



2023/2024

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



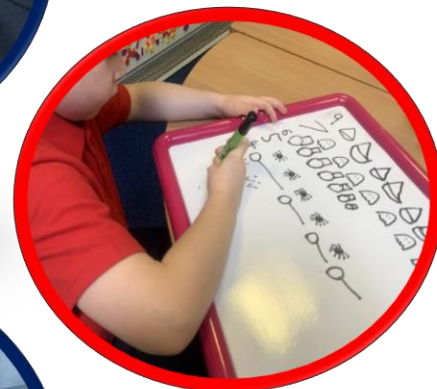
## School Handbook

**Attain,**  
**Believe &**  
**Achieve**

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

## Contents

1. Introduction
2. About our School
3. School Ethos
4. Staff List
5. Attendance
6. Parental Involvement/Parent Council
7. The Curriculum
8. Assessment & Tracking Progress
9. Reporting
10. Enrolment and Transitions
11. Support for Pupils
12. School Improvement
13. School Policies and Practical Information
14. General Data Protection Regulation as supplemented by the Data Protection Act 2018 (GDPR)



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. 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 392 children between the ages of 5 and 12. Our school is greatly enhanced by our Early Learning & Childcare (ELC) provision (nursery) and 2 Additional Support Needs (ASN) classes. We have 32 children in our ELC class.

### Early Learning & Childcare (ELC)

Our 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.



### 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 an appointment. Arrangements can be made for you to visit the school and meet our Head Teacher.

## School Hours

Start	Interval	Lunch	End
9.00am	10.30am – 10.45am	12noon-12.45pm (P1-P3) 12.15pm- 1.00pm (P4-P7)	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 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.

## 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 our Head Teacher or via our Depute Head Teachers if our Head Teacher is not available
- In writing either by letter or by emailing: [gw14crosshouseoffice@glow.sch.uk](mailto:gw14crosshouseoffice@glow.sch.uk) marked FAO Head Teacher.

## ***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.



## 3. 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**

## 4. Staff List

### Senior Management Team

Head Teacher	Isabelle Murray
Depute Head Teacher	Lara Tolland
Depute Head Teacher	Michael Owens
Principal Teacher	Louise Scott McKie
Principal Teacher (ASN)	Janice Guy (Wed-Fri)
Acting Principal Teacher (ASN)	Jennifer McKane (Mon-Tue)
Acting Principal Teacher	Greig Ramage

### Class Teachers

Laura Wright	P1 Room 1 (Wed-Fri)
Megan Alexander	P1 Room 1 (Mon-Wed)
Lynsey Allison	P1 Room 2 (Mon-Wed)
Kirsteen McKenna	P1 Room 2 (Wed-Fri)
Rebecca Muir	P1/2 Room 3
Courtney Wark	P1,2,3,4 Room 4
Ewen Wu	P4, 5, 6 & 7 Room 5
Heather Ferguson	P2 Room 6
Lynne McDougall	P3 Room 7
Amanda Curran	P3 Room 8
Julie Paul	P4 Room 9
Caitlin Smith	P4/5 Room 10
Kirsty Slesser	P4/5 Room 10
Eilidh Kayne	P5 Room 11
Max Cowe	P5/6 Room 12
Caitlin Boyle	P5/6 Room 12
Hollie Brown	P6 Room 13
Linda Queen	P7 Room 14
Jackie Noon	P7 Room 15
Carol Mason	CCC Teacher
Norman Connelly Traynor	CCC Teacher
Laura Doig	PE Teacher (Mon-Wed)
Elaine Buchanan	Specialist Support Teacher
Lisa Whitehead	Educational Psychologist





## School Support Staff

Katie Ghoumrassi	Team Leader
Jo-Ann Welsh	School Support Assistant (office)
Elaine McLaren	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
Angela Laird	School Support Assistant



## Facilities Community Resource Team

Janitor	Donella Black
Cook In Charge	Shirley Trainer
Catering Assistants	Janice Harris, Jane Fisher, Hazel Milligan & Linzi Murray
Cleaning Supervisor	Janice Harris
Facilities Assistants	Louise Dougan, Guardish Kaur, Karen MacMillan & Helen McCafferty

## ELC

Nursery Team Leader	Sharon Forbes
Early Years Workers	Claire Hardie, Rachel Cunningham, Sarah Sinnott, Suzy Fairclough, Nicola Eaves, Aileen Martin
Early Years Support Assistant	Maria McNulty



## 5. Attendance

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. It is important for the school to work with parents/carers in encouraging children to attend school. All absences are required by law to be recorded. Absences will normally fall under two categories – authorised or unauthorised absence. In cases where your child is unable to attend school parents are asked to 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 or you can email the school office 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.

