [www.crosshouse-pri.s-lanark.sch.uk](http://www.crosshouse-pri.s-lanark.sch.uk)

Twitter: @crosshouseps

Parent Council Email: [crosshousepc@gmail.com](mailto:crosshousepc@gmail.com)



Crosshouse is a non-denominational primary school with a current roll of 368 children between the ages of 5 and 12. Our school is greatly enhanced by our ELC and 2 ASN supported classes. We have 32 children in our ELC 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](http://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 to speak to our Head Teacher, Mrs Murray.

## School Hours

In line with current health and safety guidance, we employ a staggered start, break, lunch and finish times to reduce congestion around the school and promote social distancing.

Start Time		
<b>8.50am</b>	<b>9.00am</b>	<b>9.10am</b>
Rooms 1, 4, 5, 7, 10, 13	Rooms 3, 6, 8, 11, 14	Rooms 2, 9, 12, 15

Interval			
<b>10.15am</b>	<b>10.30am</b>	<b>10.45am</b>	<b>11.00am</b>
Rooms 1, 2, 3, 4, 6	Rooms 7, 8, 9, 10	Rooms 5, 11, 12, 13	Rooms 14, 15

Lunch			
<b>11.45am</b>	<b>12.00noon</b>	<b>12.15pm</b>	<b>12.30pm</b>
Rooms 1, 2, 3, 4, 6	Rooms 7, 8, 9, 10	Rooms 5, 11, 12, 13	Rooms 14, 15

End Time		
<b>2.50pm</b>	<b>3.00pm</b>	<b>3.10pm</b>
Rooms 1, 4, 5, 7, 10, 13	Rooms 3, 6, 8, 11, 14	Rooms 2, 9, 12, 15

**When it is safe to do so and in line with local and national policy, we will revert to the following hours:**

Start	Interval	Lunch	End
9.00am	10.30am	12.15pm	3.00pm

Holiday dates are in the appendices.

**ELC hours:** 9.00am to 3.00pm, with lunch served from 11.30am.

### Breakfast Club

Our Breakfast Club is open from 8.15am – 8.45am Monday to Friday. Toast, cereal, milk, yoghurt, are examples of what is available on the breakfast club menu. Breakfast club is free and, and spaces can be booked by contacting our school office. Please note that children are expected to eat breakfast.

### 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 to 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 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.

### ***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](mailto: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.



## Staffing

The staffing allocation for Session 2021/22 is as follows:

### Senior Management Team

Head Teacher	Isabelle Murray
Depute Head Teacher	Lara Tolland
Depute Head Teacher	Michael Owens
Principal Teacher	Janice Guy
Principal Teacher	Claire Ashwood

### Class Teachers

Terri Connolly	Nursery
Laura Wright	P1 Room 1
Lynsey Allison	P1 Room 2
Kirsteen McKenna	P1 Room 2
Megan Cairns	P2 Room 3
Rebecca Muir	P1, 2, 3 & 4 Room 4
Jennifer McKane	P4, 5, 6 & 7 Room 5
Megan Cairns	P2 Room 6
Holly Brown	P3 Room 7 and Room 8
Lynne McDougall	P3 Room 7
Amanda Curran	P3 Room 8
Jackie Noon	P4 Room 9
Kirsty Slesser	P4/5 Room 10
Norman Connelly Traynor	P5 Room 11
Julie Paul	P5/6 Room 12
Claire Ashwood	P5/6 Room 12
Ewen Wu	P6 Room 13
Caitlin Smith	P6/7 Room 14
Linda Queen	P7 Room 15
Carol Mason	CCC Teacher
Laura Doig	PE Teacher
Jean Marshall	Specialist Support Teacher
Lisa Whitehead	Educational Psychologist



