



**Education Resources**

# **Milton Primary School Handbook 2016**

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If you need this information in another language or format, please contact us to discuss how we can best meet your needs.

Phone: 01555 894282 Email: [office@milton-pri.s-lanark.sch.uk](mailto:office@milton-pri.s-lanark.sch.uk)

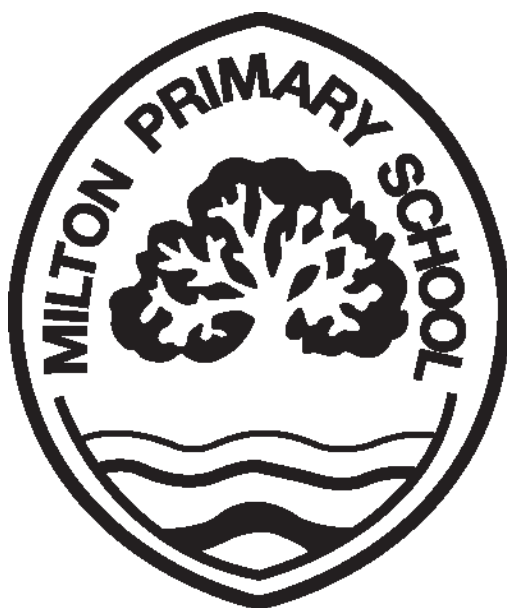
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Phone – 01555 894282

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Head Teacher – Mrs Lorna James



# 1) Introduction

## Our Vision:

To work actively in partnership to ensure every child achieves their full potential in an inclusive, supportive, safe, stimulating and motivating environment.

## Our Aims:

- To ensure all pupils are nurtured, safe, active, healthy, achieving, included, respected and responsible.
- To promote rights and responsibility and through this, aim for every member of the school community to be treated with equality, fairness and respect.
- To provide a wide range of opportunities which give the children the capacity to become successful learners, confident individuals, responsible citizens and effective contributors.
- To improve the achievement and attainment by providing high quality education.

## Our Values:



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.

Milton Primary is a non-denominational co-educational primary school which covers the full seven years of primary education. At present the school roll is 202.



## 2) About The School

Executive Director : Mr Jim Gilhooly

Head Teacher Mrs L James

Principal Teacher Mrs L Easton

### Class Teachers

P1	Mrs Y Cherry
P1/2	Mrs A Kerr (currently on maternity leave) Mrs Leggate covering
P2/3	Mrs D Taylor
P3/4	Mrs L Easton
P4/5	Mrs C Fox
P5/6	Mrs Bunten
P6/7	Mrs C Bryceland
P7	Miss D Weir

Class Contact  
Cover Teacher

Mrs E Boag

Janitorial

Mr R Mitchell

Support Staff

Mrs A Douglas  
Mrs W Duffy  
Mrs J Struthers  
Mrs T Roarty  
Mrs J Hefford

Music Tutors

Mrs J Brownlie and Mr B Fleming

### Parental Concerns

Any parental concerns of any nature should be flagged up to the Head Teacher either by letter or by phone. If the Head Teacher is unavailable then a message should be left with the School Support Staff asking for the Head Teacher to return the call as soon as possible. All concerns will be dealt with at the earliest possible opportunity.

### Parental Complaints

The procedures outlined above would also apply to any parental complaints. Advice would also be sought, where necessary, from the Education Department in Hamilton.

### Pupil Absence or Sickness

In the event of a child being off school for any reason, then it is important that parents contact the school to let us know. This can be done at any time out with school hours by leaving a message stating the child's name, class and reason for absence on our school answering machine. During school hours a message can be given to our School Support Team.

If we do not receive a message from parents then staff will use the numbers that we have on our system to contact parents. Although this can be a time consuming procedure it is important that we can account for all our children.

### **New Pupils**

Throughout the year we can have many new families move into our catchment area. We are delighted to welcome them. Please contact the school to make an appointment to come along and meet us, see the wonderful new building that we have and discuss individual progress or needs.

