

GLENLEE PRIMARY SCHOOL

Anderson Street, Burnbank, Hamilton ML3 0QL

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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 now 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.

About Our School



The school address is

– Anderson, Burnbank, Hamilton ML3 OQL

Telephone - 01698 823343

Fax - 01698 713

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

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

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 400 (including Nursery Class of 30 morning and 30 afternoon children).

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 teaching complement of the school is 19.8. 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

Acting 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 Karen Byrne

Depute Head Teacher. Mrs Byrne has a responsibility for pastoral care for Primary 2-4 and is responsible for the efficient running of this stage. Mrs Byrne is also responsible for Mathematics curricular areas across all stages, and Road safety initiatives.

Mrs Angela Heasman

Depute Head Teacher has responsibility for Literacy across the stages and for Primary 4/5 – 7. She also has responsibility for attendance and late comings, parent communication and moderation.

Mrs Moyra Couper

Principal Teacher has special responsibility for staff development, and supporting newly qualified teachers within the school whilst teaching at P2

.Class Teachers 2011-2012

Primary 1	Mrs MacLeod/Mrs Morgan
Primary 1	Mrs. Nicholson /
Primary 2	Mrs Couper
Primary 2/3	Mrs Reid
Primary 3	Ms Stewart
Primary 3/4	Mrs Godon/Ms Telky/Mrs MacDonald
Primary 4	Miss McMinn
Primary 4/5	Mrs Meikle/Mrs Gordon
Primary 5	Ms Crawford
Primary 6	Miss Sommerville
Primary 6/7	Mrs. Rutherford
Primary 7	Ms Lee
Class Contact Teacher	Mrs Haley/Ms Robertson/Mrs Baird
Specialist Support Teacher	Mrs Inglis

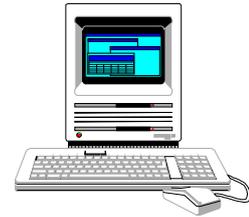
Nursery Staff

Nursery Teacher	Mrs J. Lindsay/Mrs Smith
Nursery Teacher	Mrs C Stevenson
Nursery Nurse	Mrs L Boyle
Nursery Nurse	Mrs Y. Johnston

School Support Staff

Classroom Assistant	Mrs Y. O'Neill
	Mrs L. Clark
	Mrs J. McCrudden

Office Staff	Mrs Beaton
	Mrs M. Peter
	Mrs G. Anderson
	Mrs S. Whitelaw



Janitor

Mr David Stirling

Kitchen Staff

Mrs M. Murphy
Mrs M. Brown
Mrs M. Martin

Cleaning Staff

Mrs L. Shirley
Mrs M. Winmill
Mrs S. Dunsmuir
Mrs L. Wilson
Mrs S. Greenan

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.

Should your child become ill at school, we will make them as comfortable as possible here or contact yourself or emergency contacts to ensure that they can be taken home to rest and recuperate.

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 outwith the school, Education Resources will facilitate this. You can contact 01698 454545. 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 Mrs Isobel McDougall. Mrs McDougall 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.

Parental Involvement

We want you to feel involved in your child's education and school life. Our Parent Council 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
- Assemblies highlighting the work of the children
- Coffee mornings
- Burns afternoon
- Attending events outside school e.g. athletics, rugby, educational outings

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 and/or the Parent Teacher Association just contact the school or visit our website.

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

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

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.

School Community Links

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

- 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 the Environmental Studies programme pupils take their learning into the local community.
- The school has developed close links with St. Cuthberts Primary School to support anti-sectarianism initiatives
- The school works closely with Burnbank Family Centre.
- The school hosts extensive courses to support parenting, an example of this was 21st Century Family Roadshow held in January 2013
- Pupils are offered the opportunity to visit the local library at various stages.
- The school has developed strong with the Ranger Service and Friends of Udston and Glenlee Woods to develop outdoor learning

- The Credit Union visits the school every Tuesday to provide an opportunity for pupils to save and begin to develop a sense of financial responsibility.
- The choir visit residential homes, arranges Carol Singing events and contributes annually in Competitions.
- Invitations to concerts are sent to the local community.
- The school works in partnership with the Library Service to promote literacy and these ties are currently being strengthened.
- 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.
- The school has close ties with the Jean Brownlie Day Care Centre and other establishments for the elderly.
- Success is celebrated and highlighted through our local press and the Gossip Community Newsletter which is distributed throughout Burnbank.
- 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 is host to a variety of school lets. This year the children are fortunate to have karate club operating on Monday evenings, a Youth Club on Tuesdays and a Street Dancing Club and local Under 8 football team on Wednesdays and Thursdays. Saturday morning sees Reach for The Skies basketball Academy coach children both boys and girls.
- The school invites local community groups to be present at Parents' Evening.