*If you know they have a hospital/dental appointment, please let us know in advance.*

Requests for your child to be absent from school to make an extended visit to relatives either in the UK or overseas must be made in writing to the head teacher, detailing the reason, destination and duration of absence and arrangements for their continuing education. On these occasions the pupil will be marked as an unauthorised absence.

Parents may request that their children be permitted to be absent in order to celebrate recognised religious events. Advance notice should be provided to the school when children will be absent. Appropriate requests will be granted, and the pupil noted as an authorised absentee in the register. (See section 7).

### 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 as soon as possible. We shall keep in touch by the most appropriate method at the time normally through text message, and via our social media channels.

In cases of severe weather in the morning such as snow and a heavy frost and if there is a reason the school cannot open in the morning at the normal time, we will adopt the protocol for a delayed start until 10am.

If this is the case a message via social media and on the council's website will be posted.

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 or has a delayed start. Further information will be provided later in the day as to whether the school will be open as normal the next day.

## Things we need you to do.

- 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)

### a. Your commitments

We ask that you:

- support and encourage your child's learning – ask them what they have been doing.
- respect and adhere to the school's policies and guidance.
- 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.

## 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 able to demonstrate they have been 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)

## 6. Parental Involvement/Parent Council

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/downloads/file/13457/parents\\_as\\_partners\\_-\\_strategy\\_2019](http://www.southlanarkshire.gov.uk/downloads/file/13457/parents_as_partners_-_strategy_2019)

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.

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

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 our 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)

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.

Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education.

Parentzone Scotland also has details about schools, including performance data for school leavers from S4-S6 and links to the national, local authority and school level data on the achievement of Curriculum for Excellence levels.

## 7. 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 [Scotland's Curriculum for Excellence \(scotlandscurriculum.scot\)](http://scotlandscurriculum.scot)

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

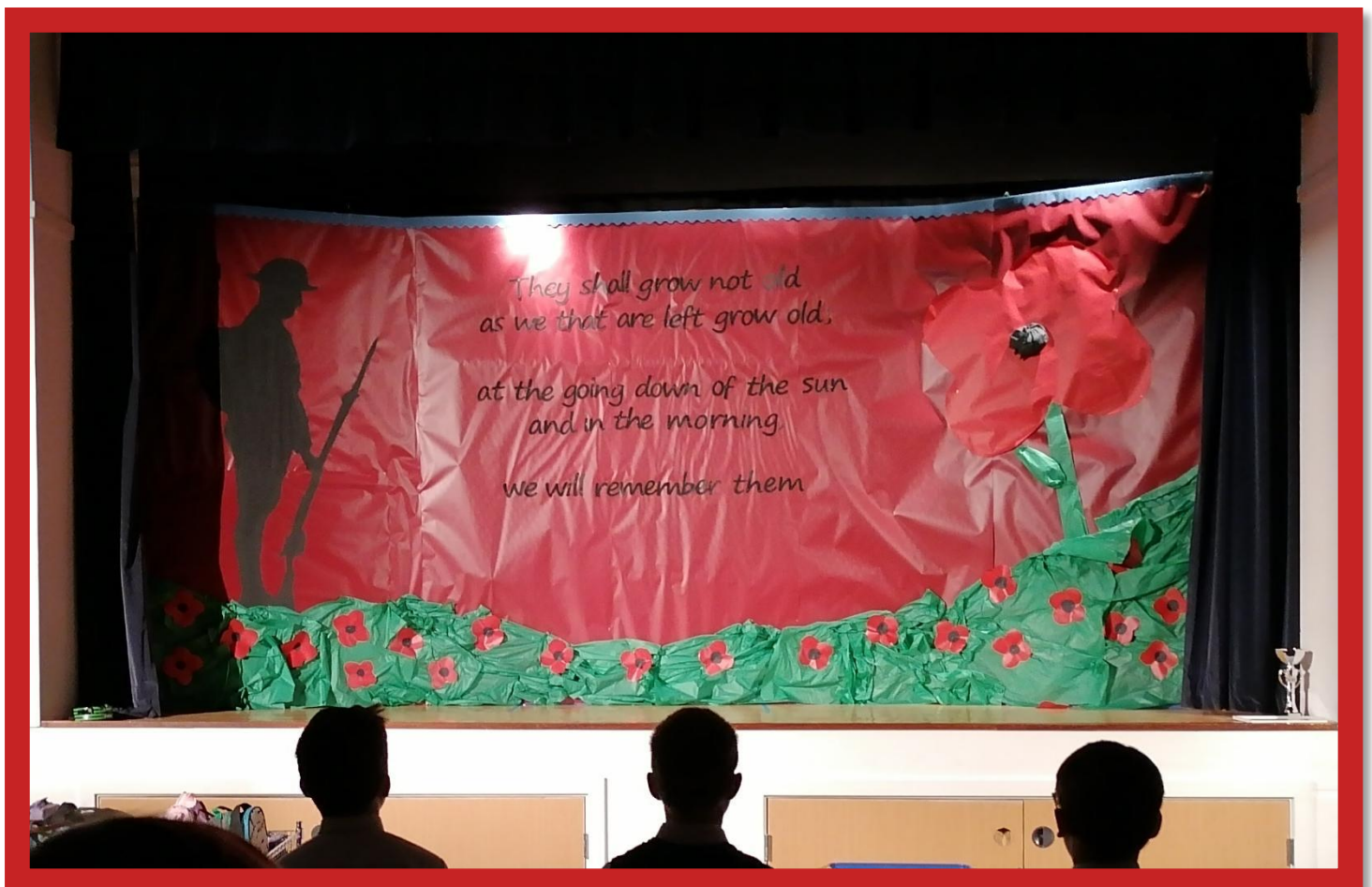
Level	Stage
Early	The pre-school years and Primary 1 or later for some
First	To the end of Primary 4, but earlier or later for some
Second	To the end of Primary 7, but earlier or later for some