### **Visiting the School**

For reasons of security and safety we would ask that all visitors to the school enter the building via the front door and sign their names in the log kept there. Please also remember to sign out as, in the event of a fire, we would need to be able to account for all persons in the building.

## **3) Parental Involvement**

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

Parents, carers and family members are by far the most important influences on children's lives. Children between the ages of 5 and 16 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](http://www.parentzonescotland.gov.uk)
- Engage Parent Forum – [www.engageforeducation.org](http://www.engageforeducation.org)
- National Parent Forum for Scotland – [www.educationscotland.gov.uk/parentzone](http://www.educationscotland.gov.uk/parentzone)
- South Lanarkshire Council – [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

## 4) School Ethos

Milton Primary promotes a culture of achievement for all our children. We aim to work in partnership with our children and their parents to support learning and teaching and motivate our children to engage with all learning opportunities within the school and our community. In line with Curriculum for Excellence our aim is to encourage our children to be successful learners, confident individuals, responsible citizens and effective contributors. Each child is encouraged to achieve their full potential and their contribution is valued. We aim to promote good citizenship and strong relationships as well as a respect for the rights of ourselves and others. We have been awarded our Rights Respecting School Level 1 status from UNICEF recognising our work in this area. We have also been given our Fairtrade School status and received a Green Flag award for our work promoting eco awareness. Our weekly assemblies are used as a vehicle to promote the values and aims of our school. Academic achievements as well as success from out of school activities are celebrated in equal measure. We aim to forge links not only with the other schools within our Learning Community but also with the wider community that Milton serves. We promote positive behaviour through our Assertive Discipline procedures. Information and a snapshot of activities taking place in the school along with general information can be found on the school's website : <http://www.milton-pri.s-lanark.sch.uk>



Milton Primary is part of the Lesmahagow Learning Community which encompasses Lesmahagow High School, Bent Primary, Blackwood Primary, Coalburn Primary and Woodpark Primary. 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 Carole McKenzie .

Milton Primary recognises the importance of working in partnership with parents to support children's learning. Information about a child's learning on an individual basis is shared with parents through the Pupil Reports that are issued in October and May. Opportunities to meet with staff are also available in October and March. Arrangements to deal with any issues arising out with these pre-arranged times will be made on request.

As a result of continued monitoring of progress, some children may require some extra support to be put in place. This can take many forms: additional support plans being prepared (ASP), extra support from the Management Team as part of a short-life literacy or numeracy group, support from our visiting Additional Support teacher. Additional support is also provided from support staff which is reviewed regularly. Parents will be kept informed of their child's inclusion in these groups and of their progress towards meeting the agreed targets.



### **Extra Curricular Activities**

We currently offer netball and football training. Teams of children representing the school take part in Learning Community football and netball leagues. We also run short-life after school activities at different stages: these have included badminton, hockey and athletics. All children take part in our school sports day in the summer term and we regularly hold fitness events. We have an after school Eco Club. Our choir usually meets one lunch time per week as does our Pupil Council. We have a Fairtrade Committee and have gained our Fairtrade School status.

### **Book Club**

To encourage a love of reading we run Scholastic Book clubs in school. Throughout the year your child will receive a leaflet describing books that can be ordered. If you wish to purchase a book, please follow the instructions on payment methods attached to order form. There is no obligation to take part.

We organise Book Fairs that normally take place during our Parent's Night week. Commission raised by these events help the school to purchase new library books and we are always extremely grateful for the support we receive.

## **5) The Curriculum**

Curriculum for Excellence is the name given to the new 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 21<sup>st</sup> century.

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

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





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

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

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

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

### **Rights of Parents / Carers**

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

There is a statutory provision for parents to withdraw children from participation in religious observance. This right of parents' wishes will be respected.

Where a child is withdrawn from religious observance, schools will make suitable arrangements for the child to participate in a worthwhile alternative activity.

### **Equalities**

Integral to this guidance is the principle of mutual respect. The diversity of belief and tradition provides an ideal context in which pupils can learn about, and so learn from, what is important in the lives of themselves and others. South Lanarkshire's guidance recognises and welcomes diversity and promotes respectful understanding.