Curriculum for Excellence

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 D. Burt, Minister of Hillhouse Parish Church is our school chaplain and works alongside staff regularly, leading whole school assemblies monthly. Our end of term services are held in the gym hall, but our Easter service is held in with Rev Burt officiating.

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

How do we know how well your child is learning?

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. Curriculum for Excellence uses the terms secure, developing and consolidating to record children's stages of learning and at varying times in your child's school career they will be at these different points.

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.

Reporting

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

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

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

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

Transitions

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

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

Normally children attend the school in their catchment area. However, there are times when parents may wish their children to go to other schools. If you wish your child to go to another school then you may make what is known as a 'placing request'. If you live in South Lanarkshire and decide to submit a 'placing request', we are unable to reserve a place in your 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 outwith your catchment primary school a 'request to remain form' must be completed. If you move outwith your catchment primary, this may affect your right to transfer to the associated Secondary School. Please note the secondary school is determined by the pupil's permanent home address and chosen denomination. If you require further information, please contact Education Support Services on 01698 454102

Support for Pupils

Getting it right for every child, (GIRFEC)

Getting it right for every child, (GIRFEC) 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.

GIRFEC promotes key values in working with children and their families across all agencies and is based on core components which will help bring these values about.

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.

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

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

School Improvement

Each year in consultation with children and parents, the priorities for improving our school are set.

This year we are focusing on a number of areas ~
Over the next 3 years we aim to ~

- Look at how best we can improve the transition into our nursery
- We want to strengthen our partnership working with parents in Early Years
- We have begun and will continue to strengthen links with 21st Century Families to look at ways of working with families to support positive play in school at and at home.
- Develop multi agency practice to support children and families

This session and next we aim to

- Continue to improve the literacy planners in school and thereby improve learning and teaching
- Outdoor learning has been revamped and we continue to look at this key aspect of learning in our Improvement Plan
- Review Health and Well Being

- Further consolidate planning in Mathematics
- 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

Glenlee Primary has been seen as a model of good practice in the Early Stages and this was recognised at a national conference in January 2013 where staff were invited to give a presentation to the delegates.



Active Learning in Primary One

In addition to this, Outdoor Learning has been seen as being both innovative and leading practice. The authority requested that Miss Sommerville, class teacher organised an event to share the school's practice with teachers across the authority.



Primary Six and Primary Two work together on geo caching

The school has been nominated by the authority to present elements of school practice and life at the Scottish Learning Festival to be held in the S.E.C.C. Glasgow.

Children in the school and Miss Sommerville gave a talk to 200 student teachers on outdoor learning and its benefits.

Our Nursery is involved in a fantastic project entitled the Playground. It has involved working with an artist in residence (Jen Edgar) and has focused on the magical adventures of “Burnbank” and his lost ferdipopple stick. This involved regular visits to Glenlee and Udston woods. Jen is currently working children, staff and parents on storytelling activities. To find out more visit www.starcatchers.org.uk



Children, parents and staff visit Glenlee and Udston Woods.

“The Divided City”

Primary Seven have undertaken thought provoking joint learning with their peers at St. Blane’s Primary School. This has been on the theme of anti-sectarianism. The children have used the book “Divided City2 as a stimulus for discussion and learning across the curriculum. The project has involved the children the pupils in working together to develop a joint understanding of ant-sectarianism. Pupils work will be on display at the Scottish Parliament. This year work of a similar nature will be undertaken with St Cuthberts Primary.



Pupils from Glenlee and St. Blane’s Primary working together their shared learning.

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 – 10.35am – 10.50am

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 2 ½ hour sessions between 9:00 –12:00 for morning sessions and 1:00-4:00 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.

Free School Meals

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

- Income Support, Income-based Job Seeker's Allowance, Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your income does not exceed £6,420 gross per annum as assessed by the HM Revenues & Customs) , Child Tax Credit only (where your income does not exceed £16,190 gross per annum as assessed by the HM Revenues & Customs).

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

Healthy eating is something that the school supports and a range of meals are available at lunchtimes. The current cost for a school lunch is £1.20.

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

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

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

School uniform

We ask all parents/carers to support the school by encouraging your child(ren) to adhere to the agreed dress code and the wearing of our school uniform. The wearing of a school uniform helps promote the identity of the school in the local community and helps create an ethos of sharing and pride in the school.

In addition, the wearing of a uniform helps towards increasing the protection of all pupils. The wearing of a uniform helps staff and the pupils to distinguish between who belongs to the school and those who may be visitors. This enables staff to approach and identify visitors more readily and helps in trying to offer a safer environment for pupils and teachers alike.

Equality of opportunity is an important aspect of the life of the school. Any proposals on the dress code and on what constitutes the school uniform will

be the subject of discussion with the Parent Council and where appropriate consultation with parents, pupils and staff.

