

GLENLEE PRIMARY SCHOOL

Anderson Street, Burnbank, Hamilton ML3 0QL

Telephone: 01698 823343

Fax: 01698 713863

E-Mail office@glenlee-pri.s-lanark.sch.uk



Be Responsible ✦ Be Collaborative
Be Nurturing ✦ Be Motivated

Contents

- 1. Introduction**
- 2. About our School**
- 3. Parental Involvement**
- 4. School Ethos**
- 5. The Curriculum**
- 6. Assessment and Tracking Progress**
- 7. Reporting**
- 8. Transitions**
- 9. Support for Pupils (Additional Support Needs)**
- 10. School Improvement**
- 11. School Policies and Practical Information**

1. Introduction by The Headteacher

Our aims are to enable pupils to achieve success academically and develop personal and social skills to enable them to become valued members of society.

We aim to motivate pupils to succeed across the broad spectrum of the curriculum and to highlight their achievements.

As a school we foster caring attitudes and pupils who have respect for all and other cultures.

Further, we aim to develop within the children in our care a love of learning and an understanding of the value of education in enhancing quality of their lives.

We are fortunate to have been in a new building since April 2007. We share the building with Hamilton School for the Deaf. This provides our children, staff and whole school community an opportunity to work in a setting where every child is celebrated for their achievements and where our children actively learn about inclusion and the importance of equality.

Glenlee Primary is one of 124 primary schools throughout South Lanarkshire Council.

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.

2. About Our School

The school address is:

Anderson, Burnbank, Hamilton ML3 0QL

Telephone - 01698 823343

Fax - 01698 713863

E-mail office@glenlee-pri.s-lanark.sch.uk

Website www.glenlee-pri.s-lanark.sch.uk

School information is also available through the School App and Twitter.

Glenlee Primary is a non-denominational school for boys and girls, which opened in 1965. The stages covered are Primary 1 to Primary 7 (i.e. pupils between 4 and a half years and 11 and a half years approximately). The school also has a nursery class, which caters for hearing impaired children and hearing children.

The present roll is approximately 380 (including approximately 30 Nursery pupils).

The school has a nursery, which provides a learning environment for young children. Parents from any area may apply to attend the nursery class; however this does not mean that children will automatically transfer to primary education in the school. To find out more about the nursery, please contact the school.

Children at Glenlee learn and play with their fellow pupils at Hamilton School for the Deaf. Signing classes for children, parents and staff are organised to assist with this.

Teaching Staff

The management team of the school is responsible for the welfare of staff and pupils, links with parents and the community, discipline, co-ordinating extra-curricular activities, in-service and administration.

Mrs Alison Duff

Head Teacher. responsible for the efficient leadership of the school and the provision of the best possible education of all pupils. She also has a responsibility for pastoral care for Nursery – P1 and is responsible for the efficient learning and teaching of this stage. Mrs Duff has overall responsibility across the school, as well as being Child Protection officer, ASN Coordinator and Inclusion Coordinator.

Mrs Ashley Vaughan

Depute Head Teacher. Mrs Vaughan has a responsibility for pastoral care for Primary 1-3 and is responsible for the efficient running of this stage. Mrs Vaughan is also responsible for Numeracy across the stages.

Mrs Katie Humble

Depute Head Teacher. Mrs Humble has responsibility for Literacy across the stages and for Primary 4 – 7. She also has responsibility for attendance and late comings, parent communication and our House events.

Mr Stewart Chapman

Principal Teacher. Mr Chapman has responsibility for Parental Engagement across the school. He is also an NQT Mentor and has responsibility for students. Mr Chapman is also a Literacy Coach.

Class Teachers 2021-2022

Primary 1a	Miss Robertson/ Mrs MacLeod
Primary 1b	Miss Stewart /Mrs MacLeod
Primary 2	Mrs Nicholson
Primary 3a	Mrs Reid
Primary 3b	Miss Sutherland/Mrs Gordon
Primary 4	Mrs Rutherford/ Mrs Haley
Primary 4/5	Mrs McConnochie/Mrs Love
Primary 5	Mrs MacInally
Primary 6	Mr Cowe
Primary 6/7	Miss Boyle
Primary 7b	Mr Chapman/MissLee