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

## **6) Assessment**

Education Scotland's website states that, "Assessment supports learning by focusing on the process of children and young people moving from where they are in their learning towards their desired goals. Assessment can also be used to identify and plan any support they will need to achieve these goals". Assessment is an important part of learning and teaching. It helps to paint a picture of a pupil's progress and achievements and to identify next steps in learning.

In Milton Primary assessment takes place in a variety of forms. It happens informally on a daily basis when children's work is discussed with their teacher and they receive feedback on their learning and progress. Children are encouraged to self-assess against given success criteria and are also involved in a variety of peer-assessment situations. End of unit assessments may well take place in maths or even the weekly spelling test.

More formal assessment procedures are also used. Information gained is used to identify children who need additional help to support their progress. It is also used to identify children whose excellent progress indicates that they need to be further challenged.

Tracking and monitoring of progress is an ongoing process in Milton Primary with progress regularly being discussed at planning meetings between staff and the Head Teacher. Children identified at these meetings as needing extra support or challenge will continue to be monitored while the class teacher implements intervention strategies. This process is outlined in the section in this handbook on Additional Support for 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 report on targets set in our diaries as well as using 'snapshot jotters' to view small samples of work. Informal visits by parents to school also allow parents to view their child's 'I Can' achievements.

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 is 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 or 12½, so that they will have the opportunity to complete at least 4 years of secondary education.

Arrangements are made by the school to transfer children to the associated secondary school as determined by their home address. Parents of P7 children will be informed of the transfer arrangements made for their child to attend secondary school.

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

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

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

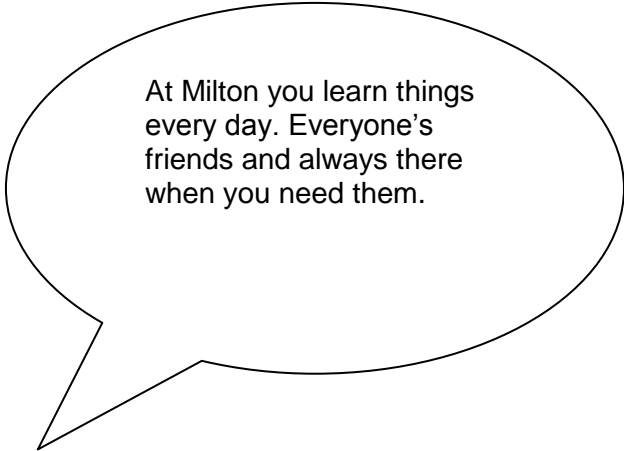
If you move outwith your catchment primary school a 'request to remain form' must be completed. If you move outwith your catchment primary, this may affect your right to transfer to the associated Secondary School. Please note the secondary school is determined by the pupil's permanent home address and chosen denomination. If you require further information, please contact Education Support Services on 01698 454102.

## 9) Support for Pupils

### Getting it Right for Every Child (GIRFEC)

Getting it Right for Every Child (GIRFEC) is a commitment to ensure that your child has the best possible start in life and to improve outcomes for children and families based on a shared understanding of their wellbeing. Most children make their journey from birth to the world of work supported by family and the universal services of Health and Education. The Named Person in education helps to make sure that the child's wellbeing is developing. The school will let you know the Named Person for your child. This is likely to be the Head Teacher in a primary school and the pupil support teacher in a secondary. If you have any concerns you should speak to the Named Person who will work with you to address any issues and to ensure that your child gets any help needed at the right time.

**More information can be found on:**  
**[www.girfecinlanarkshire.co.uk](http://www.girfecinlanarkshire.co.uk)** and  
**[www.scotland.gov.uk/gettingitright](http://www.scotland.gov.uk/gettingitright)**



At Milton you learn things every day. Everyone's friends and always there when you need them.



## Support For All (Additional Support Needs)

All children in Milton Primary are challenged and supported to achieve their maximum potential. For some children a programme of staged intervention is put in place. This consists in the first instance of extra class teacher input to target specific curricular areas.

