

Greenhills Primary School
and
Nursery Class



Handbook
December 2023

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December 2023

Dear Parents & Guardians

On behalf of everyone at Greenhills Primary School and Nursery Class, a very warm welcome is extended to all new families.

Whether your child has been in our nursery or is starting at Greenhills for the first time, I am sure that they will enjoy being a pupil of the school with the numerous activities that go on both in and around it.

Our handbook, updated in accordance with South Lanarkshire Policy, is available to new parents /carers and sets out our current practice explaining how we hope to achieve our vision, values and aims. I hope you will find it interesting and useful.

As Head Teacher, I find it most rewarding to be part of and to lead such an active and hard-working team of staff and pupils.

I look forward to working with you and your child(ren) throughout their time at Greenhills Primary.

Kindest Regards

Elaine Johnston
Head Teacher

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 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 service 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



Greenhills Primary School
Cedar Drive
East Kilbride
G75 9JD

Phone No.: 01355 241646

Email office@greenhills-pri.s-lanark.sch.uk

Website: www.greenhills-pri.s-lanark.sch.uk

X formerly known as Twitter: [@greenhillsp](https://twitter.com/greenhillsp)

Greenhills Primary is a non-denominational, co-educational school of approximately 219 pupils between the ages of 5-12 years. The classes are organised according to schedules laid down by the Scottish Government and South Lanarkshire Council. At present (session 2019/2020) there are seven mainstream classes, eight supported classes and a Nursery Class, which currently has 31 children full time but can cater for 54 children.

We have eight supported classes for children with additional support needs who require small group and individual teaching. Integration can be both ways within the school and is planned and managed individually and as a group for appropriate curricular areas. There are also opportunities for supported social integration during assemblies, physical education, social activities, mealtimes and educational visits.

Our School Day

Mainstream		Supported Classes	
Start	9.00am	Start	8.45am
Interval	10.45am – 11am	Interval	10.45am – 11am
Lunch	12.30pm – 1.15pm	Lunch	12.30pm – 1.15pm
Close	3.00pm	Close	2.45pm

School holiday dates for August 2024 – June 2025 are at the back of this handbook and on our website or on SLC website.

Our Vision, Values and Aims

Last session following consultation with pupils, parents/carers, staff and the wider community our Pupil Council updated our Vision, Values and Aims to the following:

Our Vision

In Greenhills Primary School and Nursery Class, we are inclusive in how we support each other to learn, be happy and strive to reach our full potential as we journey through life.

Our Values

- Achieve
- Believe
- Create

Our Aims:

All pupils are Ready for learning, respectful and safe within Greenhills Primary School and Nursery Class



We have some new words
Eva
(Consultation with classes on
values 2023-2024)

Community Links

We link with Morrisons, St Andrews Methodist Church, Loaves and Fishes, St Andrews Court, Rotary Club of East Kilbride, Greenhills Library. Rosaburn Care Home. Last year we also hid reading books in the community for children to find and read at home before either keeping or returning to the school: This aided us in achieving our Silver Reading School Award. Our children enjoy linking with members of the community.

Staff – Team Greenhills

Senior Management Team

Mrs Elaine Johnston	Head Teacher (Whole school and P4-P7)
Mrs Jenni Walker	Depute Head Teacher (Early Years, P1-3)
Mrs Vicky Murray	Depute Head Teacher (Supported classes)
Mrs Carolyn Matteo	Principal Teacher
Mr Stephen Heidinger	Acting Principal Teacher ASN
Miss Gail Wilson	Acting Principal Teacher Mainstream

Class Teachers

Mrs Arbory McNulty	Teacher	P1
Miss Helen Glen	Teacher	P1 ASN
Mrs Carolyn Matteo	Principal Teacher	P1
Miss Francesca Hunter	Teacher	P2 ASN
Mrs Lorraine Nimmo	Teacher	P2
Mrs Stacy Lamb	Teacher	P3 ASN
Mrs Catriona Hampson	Teacher	P3
Mrs Kirsten Reddick	Teacher	P3 ASN
Mrs Barrosso-Haining	Teacher	P4
Mr Stephan Savilaasko	Teacher	P4/5/6
ASN		
Miss Lynn Marshall	Teacher	P5
Mr Joyce Russell/ Miss Lara Gray	Teacher	P5/6/7
ASN		
Mr Stephen Heidinger	Teacher	P6
Miss Sarah Jack/Mr Donald Whitelock	Teacher	P6/7 ASN
Mrs Tracy Tyrrell	Teacher	P7

Additional Teaching Staff

Miss Kirsty Bruce	CCC Teacher
Miss Kirsten Holman	CCC Teacher
Miss Susan Sadowski	Maternity Leave
Miss Caitlin Clark	Teacher
Miss Linda Rennie	Teacher
Miss Kirsty Weir	Teacher

Support Staff Office

Mrs Claire Barton	Team Leader
Mrs Jacqui Cameron	Team Leader
Mrs Debbie Richardson	Mainstream Support Staff