## School Support Staff

Gayle McGill	Team Leader
Elaine McLaren	School Support Assistant (office)
Fiona Daisley	School Support Assistant (office)
Eleanor Fox	School Support Assistant
Margaret Mooney	School Support Assistant
Julie Hamilton	School Support Assistant
Amanda Ramsay	School Support Assistant
Heather Harkin	School Support Assistant
Kim Laird	School Support Assistant
Brenda Calderwood	School Support Assistant
Louise Mitchinson	School Support Assistant
Angela Docherty	School Support Assistant
Sandra Stewart	School Support Assistant
Jennifer Barton	School Support Assistant
Jayne Gray	School Support Assistant
Lynsey McGown	School Support Assistant
Lynne Tait	School Support Assistant
Ruth Luntao	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	Janice Harris
Facilities Assistants	Louise Anderson, Guardish Kaur, Karen MacMillan & Helen McCafferty

## ELC

Nursery Teacher	Terri Connolly
Nursery Team Leader	Sharon Forbes
Early Years Workers	Claire Hardie, Rachel Cunningham, Jennifer Adamson, Susie Fairclough, Nicola Eaves, Dianne Allan, Marion McAllister.



The ELC provides a learning environment for young children. Parents/carers from any area may apply to attend. To find out more about the ELC, 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.



## 4. 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](http://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 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](http://www.parentzonescotland.gov.uk)
- Engage Parent Forum – [www.engageforeducation.org](http://www.engageforeducation.org)
- National Parent Forum for Scotland – [www.educationscotland.gov.uk/parentzone](http://www.educationscotland.gov.uk/parentzone)
- South Lanarkshire Council – [www.southlanarkshire.gov.uk](http://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](mailto:crosshousepc@gmail.com)

## 5. 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:



In 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: **Attain,  
Believe &  
Achieve**



## 6. Curriculum

Curriculum for Excellence is the name given to the curriculum in Scotland for all children and young people aged 3-18. It is a forward looking, coherent, more flexible and enriched curriculum that provides young people with opportunities to engage with the knowledge, skills and attributes they will need 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 21<sup>st</sup> 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 curricular areas are as follows:

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



If you want to know more about Curriculum for Excellence, please visit website <http://www.educationscotland.gov.uk/thecurriculum/> or [www.parentzonescotland.gov.uk](http://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.



## 7. 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 Seven. 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 (SNSA) 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.

## 8. 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 (when permitted) 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 'learner reports' will help you to get to know more about the curriculum which each child follows and will describe their strengths, achievements and areas for development so 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.

## 9. 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 support P7 children before they move on to secondary school.

### Change of School/Placing Request

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

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

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



## 10. Support for Pupils

### Getting it right for every child

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

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

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

More information can be found on: [www.scotland.gov.uk/gettingitright](http://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](http://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
- Inclusive Education
- ICT Assessment
- Visual Impairment Support
- Early Years Specialist Support
- Independent Adjudication
- Information for Parents and Carers about moving on from school



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](mailto:info@enquire.org.uk)

Advice and information is also available at [www.enquire.org.uk](http://www.enquire.org.uk)

Enquire provides a range of clear and easy-to-read guides and fact sheets including The parents' guide to additional support for learning. If you would like to order our leaflets, postcards or guides to share with parents and carers of pupils in your school, please contact us on [info@enquire.org.uk](mailto:info@enquire.org.uk)

## Attachment Strategy for Education Resources

### Attachment – what we do to support children and young people

South Lanarkshire Council Education Resources is committed to improving outcomes for children and young people by creating emotionally supportive learning experiences in our nurseries and schools. The Education Resources Attachment Strategy supports the action in the 'Getting it Right for Every Child in South

Lanarkshire's Children Services Plan 2021-23, following the launch of the Attachment Strategy in 2020, to provide staff training in Attachment and Trauma based practice.

## ***What does it set out to do?***

The aim of the strategy is to promote better experiences of attachment for South Lanarkshire's children and young people and to ensure that all education practitioners understand the importance of attachment theory and its application and how positive relationships can make a difference to outcomes.

## ***How can I find out more?***

South Lanarkshire Council Education Resources have published a series of leaflets and posters for establishments and for parents/carers which aim to share information on attachment theory and on how this informs the ways in which we support children and young people.

These are available in schools and on the SLC Staff Learning Centre Sway accessible by teachers and staff.

## **11. School Improvement**

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.