If, in consultation with the Head Teacher, it is felt that more help is needed, a programme of support is planned. Advice is also sought from our Area Support for Learning Teacher. At this stage an Additional Support Plan (ASP) can be drawn up in consultation with parents and children. Children's progress towards the targets set in their ASP will be noted in their 'I Can' folder. The child's opinion as well as feedback from their teacher will be shared with parents on a regular basis.

These programmes can also be helped by support from our School Support Assistants who play a valuable role in all areas of school life ranging from school administration to supporting individual children or groups within classes.

All our actions are guided by the council Additional Support for Learning guidelines. Any parental enquiries about Additional Support for Learning can be directed to the Head Teacher who will be happy to discuss any concerns. Parents may also be invited into school to help complete relevant paperwork and help us build up a more complete picture of a child's needs.



South Lanarkshire Education Resources have published a series of leaflets which cover information for parents and carers about the Additional Support for Learning Acts. These are available through the school or on the South Lanarkshire Council website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk).

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: 0845 123 2303

Email Enquiry service: [info@enquire.org.uk](mailto:info@enquire.org.uk)

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

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

## 10) School Improvement

All South Lanarkshire schools are required to produce an annual Improvement Plan that outlines the areas of the curriculum or school improvement that will be the focus for the following year. Our school newsletters and website content will keep parents informed of our main achievements and allow parents to discuss current initiatives with their child. New initiatives being taken onboard by the school will also be indicated in the annual summary of the school's Improvement Plan progress sent out to parents in June of each year. The Improvement Plan priorities for the following year are discussed with staff in April/May of each year and planning for strategies to achieve these priorities begins to be developed. A draft of the plan is discussed and amended by staff before being presented to our Parent Council in June. It is then sent to our Quality Link Officer who comments and advises on the content. Our school newsletters and website will also keep parents informed of school activities and achievements and allow parents to discuss current initiatives with their child.

Priorities for the current year (2015-2016) are:

- Literacy
- Rights Respecting Schools
- Health and Wellbeing/PEPAS
- 1+2 Languages Strategy
- Leadership
- Self-evaluation

I like PE and Art. PE keeps me healthy, fitter and stronger. I like Art because it lets me express my imagination when I draw and paint.



Progress towards achieving our targets, outlined in the Improvement Plan, is discussed throughout the year with our Quality Link Officer.

We believe that initial statistics available for Literacy and Numeracy would suggest that Milton Primary's attainment is well in line with that of other South Lanarkshire schools. Health and Wellbeing continues to be a focus for all staff in Milton Primary and the last audit carried out by our HWB working party confirmed that we are maintaining our status as a Gold Health Promoting School.

Over the next three years the school plans to continue to focus on high standards of Literacy and Numeracy. We will also continue to develop our commitment towards raising awareness of the importance of physical, emotional and mental wellbeing as we review our current Health and Wellbeing programme. Plans will be shared with our Parent Council and where/when appropriate a sampling of the views of a wider range of parents will be sought.

## **11) School Policies and Practical Information**

### **Free School Meals**

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

- Income Support, Universal Credit, Job Seeker's Allowance (income based), Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £6,420 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 receives support under part VI of the Immigration and Asylum Act 1999.

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

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

All meals include fresh, chilled drinking water and milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at lunch time.

Milk is also available to purchase for those wishing to buy at lunchtime.

Pupils in:

\* Primary 1 - 3 receive a free school lunch.

\* Primary 4 - 7 meal cost is £1.50



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

South Lanarkshire Council provides fruit to P1 and P2 children 3 days per week to a selection of schools within the South Lanarkshire area.

### **School Uniform**

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

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

Equality of opportunity is an important aspect of the life of the school. Any proposals on the dress code and on what constitutes the school uniform will be the subject of discussion with the Parent Council and where appropriate consultation with parents, pupils and staff. There are forms of dress which are unacceptable in all schools such as:

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

The uniform worn by Milton Primary pupils is:

Jumper, cardigan or sweatshirt – red  
Trousers – black or grey  
Blouse, shirt or polo shirt – white

I like coming to school especially for PE. It keeps me fit and I like to take on the challenges.

School ties and fleece/rain jackets are also available.