Class Contact Teachers Mrs Ashraf and Mrs Baird

Intervention Teacher(s) Mrs MacLeod, Mr Chapman, Miss Lee, Mrs Baird

Nurture Teacher Mrs Gordon/ Mrs Rutherford

Specialist Support Teacher Mrs Mulgrew

Nursery Staff

Early Years Team Leader	Miss Coyle
Early Years Workers:	Mrs Y. Johnston
	Mrs Bulloch
	Miss C Woodside
	Miss D Paterson
	Miss T Cassidy
	Mrs G Rose
	Miss EJ Grant
	Mrs C Symington
	Mrs McQueenie
	Mrs Bell

School Support Staff

Classroom Assistant

Mrs Y. McLatchie
Mrs J. McCrudden
Mrs L McBennet
Mrs L Shaw
Mrs McCafferty
Mrs F Nicholson
Mrs S McCabe
Mrs Gass
Miss McBride

Office Staff

Mrs G. Hare(Team Leader)
Mrs G. Anderson
Mrs L Radigan
Mrs L McBennet



Janitor

Mr David Stirling

Kitchen Staff

Mrs Nisbit
Mrs Martin
Mrs Kane

Cleaning Staff

Mrs M. Winmill
Mrs P. McCallister

In the Event of Illness

From time to time children are unable to attend school. In this event we ask that you contact the school office so that we reassured that your child is safely at home and the nature of their absence. On return to school, children should bring a letter explaining their absence to the class teacher.

Should your child become ill at school, we will make them as comfortable as possible here and when required, contact yourself or your emergency contacts to ensure that they can be taken home to rest and recuperate. It is imperative that all phone numbers and emergency contacts are kept up to date. Please notify the office if there is a change.

When you have a concern

It is important that your child is happy and thriving at Glenlee. We wish always parents to build positive relationships with our school. In the event that you have a concern we welcome parents to speak to us at the earliest opportunity. It is our responsibility to take your concern seriously and to work with you and your child to resolve any issue

We are here to help. We promise to listen to listen to your concern and to act upon it. Where possible we operate an open door policy and will speak to you at your earliest convenience. We promise to follow up any concerns and to act upon them to support your child

Complaints Procedure

We hope always to resolve your concerns at our school. However if you have a complaint and wish to speak out with the school, Education Resources will facilitate this. You can contact 0303 123 1015. A senior manager will arrange to speak to you and the school in order to assist in resolving your complaint.

Our Learning Community

Our Learning Community is Calderside. Children from Glenlee will generally move on to Calderside Academy.

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).

The Head of Education for our area is Mr Stewart Nicholson. Mr Nicholson can be contacted via the Council Offices on 01698 454545.

Starting School

We understand that starting school is a special time in your child's life. We want the transition into school to be as positive as possible. We have an extensive transition programme involving school visits, a Teddy Bears' Picnic or similar activity, parents meeting in June and September, parent child school dinner, a two day summer programme to let you and your child become familiar with our school.

We operate a "soft start" for P1 pupils, who come into the school between 9 and 9.15 with their parents. This will give you the opportunity to regularly meet the teacher and staff who will welcome the children into class. Children can be collected from the classroom between 2:45 and 3:00 p.m.

We find that the soft start really helps children to move smoothly into their learning and builds positive home school relationships.



3. Parental Involvement

We want you to feel involved in your child's education and school life. Our Parent Council fundraising committee are keen for new members and all are welcome at their meetings.

We will seek out your views and consult with you.

There are regular opportunities to get involved in our school. These include

- Class Showcases of their learning
- Parent and Child Workshops
- Summer programmes
- An extensive transition programme
- School and Class newsletters
- Parent afternoon and evenings
- School show
- Showcases highlighting the work of the children
- Coffee mornings
- Burns afternoon
- Attending events outside school e.g. athletics, rugby, educational outings
- Follow us on Twitter @GlenleePrimary

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

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

As 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 just contact the school or visit our website.

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

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



4. School Ethos

We aim to build a school ethos where all are welcome in our school. We aim to ensure that children enjoy and are motivated but challenged in their learning. We aim for our children to be lifelong learners and achievers.

We will celebrate the achievements of our children e.g. through assemblies, certificates and praise.