### **Session 2020/21**

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

- ♥ A focus on **recovery**, with *Equity, Continuity of Learning and Health and Wellbeing* forming the three main areas of focus for school improvement.
- ♥ Awarded **Financial Education Centre of Excellence**.
- ♥ First Minister's Reading Challenge National Winners – ***School Reading The Most Books***.
- ♥ We have **developed** a new approach to home learning and a new homework policy.
- ♥ P1 Virtual Transition Programme for new families.
- ♥ **81** digital devices issued to children during remote learning. 14 were allocated from SLC and 67 from school stock.
- ♥ 72 children **attended** school hub during period of remote learning.
- ♥ 16% of FME children and 16 vulnerable children attended school hub during period of **remote learning**.
- ♥ Class teachers working **collegiatly** to deliver remote learning.
- ♥ **High level** of ELC learner engagement during remote learning.

A comprehensive overview of session 2020/21, along with evaluations of School Improvement priorities can be found in our **Standards and Quality Report** in the *Publications* section of our newly designed school website (<http://www.crosshouse-pri.s-lanark.sch.uk/>).

## Session 2021/22

Our areas of development for this session have been formulated in line with our recovery plan and the priorities of South Lanarkshire Council:

### 1. Promote the positive Health and Wellbeing of learners, parents/carers and pupils staff

- Appoint a mental health & wellbeing strategic lead to lead an IP group across the year.
- Develop a clear mental health and wellbeing strategy for Crosshouse Primary.
- Improvement Group will develop a high quality mental health & wellbeing curriculum across the school.

### 2. Planning for Equity

- Establish a group of stakeholders to consider, explore and come up with suggestions in relation to Participatory Budgeting.
- Ensure all learners in the target group have the necessary resources at home to support home learning.
- Issue home learning packs to all. Learners in the target group will receive additional items, if required.
- Employ Barnardo's family-link worker, who will engage with identified families to help improve attendance.
- Catch-Up Literacy and Numeracy programmes delivered by trained support staff.
- Class teachers to work with identified pupils in small groups and/or one-to-one twice per week.
- Develop whole school knowledge understanding of AAC.

### 3. Continuity of Learning

- Analyse, interrogate and evaluate current social subjects rationale, taking account of school vision/values, school context and local and national policy guidance and establish improvement working group to take forward social subjects strategic priority.
- Improvement group to engage in professional enquiry and research and engage in professional learning on the development of play based pedagogy.
- Launch 'Learning At Home' policy. It will provide a coherent, progressive and reciprocally interconnected learning experience for all learners.

These priorities form the basis of our **School Improvement Plan** for this session, full details of which can be found in the *Publications* section of our school website (<http://www.crosshouse-pri.s-lanark.sch.uk/>).



## Pupil Equity Fund

Over the last year and looking forward, we have used our PEF allocation spend in the following ways:

Employed a key worker from Barnardo's to focus on home/school partnerships

Continued to invest in our provision of technologies to ensure all learners have access to up to date devices.

Employed a full time PE teacher to improve young people's health and wellbeing, as well as provide time for class teachers to focus on suitable interventions for the targeted group.

Additional staffing to facilitate individual interventions, such as Catch Up Numeracy and Literacy.

Upgraded the literacy programme for Primaries 1 to 3 to provide a contextualised and relevant learning experience for all.

## 12. School policies and practical information

### Nursery

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

Nursery lunches and snacks are based on nutritional requirements from the NHS "Setting the Table" guidance. Nursery age children will also receive milk and a healthy snack free of charge under the Milk and Healthy Snack scheme 2021. This will be provided by the establishment

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

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

For their lunch each day pupils have the option to choose from two hot meal options, a snack option plus a vegan / vegetarian option. These are all served with vegetables or side salad. All meals also come with fresh chilled drinking water, salad, seasonal fruit and depending on the day - soup or a dessert. Milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at morning break or lunchtime

Pupils in:

- Primary 1 - 4 receive a free school lunch
- Primary 5 - 7 meal cost is £1.95

In January 2022 Primary 5 pupils will also receive a free lunch and by August 2022 all primary school pupils will be eligible for a free lunch. School lunches and milk can be paid for through your Parentpay account or Paypoint facilities in local shops.



### 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 £7,330 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)
- Receive support under Part VI of the Immigration and Asylum Act 1999.