Uniforms can be ordered in the first instance using Parentpay via the school website (as this is the Council's preferred method of payment) <http://www.milton-pri.s-lanark.sch.uk/> alternatively contact the school office.

**PE Kit** – It is important that children are suitably dressed for PE. Gym shoes/trainers, shorts and t-shirts are the desired clothing. Trainers worn outside should not be worn for PE as this could prove to be a danger. Please note that jewellery should be removed before PE sessions.



School activities can involve the use of paint, glue or other messy materials so some sort of overall/old shirt for use in school is advisable. Please put children's names on all clothing, shoes etc. A Lost Property area is situated at the front door of the school and parents are invited to retrieve jumpers etc when visiting the school.

## **Support for Parent/Carers**

### **Clothing Grant**

In certain circumstances the Council provides support to parents/carers for the purchase of school wear.

Applications can be made online at [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk). If you are required to submit evidence of your Tax Credit income it is important that a copy of this evidence is attached to your online application. Should you require further information or you are unable to submit an application online then please contact the helpline number 0303 123 1011 (option 5).

### **School Hours for Pupils**

Monday to Friday	9.00 am – 12.15 pm and 1.00 pm – 3.00 pm.
Interval	Morning only 10.30 am – 10.45 am.
Lunch	12.15 pm – 1.00 pm

Details of school holidays/Inset days can be found in the appendices at the end of this handbook.



## **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](http://www.southlanarkshire.gov.uk), schools, Q and A offices or by contacting Education Resources, Almada Street, Hamilton, phone 01698 454102.

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

Enrolment date for 2016 is week commencing 11th January 2016. Details of when enrolment will take place will be sent to all school and partnership nurseries in December 2015. Parents are reminded that they must bring their child's birth certificate and two pieces of paperwork showing proof of residence.

The flying start date (when P1 pupils go into school for a full day) is Monday, 22 August 2016.

## **Transport**

### **(i) School transport**

South Lanarkshire Council has a policy of providing school transport to primary pupils who live more than one mile by the recognised shortest walking route from their catchment school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or Education Resources, Hamilton, phone 01698 454102 or web [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk). These forms should be completed and returned before the end of March for those pupils starting the school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year and will be considered by Education Resources.

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

Transport to Milton is currently provided by:

- Hobson Travel 07923443000
- Rural Development Trust 01555 880551
- William Lithgow 01292 571307

### **Insurance for schools – pupil's 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 :

#### **(a) 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.

#### **(b) Damage to clothing**

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

### **Family Holidays During Term Time**

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

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

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

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

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

The school holiday dates and in-service dates are available from the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

### **Promoting Positive Behaviour**

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

Our approach is to create an environment where better behaviour will encourage better learning. The school, along with the support of parents, can work together to create a learning environment which young people can enjoy and feel safe. Through our work on the Rights Respecting School initiative we promote respect for ourselves and others. Each class draws up their own class charter –an agreement on what should happen in their class. This then sits alongside our school charter.

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

### **Child Protection**

All staff in educational establishments in South Lanarkshire Council are required to attend training annually and follow the advice and guidance contained within the Education Operating Procedures.

The shared vision for Lanarkshire's children is:

“all children and young people in Lanarkshire have the right to be cared for and protected from abuse and harm in a safe environment in which their rights are respected.”

All agencies will work together in a collaborative way to promote the safety and wellbeing of children and young people in Lanarkshire.

The Chief Officers and Child Protection Committees of North and South Lanarkshire 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 such suspicions of harm 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.

### **Keep Safe online**

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](http://www.southlanarkshire.gov.uk)

### **Mobile Phones**

In line with the policy of SLC the use of mobile phones within the school is not permitted. Phones, if sent are not the responsibility of the school. They must be switched off at all times and kept in school bags for emergency use outside school. Any parent who wishes to contact their child during the school day should do so through the school office.

### **Information on Emergencies**

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

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

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

Information will also be added to the school's own website/Google calendar as quickly as possible. Activities for each class also available through GLOW.