There are forms of dress which are unacceptable in all schools such as:

- the wearing of football colours
- clothing with slogans that may cause offence (anti-religious, symbolism or political slogans)
- clothing which advertises alcohol, tobacco or drugs
- clothing which can be deemed unsuitable in terms of health and safety grounds such as shell suits, combat style clothing, dangling earrings, loose fitting clothes particularly in practical classes
- articles of clothing that could be deemed to inflict damage on other pupils or be used by others to do so
- footwear that may damage flooring.

In consultation with parents we are currently reviewing our school uniform and decisions on this will take place next session after discussions with parents.

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 2013 is week commencing 14 January 2013.

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 01698 454102 or web www.southlanarkshire.gov.uk. These forms should be completed and returned before the end of March for those pupils starting the school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year and will be considered by Education Resources.

A paid privilege transport scheme is operated for mainstream school contracts where a pupil is not entitled to free school transport. Privilege transport will only be granted providing there is spare capacity on an existing school contract and will be from and to designated pick up and drop off points. Privilege transport will not be provided where a service bus is used on the school run. Any spare capacity will be allocated using agreed priorities. For more information on school transport contact Education Resources telephone 01698 454102.

(ii) Pick-up points

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

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

Parents are asked to note that South Lanarkshire Council does not provide transport for those pupils who attend school via a placing

request. Where there is a request to place a child under school age in a school within the local catchment area they may receive transport in line with the Council's transport policy.

Any information on transport appropriate to the school should be mentioned.

Insurance for schools – pupils' personal effects

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

(i) Theft/loss of personal effects

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

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

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

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

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

(ii) Damage to clothing

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

Family holidays during term time

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

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

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

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

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

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

Promoting positive behaviour

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

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

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

In addition, a guideline (Management of Challenging Behaviour) has been produced to support all teaching and support staff and inform them of their

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

Child Protection

All staff in educational establishments in South Lanarkshire Council are required to follow the advice and guidance contained in “South Lanarkshire Child Protection Interagency Guidance and Education Procedures”.

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

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

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

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

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

The Council has produced an information leaflet – ‘stay safe’ for parents/carers on how to help ensure their child is safe when using the internet and mobile devices.

Copies are available from the school or the web: www.southlanarkshire.gov.uk

Information on emergencies

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

failures or through any other circumstances that may impact on the school day. In such cases we shall do all we can to let you know if this happens. We shall keep you in touch by telephone, text, where appropriate, letters, web news and through local radio stations particularly if there are prolonged periods of severe weather. The Council's website www.southlanarkshire.gov.uk will be used to let you know if the school is closed and when it will re-open.

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

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

Your commitments

We ask that you:

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

Data Protection Act 1998

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



Education Resources

Draft School holiday Dates Session 2013/2014

Break	Holiday dates		
First Term	Teachers return	Monday	12 August 2013
	Pupils return	Wednesday	14 August 2013
September Weekend	Close	Thursday	26 September 2013
	Re-open	Tuesday	1 October 2013
October Break	Close on	Friday	11 October 2013 (43)
	Re-open	Monday	21 October 2013
Christmas	Close on	Friday	20 December 2013 (45)
Second Term	Re-open	Monday	6 January 2014
February break	Close on	Friday	7 February 2014
	Re-open	<i>Wednesday</i>	12 February 2014
Spring break/Easter	Close on	Friday	4 April 2014 (63)
	Re-open	Tuesday	22 April 2014
Third Term			
Local Holiday	Closed	Monday	5 May 2014
Local Holiday	Close on Re-open on	<i>Thursday</i> Tuesday	22 May 2014 27 May 2014
Summer break	Close on	<i>Wednesday</i>	25 June 2014 (44)
Proposed in-service days	*Proposed date for teachers return (subject to consultation)	Monday	11 August 2014
		Wednesday	13 August 2014

Notes

- ◆ Good Friday falls on Friday, 18 April 2014
- ◆ Lanark schools will close 12 and 13 June 2014

- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 20 December 2013 and Friday, 28 March 2014)
- ◆ Schools will close at 1pm on the last day of term 3 (Wednesday 25 June 2014)
*Two in-service days proposed for Monday 11 August 2014 and Tuesday 12 August 2014