Classroom

Ms Kay Miller	Mainstream Support Staff
Ms Jacqueline McGowan	Mainstream Support Staff
Mrs Irene Stanley	Mainstream Support Staff
Ms Francis O'Connor	Mainstream Support Staff
Mrs Louise Strain	ASN Class Support Staff
Mrs Kelly Archbold	ASN Class Support Staff
Mrs Margaret Connor	ASN Class Support Staff
Ms Megan Crombie	ASN Class Support Staff
Mrs Laura Ford	ASN Class Support Staff
Ms Samantha Gordon	ASN Class Support Staff

Ms Ruth Luntao
 Mrs Margaret Macaulay
 Mrs Clare McGhee
 Mrs Frances McInch
 Ms Kara Pells
 Mrs Stephanie Sweeten
 Miss Nicola Taylor
 Mrs Deborah Thomson
 Mrs Helen Thomson

ASN Class Support Staff
 ASN Class Support Staff
 ASN Class Support Staff
 ASN Class Support Staff
 ASN Class Support Staff
 ASN Class Support Staff
 ASN Class Support Staff
 ASN Class Support Staff
 ASN Class Support Staff

Nursery Staff

Mrs Jennifer Phin
 Mrs Lynnette Cruickshank
 Mrs Margaret Dickson
 Ms Holly Hanlon
 Mrs Janet Love
 Miss Katie Rose Maley
 Mrs Debra McGarry

Team Leader
 Early Years Worker (Mon- Wed am)
 Early Years Worker (Mon-Wed
 Early Years Worker (Thu & Fr)
 Early Years Worker (Mon & Tue)
 Early Years Worker
 Early Years Worker (Mon-Wed

am)

Mrs Nargis Parveen
 Mrs Nicola Somerville

Support Assistant (10-2pm)
 Early Years Worker (part time)

Mr Wayne Henry

Janitor

Kitchen Staff

Mrs Fiona Westwater
 Mrs Caroline Bell
 Mrs Pauline Cunningham
 Mrs Karen Doyle
 Mrs Shona Hartley
 Mrs Louise Hopkins
 Mrs Guardish Kaur

Cook in Charge
 Kitchen Assistant
 Kitchen Assistant
 Kitchen Assistant
 Kitchen Assistant
 Kitchen Assistant
 Kitchen Assistant

Cleaning Staff

Mrs Marion Lacey
 Mrs Haberjhan Kaur
 Mrs Lorraine Love
 Mrs Julie McLaren
 Mrs Jaswinder Shergill

Cleaning Supervisor
 Cleaner
 Cleaner
 Cleaner
 Cleaner

Enrolment

How to register your child for school?

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

www.southlanarkshire.gov.uk/info/200186/primary_school_information/392/enrolling_your_child_for_school

If you have any difficulty in identifying your catchment school, please email Edsuppserv.helpline@southlanarkshire.gov.uk

The online registration form will ask you to provide each child's full birth certificate and two pieces of recent official documentation both containing your permanent home address for example a utility bill, council tax statement, housing rent card, child benefit documentation. Proof of where the child lives may also be needed.

Parents within the catchment area will be advised via social media that they can begin using the online registration form to enrol their child for school in August 2023. The registration form along with the child's full birth certificate and 2 proofs of residency will be sent directly to the office email address will be available from 9 January 2023.

If your child attends nursery of your catchment school do not assume that they will be automatically transferred. You must register them as normal.

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

Enrolment date for 2023 is week commencing 16 January 2023

Enrolment and Changing Schools

Parents wishing to enrol children at Greenhills Primary School in the first instance should telephone or call at the school, except in the case of Primary 1, who have special arrangements (see above). We are happy to arrange a visit to the school and answer any questions prospective parents may have.

Transferring Schools

Children and young people may transfer school for a number of reasons such as families moving house, parental choice etc. If you are proposing a change of school for your child, please provide as many contact details as possible in relation to the new school so that we can ensure a smooth transfer of information relating to your child. This will help us all to ensure the continued wellbeing of your child.

In addition, if you are moving house out with the catchment area but still wish to remain in the school, please let us know so that we can complete a *Request to Remain*.

Buddy Programme

All our Primary 1 pupils are supported by Buddies from Primary 7. This relationship begins whilst the children are in nursery and the children are in Primary 6. It continues to their initial visit to the school and throughout their first year. Our Primary 7 pupils support our young pupils in the playground, the dinner hall and help them settle into the life of the school. Within the school these relationships are invaluable at this crucial time in their school life.

Transitions

Greenhills Primary and Nursery Class is part of the Duncanrig Learning Community. Every effort is made to make this transition as happy as possible for the pupils with increasing liaison between Primary 7 and S1, both formal and informal. Visits are made throughout the Primary 7 year. 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.