## 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. 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.

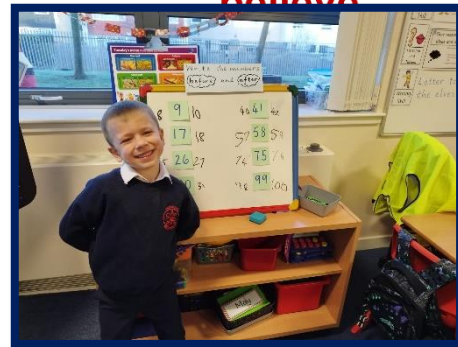
There is a statutory provision for parents to withdraw children from participation in religious observance. This right of parents' wishes will be respected. Where a child is withdrawn from religious observance, schools will make suitable arrangements for the child to participate in a worthwhile alternative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

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



## 8. Assessment and Tracking Progress

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.

Teacher professional judgement is the key measure of children's progress and teachers use a variety of assessment tools, e.g. mental numeracy and spelling assessments, termly assessments, check-ups, Accelerated Reader assessments, and learning conversations. A variety of types of assessments are also used, e.g. self assessment, peer assessment. We also use GL Standardised Assessments. Teachers will draw on **all** assessment data when considering what level a child has achieved and where he/she is on the pathway.

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 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.

## 9. 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 '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.

## 10. Enrolment and Transitions

### Enrolment – how to register your child for school.

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

[www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/392/enrolling\\_your\\_child\\_for\\_school](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 is due to start school in August 2024, you can enrol online from Monday 8 January 2024. Your catchment school will contact you between Monday 15 to Friday 19 January 2024 to confirm your enrolment.

If your child attends the nursery of your catchment school, please do not assume that they will automatically be transferred. You must register them as normal at the school that is in the catchment area for your home address

If parents want their child to go to another school, they must enrol in the first instance with their catchment school and intimate that they wish to make a placing request. An online placing request form is available from the SLC website – [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or by contacting [edsuppserv.helpline@southlanarkshire.gov.uk](mailto:edsuppserv.helpline@southlanarkshire.gov.uk) or phone **0303 123 1023**.



## Change of School/Placing Request

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

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

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

## Transition from primary to secondary school

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

We will also provide you with information at this time on events designed to support P7 children before they move on to secondary school.

## 11. Support for Pupils

### Getting it right for every child

Getting it right for every child (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.

## 12. 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 2022/23

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







- ♥ Winners of the East Kilbride Beat The Street initiative.
- ♥ East Kilbride & Strathaven P4 Tennis Champions 2022/23.
- ♥ Learning Community P7 Team Maths Challenge Winners 2023.
- ♥ 2<sup>nd</sup> place in South Lanarkshire Euroquiz 2023.
- ♥ 1<sup>st</sup> & 2<sup>nd</sup> place in both P4/5 and p6/7 Lanarkshire Burns Competition.
- ♥ Lanarkshire Burns winners for Junior and Senior recitals.
- ♥ 4 children selected to represent Lanarkshire at the National Robert Burns Competition for verse speaking.
- ♥ National Robert Burns Overall team Champions 2023 in verse speaking.

A comprehensive overview of session 2022/23, along with evaluations of School Improvement priorities can be found in our **Standards and Quality Report** in the *Publications* section of our school website (<http://www.crosshouse-pri.s-lanark.sch.uk/>).