If you are in receipt of Housing Benefit and/or Council Tax Reduction from us there is no need for you to apply online, we will use the information we hold to automatically award free school meals (P4 to S6) and/or school clothing grants (P1 to S6) to eligible families.

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

South Lanarkshire Council also offers a free Breakfast service. The service runs from 8.15am to 8.45am each school day. Please contact the school office to enquire about enrolling.

## 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.



The Crosshouse Primary School uniform consists of the colours **red** and **navy blue**.

- 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 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

- 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](http://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 – how to register your child for school

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

[www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/392/enrolling\\_your\\_child\\_for\\_school](http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/392/enrolling_your_child_for_school)

If you have any difficulty in identifying your catchment school, please email:

[Edsuppserv.helpline@southlanarkshire.gov.uk](mailto:Edsuppserv.helpline@southlanarkshire.gov.uk)



The online registration form will ask you to provide each child's full birth certificate and two pieces of recent official documentation both containing your permanent home address for example a utility bill, council tax statement, housing rent card, child benefit documentation. Proof of where the child lives may also be needed. If your child attends nursery of your catchment school don't assume that they will be automatically transferred. You must register them as normal.

If your child is starting school for the first time you must enrol your child at their catchment school in January. If parents want their child to go to another school, they must enrol in the first instance with their catchment school and ask for an information leaflet that provides details on how to make a placing request. An online placing request form is available from the SLC website – [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or by contacting [edsupportserv.help@southlanarkshire.gov.uk](mailto:edsupportserv.help@southlanarkshire.gov.uk) or phone **0303 123 1023**. Enrolment date for 2022 is week commencing **17 January 2022**.

## School transport

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

A privilege transport scheme is operated for mainstream school contracts where a pupil is not entitled to free school transport. Privilege transport will only be granted providing there is spare capacity on an existing school contract and will be from and to designated pick up and drop off points. Privilege transport will not be provided where a service bus is used on the school run. Any spare capacity will be allocated using agreed priorities. More information on school transport is available at:

[www.southlanarkshire.gov.uk/info/200188/secondary\\_school\\_information/545/school\\_transport](http://www.southlanarkshire.gov.uk/info/200188/secondary_school_information/545/school_transport) or phone **0303 123 1023**.

## Pick-up points

Where school transport is provided it may be necessary for pupils to walk a certain distance to the vehicle pick-up point. Walking distance in total, including the distance from home to the pick-up point and from the drop-off point to the school in any one direction, will not exceed the authority's distance limit for school transport. It should be noted that it is the parent's responsibility to ensure their child behaves in a safe and acceptable manner while travelling in and alighting from the vehicle. Misbehaviour can result in your child losing the right to school transport. Parents are asked to note that South Lanarkshire Council does not provide transport for those pupils who attend school via a placing request.

## 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](http://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 alleged bullying should be reported to the school immediately so that each alleged incident can be looked at in accordance with school policy. Together we can work towards creating a safer school for children and staff.

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

Our **Anti-Bullying** and **Promoting Positive Relationships and Understanding Behaviour** policies can be found in the publications section of our school website: <http://www.crosshouse-pri.s-lanark.sch.uk/>

## Child Protection

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

South Lanarkshire’s children’s services partnership works together to support children, young people and their families so that children grow up in communities where they are safe, healthy, active, achieving, respected, responsible and included, and have the opportunity to achieve their full potential. They are committed to continuously improve our services to ensure children, young people and their families get the right support at the right time.

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

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

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

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

The Child Protection Committee’s website has a range of useful information for parents/carers to help them keep their children safe: [www.childprotectionsouthlanarkshire.org.uk](http://www.childprotectionsouthlanarkshire.org.uk)

## Information on Emergencies

We make every effort to ensure the school remains open during term-time for pupils. However, on occasions circumstances may arise which can affect the school. Schools may be affected by, for example, severe

weather, power failures or through any other circumstances that may impact on the school day. In such cases we shall do all we can to let you know if this happens. We shall keep you in touch by telephone, text, where appropriate, letters, web news and through local radio stations particularly if there are prolonged periods of severe weather. The Council's website [www.southlanarkshire.gov.uk](http://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](http://www.southlanarkshire.gov.uk) or email [education@southlanarkshire.gov.uk](mailto: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

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

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

### Using your personal information

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

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

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

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

## Information we collect at other times

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

- If you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.
- If you make a request for additional support such as an educational psychologist or other support for learning we will ask for more detailed information to allow us to provide the most appropriate support for your family. This may include information about family circumstances or medical conditions.
- If there are concerns about your child's wellbeing and/or your child has needs that may require additional support, we will wish to work with you to collect and consider information to enable us to help you get the right support at the right time in line with the Getting it right for every child approach.