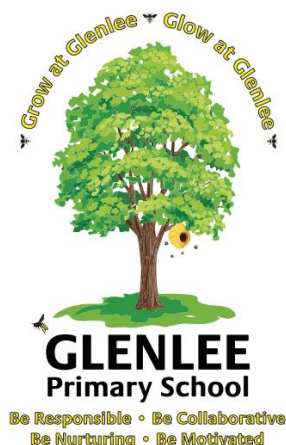


Our school Vision Statement, which was updated in 2020 after consultation with pupils, staff and parents/carers is 'Grow at Glenlee, Glow at Glenlee. The Values which we promote amongst our pupils are to:

Be Motivated
Be Responsible
Be Nurturing
Be Collaborative

We will celebrate the achievements of our children e.g. through assemblies, certificates and praise. We also have monthly prizes for pupils from each class based on the focus Value for that particular month.

Here is our school Vision and Values logo:



School Community Links

The school has developed a range of community links among these are

- The school has developed a close working relationship with Community Links.
- The school works in partnership with the Blantyre and Hamilton North Changing Places to link with the community to support community initiatives
- As part of Social Studies, pupils take their learning into the local community.
- The school has developed close links with St. Cuthberts Primary School to support anti-sectarianism initiatives and runs a joint Breakfast Club hosted in Glenlee Primary.
- The school works closely with Burnbank Family Centre.
- Pupils are offered the opportunity to visit the local library at various stages.
- The school works in partnership with the Library Service to promote literacy and these ties are currently being strengthened.
- The school has developed relationships with the Ranger Service and Friends of Udston and Glenlee Woods to develop outdoor learning.
- The choir visit residential homes, community events, arranges Carol Singing events and contributes in Competitions.
- Invitations to concerts and events are sent to the local community.
- The school has participated and will continue to participate with South Lanarkshire Council's Pride of Place to improve school grounds and the local area.
- Success is celebrated and highlighted through our local press and education newsletter.
- The School has gained its Gold Award as a Healthy Promoting School and works closely with Active Schools to encourage a healthy ethos in our children.
- The school has established close ties with Youth Family and Community Learning initiatives.



5. The Curriculum

Active learning is central to education in our school. Staff will use a variety of stimulating teaching practice to motivate and interest children. We expect our children to be both collaborative and independent. Children take responsibility for their learning and in addition are involved in the planning of what they will learn and how they will learn. You can see this in action in our school by visiting Education Scotland's website and searching. Here you will find a number of clips which will bring this to life.

Curriculum for Excellence is the name given to the curriculum in Scotland for all children and young people aged 3-18. It is a forward; looking, coherent, more flexible and enriched curriculum that provides young people with the knowledge, skills and attributes they will need if they are to flourish in life, learning and work, now and in the future.

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

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

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

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

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

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.

At Glenlee active learning plays a major role in children's education. Children are encouraged to independent and collaborative learners. Outdoor learning is embedded in teaching across the stages.

Spiritual, Social, Moral and Cultural Values

Our aim is to develop positive social, moral and cultural values. Spiritual development within Glenlee is open to all and not confined to the development of a particular faith or set of beliefs. We aim to equip our pupils with the following skills and values: -

- An ability to value the worth of each individual and to have a sense of community.
- An appreciation that people have beliefs on which they base their lives.
- The development of an ability to make responsible and reasoned judgements.
- The ability to feel and express awe about the natural world and human achievement.
- The development of respect, care and love for their fellow human being.

We plan to meet these spiritual, moral and cultural values in a number of ways includes: -

- Fostering positive attitudes of self-worth and valuing the achievements of all our pupils.
- Developing good parental links and valuing their contribution in our school community.
- Using all areas of the curriculum to develop a respect for the environment and humanity.

Rev Anderson, Minister of Hillhouse Parish Church is our school chaplain and works alongside staff, leading whole school assemblies regularly.

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

6. Assessing and Tracking Progress

This is done in a variety of ways. Staff assess children's learning on a daily basis. In addition staff will assess children's learning to plan next steps. In line with Curriculum for Excellence, children work through from Early Level to Second Level and will be assessed and progress recorded of children's learning, and at varying times in your child's school career they will be at these different points.

Pupils undertake Scottish Standardised National Assessments (SNSAs) in Primaries 1, 4 and 7 as per the guidelines issued by the Scottish Government. (Please visit: <https://standardisedassessment.gov.scot/> for more information).

Children are also involved for learning and are encouraged to assess their learning and that of their peers.

Teachers engage in activities in school and across the learning community to ensure that there is a consistency within school and the learning on how children's learning is assessed.

Senior managers in our school undertake forward plan meetings with class teachers to discuss progress and next steps. Additionally we undertake class visits to monitor learning and teaching and sample jotters and other evidence of children's learning. A key element in this is talking to children about their learning.