## Session 2023/24

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

<b>SLC Council Vision</b>	<b>Improve The Lives and prospects of everyone in South Lanarkshire.</b>				
<b>Education Resources Purpose</b>	Inspiring Learners, Transforming learning, Strengthening Partnerships				
<b>Education Resources Values</b>	Fairness, empathy and the commitment to make a difference to the lives of all learners				
<b>Education Resources Priorities for 2023/24 and beyond</b>	<p>Improve health &amp; wellbeing to enable children and families to flourish.</p> 	<p>Ensure inclusion, equity and equality are at the heart of what we do.</p> 	<p>Provide a rich and stimulating curriculum that helps raise standards in literacy and numeracy.</p> 	<p>Support children and young people to develop their skills for learning life and work.</p> 	<p>Empower learners to shape and influence actions on sustainability and climate change.</p> 
<b>What we hope to achieve in 2023/24</b>	<p>Improve attendance and participation for target group of learners. Continue to increase opportunities for Family Learning.</p>	<p>Develop our nurturing approaches and relationship policy across the school</p> <p>Increase opportunities for Learner Participation and leadership across the school.</p>	<p>Raise standards in numeracy and close the poverty related attainment gap in numeracy.</p> <p>Develop our art &amp; design curriculum and pedagogical approaches.</p>	<p>Incorporate and develop the SLC Skills Framework: Supporting Skills Development.</p>	<p>Children spend more time outdoors engaging in high quality learning. Our outdoor environment improves, and children enjoy spending time outside.</p>
<b>Our Vision</b>	At Crosshouse Primary School, children at the heart of an inclusive community, where they can achieve success for today and prepare for tomorrow by attaining, believing and achieving.				
<b>Our Values</b>					

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 teacher to 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.

Additional music lessons and tuition for learners with additional support needs.

## 13. 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

### Primary pupils

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

For their lunch each day pupils have the option to choose from two hot meal options plus a snack option. These are all served with vegetables or side salad. All meals also come with fresh chilled drinking water, salad, seasonal fruit and depending on the day - soup or a dessert.

Milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at morning break or lunchtime.

Pupils in:

Primary 1 - 5 receive a free school lunch.

Primary 6 - 7 meal cost is £2.05.



School lunches and milk can be paid for through your Parentpay account or Paypoint facilities in local shops.

**NB** School Meal prices are reviewed annually and may be subject to change

## Adapted diets

If your child within Nursery, Primary or Secondary requires an adapted diet for medical reasons please speak to the school/nursery office who will provide the request form for you to complete. In addition, if you have a halal or vegan diet request for your child, please speak to the school office who will provide you with a request form.

## Free School Meals

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

Income Support, Universal Credit (where your take home pay is less than £726 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 £8,717 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £18,725 as assessed by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

If you are in receipt of Housing Benefit and/or Council Tax Reduction from us there is no need for you to apply online, we will use the information we hold to automatically award free school meals (P6 to S6) and/or school clothing grants (P1 to S6) to eligible families.

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

South Lanarkshire Council also offers a free Breakfast service. The service runs from 8.15am to 8.45am each school day. Please contact our school office if you would like your child to attend breakfast club.

## 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 colours are **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.

More information about our uniform can be found here:

[Crosshouse Primary Uniform](#)

## 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.

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).

### 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.

## 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 2023/2024

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



Proposed in-service days	15 & 16 August 2024
--------------------------	---------------------

## Notes

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



## Education Resources

### School holiday Dates Session 2024/2025

Break	Holiday dates		
<b>First Term</b>	<i>Teachers In-service</i>	<b>Monday</b>	<b>12 August 2024</b>
	<i>In-service day</i>	<b>Tuesday</b>	<b>13 August 2024</b>
	Pupils return	Wednesday	14 August 2024
September Weekend	Closed on	Friday	27 September 2024
	Re-open	Tuesday	1 October 2024
October Break	Closed on	Monday	14 October 2024
	Re-open	Monday	21 October 2024
	<i>In-service day</i>	<b>Monday</b>	<b>11 November 2024</b>
Christmas	Closed on	Friday	20 December 2024 at 2.30pm
	Re-open	Monday	6 January 2025
<b>Second Term</b>			
February break	Closed on	Monday & Tuesday	17 February 2025 18 February 2025
	<i>In-service day</i>	<b>Wednesday</b>	<b>19 February 2024</b>
Spring break/Easter	Closed on	Friday	4 March 2025 at 2.30pm
	Re-open	Tuesday	22 April 2025
<b>Third Term</b>			
	<i>In-service day</i>	<b>Thursday</b>	<b>1 May 2025</b>
Local Holiday	Closed	Monday	5 May 2025
Local Holiday	Closed on	Friday	23 May 2025



	Re-open	Tuesday	27 May 2025
Summer break	Close on	Wednesday	25 June 2025 at 1pm

## 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)

## Crosshouse Primary School & ELC

Curlew Drive  
Greenhills  
East Kilbride  
G75 8ZY

Tel: 01355 245300

Fax: 01355 579874

Email:

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

Website:

[www.crosshouse-prim.solanark.sch.uk](http://www.crosshouse-prim.solanark.sch.uk)

Twitter:

[@crosshouseps](https://twitter.com/crosshouseps)



**Attain,  
Believe &  
Achieve**