### **Medical Issues**

Should your child be taken ill in school we will firstly try to contact you. Failing this we will use the emergency contact details that you have provided. In extreme circumstances we will contact your own family doctor. This procedure can only work if we have been provided with current contact details and phone numbers. It is important for parents/carers to let the school know of any change to your mobile/home telephone number and change of address. Medicines cannot be administered by staff in school without the appropriate paperwork being completed and signed by the parent.

## **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**

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.

## Primary 7 Lockerbie Residential Experience October 2015





## Fun Fit Friday November 2015





## Education Resources

### School holiday Dates Session 2015/2016

Break	Holiday dates		
<b>First Term</b>	Teachers return	Thursday	13 August 2015
	Pupils return	Monday	17 August 2015
September Weekend	Close	Thursday	24 September 2015
	Re-open	Tuesday	29 September 2015
October Break	Close on	Friday	9 October 2015
	Re-open	Monday	19 October 2015
Christmas	Close on	Wednesday	23 December 2015
<b>Second Term</b>	Re-open	Tuesday	5 January 2016
February break	Close on	Friday	5 February 2016
	Re-open	Wednesday	10 February 2016
Easter Break	Close on	Thursday	24 March 2016
	Re-open	Tuesday	29 March 2016
Spring Break	Close on	Friday	1 April 2016
	Re-open	Monday	18 April 2016
<b>Third Term</b>			
Local Holiday	Closed	Monday	2 May 2016
Local Holiday	Close on Re-open on	Thursday Tuesday	26 May 2016 31 May 2016
Summer break	Close on	Friday	24 June 2016
Proposed in-service days	*Proposed date for teachers return (subject to consultation)	Thursday Friday	11 August 2016 12 August 2016

#### Notes

- ◆ Good Friday falls on Friday, 25 March 2016
- ◆ Lanark schools will close 9 and 10 June 2016
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Tuesday, 22 December 2015 and Thursday, 24 March 2016)
- ◆ Schools will close at 1pm on the last day of term 3 (Friday 24 June 2016)  
\*Two in-service days proposed for 11 and 12 August 2016 to be confirmed.





## Education Resources

### School holiday Dates Session 2016/2017

Break	Holiday dates		
<b>First Term</b>	Teachers return	Thursday	11 August 2016
	Pupils return	Monday	15 August 2016
September Weekend	Close	Thursday	22 September 2016
	Re-open	Tuesday	27 September 2016
October Break	Close on	Friday	14 October 2016
	Re-open	Monday	24 October 2016
Christmas	Close on	Thursday	22 December 2016
<b>Second Term</b>	Re-open	Monday	9 January 2017
February break	Close on	Friday	10 February 2017
	Re-open	Wednesday	15 February 2017
Spring break/Easter	Close on	Friday	31 March 2017
	Re-open	Tuesday	18 April 2017
<b>Third Term</b>			
Local Holiday	Closed	Monday	1 May 2017
Local Holiday	Close on Re-open on	Thursday Tuesday	25 May 2017 30 May 2017
Summer break	Close on	Friday	23 June 2017
Proposed in-service days	*Proposed date for teachers return (subject to consultation)		

#### Notes

- ◆ Good Friday falls on Friday, 14 April 2017
  - ◆ *Lanark schools will close 8 and 9 June 2017*
  - ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Thursday, 22 December 2016 and Friday 31 March 2017)
  - ◆ Schools will close at 1pm on the last day of term 3 (Friday 23 June 2017)
- \*Two in-service days proposed for August 2017 to be confirmed.

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

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

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

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

### **Parental Involvement**

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

Parentzone provide information and resource for parents and Parent Councils

### **School Ethos**

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

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

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

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

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

## **Curriculum**

Information about how the curriculum is structured and curriculum planning

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

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

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

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

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

## **Assessment and Reporting**

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

## **Transitions**

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

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

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

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

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

Enquire is the Scottish advice service for additional support for learning

Parenting Across Scotland offers support to children and families in Scotland

## **Support for Pupils**

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

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

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

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

## **School Improvement**

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

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

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

Scottish Credit and Qualifications Framework (SCQF)

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

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

## **School Policies and Practical Information**

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

Education

Health

Young People

Children (Scotland) Act 1995

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