7. Reporting

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

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

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

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

8. Transitions

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

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

Normally children attend the school in their catchment area. However, there are times when parents may wish their children to go to other schools. If you wish your child to go to another school then you may make what is known as a 'placing request'. If you live in South Lanarkshire and decide to submit a 'placing request', we are unable to reserve a place in your local 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 out with your catchment primary school a 'request to remain form' must be completed. If you move out with your catchment primary, this may affect your right to transfer to the associated Secondary School. Please note the secondary school is determined by the pupil's permanent home address and chosen denomination. If you require further information, please contact Education Support Services on 0303 123 1023.

9. Support for Pupils

Getting It Right For Every Child, (GIRFEC)

Getting it right for every child, (GIRFEC) is a national policy and programme which is implemented in Lanarkshire. The Scottish Government introduced GIRFEC as a long term programme; it is relevant to each and every child in Scotland, and reaches across children's and adults' services in the public and voluntary sectors to ensure there is firm commitment and drive towards achieving better futures for all of our children and young people.

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

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

The programme calls for all workers in health centres and hospitals, nurseries, schools and leisure centres, family centres, social work services and housing offices, and in the community to work together towards changes in culture, systems and practice that will help all children and young people to grow, develop and reach their full potential.

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

Support for All (Additional Support Needs)

At times in their primary career pupils may require additional support to overcome a barrier to learning. If further investigation proves necessary, advice from our area learning support teacher would be sought. Parents are invited in to discuss any issues and possible strategies before other agencies, such as psychological services, are asked to assist.

Where appropriate, Individual Education Plans would be established after consultation with parents and children and a strategy established to meet the learning needs of the child.

Mrs Duff, Head Teacher, co-ordinates Additional Support for Learning and additional advice is provided by Mrs Mulgrew from the Learning Community Specialist Support Team. The class teacher and the Area Support Teacher work co-operatively, their programmes of work.

Mrs Mulgrew Specialist Support Teacher is timetabled to be working within Glenlee Primary for a half per week. The school benefits from the services of an Educational Psychologist, for a half a day every 3 to 4 weeks.

Enquire

Enquire is funded by the Scottish Government to provide information on the framework for supporting children who require additional support for learning and to encourage positive partnerships between families, schools and local authorities to ensure children get the right support.

Enquire – the Scottish advice service for additional support for learning

Enquire offers independent, confidential advice and information on additional support for learning through:

Phone Helpline: 0345 123 2303

Address : Enquire
 Children in Scotland
 Rosebery House
 9 Haymarket Terrace
 Edinburgh
 EH12 5EZ

Email Enquiry service: info@enquire.org.uk

Advice and information is also available at www.enquire.org.uk

Enquire provides a range of clear and easy-to-read guides and fact sheets including The parents' guide to additional support for learning.

If you would like to order our leaflets, postcards or guides to share with parents and carers of pupils in your school, please contact us on info@enquire.org.uk

Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

South Lanarkshire Council Education Resources is committed to improving outcomes for children and young people by creating emotionally supportive learning experiences in our nurseries and schools.

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

What does it set out to do?

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

How can I find out more?

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

10. School Improvement

Each year in consultation with staff, children and parents, the priorities for improving our school are set. Following our positive visit from Her Majesties Inspectorate (HMI) in May 2019 we have identified next steps for school improvement.

This year we are focusing on a number of areas ~

- To raise attainment for all learners in Numeracy by devising a consistent approach to planning and pedagogy.
- To ensure a strategic and consistent framework for Health and Wellbeing that strengthens all aspects of learners' Health & Wellbeing will be developed and implemented in collaboration with all stakeholders.
- To engage with parents, pupils and other stakeholders to develop a more strategic approach to improvement, based on shared vision, values and aims, and a curriculum rationale which accurately reflects the school's context and promotes children's rights.

To read our recent Inspection report please visit: <https://education.gov.scot/education-scotland/inspection-reports/reports-page/?id=2759>

This session and next we aim to continue to –

- To continue to embed the 6 principles of Nurture in daily practice
- To further develop the use of Digital Technology
- Monitor the recent developments in PE ensuring equality in access for all pupils
- Moderate children's work i.e. ensure that assessment is accurate and consistent
- Self evaluate our performance and to monitor this and use this information to continually improve

School Hours

Breakfast Club opens at 8:00am.

School starts at 9.00am.