Education Resources

Draft School holiday Dates Session 2014/2015

Break	Holiday dates		
First Term	Teachers return	Monday	11 August 2014
	Pupils return	Wednesday	13 August 2014
September Weekend	Close	Thursday	25 September 2014
	Re-open	Tuesday	30 September 2014
October Break	Close on	Friday	10 October 2014(43)
	Re-open	Monday	20 October 2014
Christmas	Close on	Friday	19 December 2014 (45)
	Re-open	Monday	5 January 2015
Second Term	February break	Friday	6 February 2015
	Re-open	<i>Wednesday</i>	11 February 2015
	Spring break/Easter	Thursday	2 April 2015 (63)
	Re-open	Monday	20 April 2015
Third Term			
Local Holiday	Closed	Monday	4 May 2015
Local Holiday	Close on	<i>Thursday</i>	21 May 2015
	Re-open on	<i>Tuesday</i>	26 May 2015
Summer break	Close on	<i>Wednesday</i>	24 June 2015 (44)

Proposed in-service days	*Proposed date for teachers return (subject to consultation)		

Notes

- ◆ Good Friday falls on Friday, 3 April 2015
 - ◆ Lanark schools will close 11 and 12 June 2015
 - ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 19 December 2014 and Thursday, 2 April 2015)
 - ◆ Schools will close at 1pm on the last day of term 3 (Wednesday 24 June 2015)
- *Two in-service days proposed for August 2015 to be confirmed.

Appendix A

This annex provides links that schools and local authorities may find helpful when developing a School Handbook. 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 – <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

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

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

SCHOOL ETHOS

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

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

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

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

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

CURRICULUM

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

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

Advice, practice and resources to support the experiences and outcomes on literacy, numeracy and health and wellbeing – <http://www.educationscotland.gov.uk/learningteachingandassessment/learningacrossthecurriculum/responsibilityofall/index.asp>

Broad General Education in the Secondary School – A Guide for Parents and Carers – http://www.educationscotland.gov.uk/resources/b/genericresource_tcm4725663.asp?strReferringChannel=parentzone&strReferringPageID=tcm:4-634353-64

Information on the Senior Phase –

<http://www.educationscotland.gov.uk/thecurriculum/whatcanlearnersexpect/seniorphase.asp>

Information on Skills for learning, life and work –

<http://www.educationscotland.gov.uk/thecurriculum/whatcanlearnersexpect/skillsforlearning.asp>

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

<http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-individuals/opportunities-for-all.aspx>

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

<http://www.skillsdevelopmentscotland.co.uk/our-story/key-publications/career-management-skills-framework.aspx>

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

ASSESSMENT AND REPORTING

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

http://www.educationscotland.gov.uk/Images/BtC5Framework_tcm4-653230.pdf

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

<http://www.educationscotland.gov.uk/thecurriculum/howisprogressassessed/stages/index.asp>

Curriculum for Excellence factfile - Assessment and qualifications –

http://www.educationscotland.gov.uk/publications/c/publication_tcm4624968.asp

Information on recognising achievement, reporting and profiling –

<http://www.educationscotland.gov.uk/learningteachingandassessment/assessment/achievement/index.asp>

TRANSITIONS

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

http://www.educationscotland.gov.uk/publications/c/publication_tcm4660285.asp

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

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

<http://www.educationscotland.gov.uk/supportinglearners/choicesandchanges/index.asp>

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

<http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL>

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

<http://www.scotland.gov.uk/Publications/2011/04/04090720/21>

Enquire is the Scottish advice service for additional support for learning –

<http://enquire.org.uk/>

Parenting Across Scotland offers support to children and families in Scotland –

<http://www.parentingacrossscotland.org/>

SUPPORT FOR PUPILS

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

<http://www.scotland.gov.uk/Topics/Education/Schools/welfare/ASL>

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

<http://www.educationscotland.gov.uk/supportinglearners/whatissupport/universalsupport/roleofkeyadult.asp>

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

<http://www.scotland.gov.uk/Publications/2011/04/04090720/21>

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

<http://www.scotland.gov.uk/Topics/People/Young-People/gettingitright>

SCHOOL IMPROVEMENT

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

<http://www.educationscotland.gov.uk/scottishschoolsonline/>

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

<http://www.educationscotland.gov.uk/inspectionandreview/index.asp>

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

<http://www.scotland.gov.uk/Topics/Statistics/Browse/School-Education/SSLN>

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

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

Amazing Things - information about youth awards in Scotland –

<http://www.awardsnetwork.org/index.php>

Information on how to access statistics relating to School Education –

<http://www.scotland.gov.uk/Topics/Statistics/Browse/School-Education>

SCHOOL POLICIES AND PRACTICAL INFORMATION

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

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

<http://www.scotland.gov.uk/Topics/Education>

<http://www.scotland.gov.uk/Topics/Health>

<http://www.scotland.gov.uk/Topics/People/Young-People>

Children (Scotland) Act 1995 – <http://www.legislation.gov.uk/ukpga/1995/36/contents>

Standards in Scotland's Schools (Scotland) Act 2000 –

<http://www.legislation.gov.uk/asp/2000/6/contents>