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

## Information that we collect from other sources

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

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

## Why do we need this information?

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

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

## We will share your information with:

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

- The Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland and other organisations that support children and young people's learning;
- Other parts of the Council when required for services such as school meals, school transport, education benefits and with Social work in connection with any child protection concerns we become aware of;
- The NHS, to support health initiatives in accordance with the legal obligation on the Council in terms of section 39(3) of the National Health Service (Scotland Act 1978);
- South Lanarkshire Leisure and Culture Limited, where children and young people are participating in sports and leisure activities;
- Other schools/local authorities – if a child moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school/local authority.

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

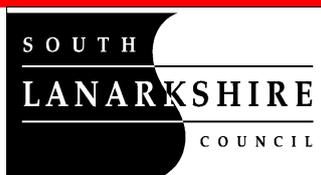




## Education Resources School holiday Dates Session 2021/2022

Break	Holiday dates	
<b>First Term</b>	<i>In-service Day</i>	<b>12 August 2021</b>
	<i>In-service day</i>	<b>13 August 2021</b>
	Pupils return	16 August 2021
September Weekend	Close on	23 September 2021
	Re-open	28 September 2021
October Break	Close on	08 October 2021
	Re-open	18 October 2021
	<i>In-service day</i>	<b>15 November 2021</b>
Christmas	Close on	22 December 2021
	Re-open	5 January 2022
<b>Second Term</b>		
February break	Closed on	14 February 2022
	Closed on	15 February 2022
	<i>In-service day</i>	<b>16 February 2022</b>
Spring break/Easter	Close on	1 April 2022
	Re-open	19 April 2022
<b>Third Term</b>		
Local Holiday	Closed	2 May 2022
	<i>In-service day</i>	<b>5 May 2022</b>
Local Holiday	Closed	27 May 2022
Public Holiday	Closed	2 June 2022
Queen's Jubilee Holiday	Closed	3 June 2022
Summer break	Close on	24 June 2022

\* Good Friday falls on Friday 15 April 2022



## Education Resources School Holiday Dates Session 2022/2023

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

### Notes

- Good Friday falls on Friday, 7 April 2023
- Lanark schools will close Thursday, 8 June 2023 and Friday, 9 June 2023
- Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 23 December 2022 and Friday, 31 March 2023)
- Schools will close at 1pm on the last day of term 3 Tuesday, 27 June 2023)
- \*Two in-service days proposed for August 2023 to be confirmed.

## Appendix A

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

[http://www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/1264/curriculum\\_for\\_excellence/3](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. National Parent Forum for Scotland; [www.npfs.org.uk](http://www.npfs.org.uk)

### School Ethos

- Supporting Learners - guidance on the identification, planning and provision of support
- Journey to Excellence - provides guidance and advice about culture and ethos
- Health and wellbeing guidance on healthy living for local authorities and schools
- Building Curriculum for Excellence Through Positive Behaviour and Relationships outlines the Scottish Government's priority actions around positive behaviour in schools and is also a source of support
- Scottish Catholic Education Service's resource 'This is Our Faith' which supports the teaching and learning of Catholic religious education

### Curriculum

- Information about how the curriculum is structured and curriculum planning
- Information about the outcomes a learner can expect to experience and achieve across literacy, numeracy and health and wellbeing, as well as the 8 curricular areas
- Advice, practice and resources to support the experiences and outcomes on 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 from the Scottish Government website on [www.gov.scot](http://www.gov.scot)

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Happiness  
Excellence  
Achievement  
Respect  
Together



Attain,  
Believe &  
Achieve



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