We operate a “soft start” for P1 pupils, who come into the school between 9 and 9.15 with their parents

Morning Interval – 10.30am – 10.45am

Lunch interval is from 12.15pm – 1.00 pm.

School finishes at 3.00pm for all primary pupils *except P1 who have a “soft finish” between 2.45 and 3pm*

Nursery is open for sessions between 8.50 –12:10 for morning sessions and 1:00-4:20 for afternoon sessions.

Breakfast Club

The breakfast club is open to pupils from 8:00. The breakfast club is available to all pupils. At present there is no cost, although this is subject to review.

The aims of the club are

- To promote healthy eating and healthy lifestyles
- To promote social interaction
- To enable parents and carers to take employment and further study opportunities.

Please contact the Head Teacher, for further details.

11. School Policies and Practical Information

Healthy eating is something that the school supports and a range of meals are available at lunchtime that meet the Schools (Health Promotion and Nutrition) (Scotland) Act 2007 and the Nutrient Requirements for Food and Drink in Schools (Scotland) Regulations 2008.

The menu consists of a three-course meal and all meals include fresh chilled drinking water and milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at morning break or lunchtime. Milk is also available for purchase to those pupils wishing to buy at morning break and lunchtime. The children also have access to unlimited bread, salad and vegetables to supplement their meal.

Pupils in:

- Primary 1 - 3 receive a free school lunch.
- Primary 4 - 7 meal cost is £1.75

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

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) 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 (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.

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 colours. The wearing of a school uniform/ colours 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.

As a school we take into account the 'Cost of a School Day', and as a result have no expectations that uniforms must have the Glenlee Logo. Uniform may consist of the following:

- A plain yellow/ white polo shirt
- A plain black/ grey jumper/ tank top
- A white shirt/ tie
- Black school trousers/ skirt/ leggings
- Yellow school summer dress
- Soft indoor shoes

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.

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.

Application forms for clothing grant are available from the Council's website: www.southlanarkshire.gov.uk or from Q&A Offices, Audit and Development 01698 453504/453505/453213, the school or Education Resources, Almada Street, Hamilton, telephone 01698 454545.

Holiday dates

See attached list showing school holiday dates.

Enrolment – how to register your child for school

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

Enrolment date for 2021 is week commencing 18 January 2021.

Transport

School transport

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

A paid privilege transport scheme is operated for mainstream school contracts where a pupil is not entitled to free school transport. Privilege transport will only be granted providing there is spare capacity on an existing school contract and will be from and to designated pick up and drop off points. Privilege transport will not be provided where a service bus is used on the school run. Any spare capacity will be allocated using agreed priorities. For more information on school transport contact Education Resources telephone **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. Where there is a request to place a child under school age in a school within the local catchment area they may receive transport in line with the Council's transport policy.

!

Insurance for schools – pupils' personal effects

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

(i) Theft/loss of personal effects

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

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

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

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

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

(ii) Damage to clothing

The Council is only liable for damage caused to pupils' clothing where the damage has resulted from the negligence of the Council or one of its employees. Claims arising

otherwise will not be accepted by the Council's insurers.

Family holidays during term time

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

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

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

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

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

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

Promoting positive behaviour

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

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

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

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

Child Protection

Child Protection

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

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

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

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

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

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

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

Information on emergencies

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

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

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

Your commitments

We ask that you:

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

Data Protection Act 1998

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

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

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

Privacy Notice

Introduction

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

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

Using your personal information

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

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

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

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

Information we collect at other times

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

- If you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.

- If you make a request for additional support such as an educational psychologist or other support for learning we will ask for more detailed information to allow us to provide the most appropriate support for your family. This may include information about family circumstances or medical conditions.
- If there are concerns about your child's wellbeing and/or your child has needs that may require additional support, we will wish to work with you to collect and consider information to enable us to help you get the right support at the right time in line with the Getting it right for every child approach.

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

Information that we collect from other sources

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

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

Why do we need this information?

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

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

We will share your information with:

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

- The Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland and other organisations that support children and young people's learning;

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

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

2020/2021 School Holiday Dates

School holidays

2020/21 school holidays (approved)

Types of holiday listed by month	Holiday dates
August 2020	
Teachers return on Tuesday 11 August 2020	<p>Pupils begin returning on Wednesday 12 August 2020</p> <p>There will be a phased return, with all pupils in school from Monday 17 August 2020.</p> <p>Schools will let parents know on what days pupils will attend from Wednesday 12 August until Friday 14 August 2020.</p>
In-service day - all schools	Tuesday 11 August 2020
September 2020	
September weekend	Friday 25 and Monday 28 September 2020
In-service day - all schools	<p>Tuesday 29 September 2020</p> <p>Pupils return on Wednesday 30 September 2020</p>
October 2020	

Types of holiday listed by month	Holiday dates
October break	Monday 12 to Friday 16 October 2020 Pupils return on Monday 19 October 2020
November 2020	
In-service day - all schools	Monday 16 November 2020
December 2020 and January 2021	
Christmas/New Year	Schools close at 2.30pm on Tuesday 22 December 2020 Schools re-open on Wednesday 6 January 2021
February 2021	
February break	Monday 8 and Tuesday 9 February 2021
In-service day - all schools	Wednesday 10 February 2021
March/April 2021	
Spring break/Easter	Schools close at 2.30pm on Thursday 1 April 2021* Schools re-open on Monday 19 April 2021

Types of holiday listed by month	Holiday dates
May 2021	
May Day	Monday 3 May 2021
In-service day - all schools	Thursday 6 May 2021
Local holiday	Friday 28 and Monday 31 May 2021**
June 2021	
Summer break	Schools close at 1pm on Thursday 24 June 2021
Proposed teacher return - 2021/22 session Tuesday 10 August 2021	Proposed pupil return - 2021/22 session Thursday 12 August 2021

* Good Friday falls on Friday 2 April 2021

** Lanark schools will close on 10 and 11 June 2021

Pupils attend school for 190 days and teachers attend for 195 days.

Further information:

CONTACT DETAILS

Education Scotland's Communication Toolkit for engaging with parents –
<http://www.educationscotland.gov.uk/learningteachingandassessment/partnerships/engagingparents/toolkit/index.asp>

The Scottish Government guide Principles of Inclusive Communications provides information on communications and a self-assessment tool for public authorities –
<http://www.scotland.gov.uk/Publications/2011/09/14082209/0>

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

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

PARENTAL INVOLVEMENT

Appendix A

This annex gives a list of useful information and the links to the content is now available from the Council's website by accessing the following link
http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_for_excellence/3

The list is not intended to be exhaustive and authors may wish to consider additional sources of school, local and national information, material and resources.

Contact Details

Education Scotland's Communication Toolkit for engaging with parents

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

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

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

Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils

School Ethos

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

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

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

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

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

Curriculum

Information about how the curriculum is structured and curriculum planning

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

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

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

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

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

Assessment and Reporting

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

The Scottish National Standardised Assessment- in Scotland, pupils in P1, P4, P7 and S3 complete online standardised assessments in literacy and numeracy as part of their everyday learning and teaching.

Transitions

Curriculum for Excellence factfile - 3-18 Transitions - provides information on the transitions children and young people will face throughout their education and beyond

Career Information, Advice and Guidance in Scotland - A Framework for Service Redesign and Improvement provides guidance on career information, advice and guidance strategy

Choices and changes provides information about choices made at various stages of learning

The Additional support for learning page provides links to relevant legislation and guidance, including the arrangements that should be in place to support pupils with additional support needs

Supporting Children's Learning Code of Practice includes specific requirements on education authorities and others under the new legislation in relation to transition

Enquire is the Scottish advice service for additional support for learning

Parenting Across Scotland offers support to children and families in Scotland

Support for Pupils

The Additional support for learning page provides links to relevant legislation and guidance, including the arrangements that should be in place to support pupils with additional support needs

Information about the universal entitlement to support that underpins Curriculum for Excellence

Supporting Children's Learning Code of Practice (Revised edition) - provides Statutory guidance relating to the Education (Additional Support for Learning) (Scotland) Act 2004 as amended

Getting It Right For Every Child and Young Person, is essential reading for anyone involved or working with children and young people, including practitioners working in adult services with parents and carers

School Improvement

Scottish Schools Online - provides a range of school information, including contact details, school roll, facilities, website, inspection reports

Education Scotland's Inspection and review page provides information on the inspection process

Scottish Credit and Qualifications Framework (SCQF)

Scottish Qualifications Authority provides information for teachers, parents, employers and young people on qualifications

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

School Policies and Practical Information

National policies, information and guidance can be accessed on the following:

Education

Health

Young People

Children (Scotland) Act 1995

Standards in Scotland's Schools (Scotland) Act 2000