Change of School/Placing Request

Normally children attend the school in their catchment area. However, there are times when parents may wish their children to go to other schools. If you wish your child to go to another school, then you may make what is known as a Placing Request. If you live in South Lanarkshire and decide to submit a Placing Request, we are **unable** to reserve a place in your catchment school until the Council have made a decision on the Placing Request. Please note if your Placing Request application is unsuccessful and all places at your catchment school are filled you will be offered a place at the next nearest appropriate South Lanarkshire School. Please note that if an application for a Placing Request is successful then school transport is not provided.

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

Contact details for Duncanrig are as follows:

Duncanrig Secondary School,
Winnipeg Drive,
East Kilbride.
Phone: (01355) 234254
Acting Head Teacher: Ms Annette Alexander

A Learning Community is made up of local education establishments including a secondary school, the local primary schools, early years establishments, early years partners and schools and bases which provide specialist additional learning services. Establishments work together to plan better outcomes for children and young people. Our Learning Community has 8 primary schools and one secondary school and we develop ways of working between establishments and with other agencies and organisations to ensure services are responsive, accessible and are delivered as effectively as possible. All the establishments and services in a Learning Community share priorities for improvement and are involved in the deployment of additional support to meet the needs of the child and family.

Each learning community is managed by a Head of Education (Area).

The Head of Education for our area is Mrs Lynn Sherry.

Curriculum for Excellence

The Curriculum

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

The curriculum includes all 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 enrich the curriculum, to provide the best possible education for all children and young people. We wish you to feel confident that your child is encouraged and supported to develop their literacy, numeracy and other skills whilst they attend our school. The curricular areas are as follows:

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

If you want to know more about Curriculum for Excellence, please visit [Scotland's Curriculum for Excellence \(scotlandscurriculum.scot\)](http://scotlandscurriculum.scot)

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

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

Curriculum for Excellence

- links subjects together effectively
- is about knowing how well we are doing and how to improve.
- is actively thinking and doing.
- helps us understand What? Why? and How?

In other words... 'it is a fun and exciting way to learn.'

Curriculum for Excellence consists of:

7 Key Principles

- Challenge and enjoyment
- Breadth
- Progression
- Depth
- Personalisation and choice
- Coherence
- Relevance

4 Values

- Wisdom
- Justice
- Compassion
- Integrity

4 Cross Cutting Themes

- Sustainability
- Enterprise
- Creativity
- Citizenship

Four Purposes known as the *Four Capacities*

Curriculum for Excellence aims to ensure:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors

How can I find out more?

Should you wish to find out further information you can download a Curriculum for Excellence DVD from

<http://www.educationscotland.gov.uk/learningandteaching/earlylearningandchildcare/curriculum/supportingearlylevel/>





Literacy across Learning/Literacy and English

Our ability to use language lies at the centre of the development and expression of our emotions, our thinking, our learning and our sense of personal identity... Being literate increases opportunities for the individual in all aspects of life... Competence and confidence in literacy, including competence in grammar, spelling and the spoken word are essential for progress in all areas of the curriculum. Building the Curriculum. Building *the Curriculum* 1.

Within Curriculum for Excellence literacy is defined as:

The set of skills which allows an individual to engage fully in society and in learning, through the different forms of language, and the range of texts, which society values and finds useful. *Curriculum for Excellence*.

The Literacy and English framework is structured as follows:

- Listening and talking
- Reading
- Writing

The framework is subdivided into

- Enjoyment and choice experiences
- Tools
- Finding and using information
- Creating texts



Listening and Talking

Listening and talking skills are developed through every aspect of the curriculum, Pupils are encouraged to listen to the sounds of language, to ask questions, engage with others, develop informed views share information, etc. All these skills are interdisciplinary and teachers will use a

skilful mix of teaching approaches to ensure that contexts are based on pupils' own experiences, motivational and appropriate to the needs of the individual.

Teachers encourage pupils to give prepared talks to their classmates on book reviews, a curricular area, a personal subject of their choice, etc. Giving pupils, the opportunity to give a talk can help build self-esteem and enables everyone to be articulate and to be self-critical of his or her own spoken work.

Reading



Teachers will balance play-based learning with more systematic development and learning of skills and techniques. In our early years the more systematic development of skills and techniques is carried out through a variety of reading books and schemes. which we have book banded. The whole school is using the active literacy approach to learning.

Pupils in Primary School 4 – 7 use a carefully programmed multi-staged, series of fiction and non-fiction books to aid their learning. They also use SRA and carry out book studies. When appropriate they also learn through interdisciplinary topics too.

It is important that children read aloud daily, whether it is their school reading book, or a book they are reading for pleasure. Reading aloud aids fluency, intonation, increases self-esteem and as we all know, no matter what age we are, it is lovely to be read to.

This session we were delighted to receive our Silver Reading Award.



Writing

Written language requires a great deal of training, both learning to spell correctly, and in acquiring the knowledge of language itself, nouns, verbs, punctuation, etc. We have a writing programme in place and cover all aspects of functional, personal and imaginative writing.

Writing skills are taught from early level onwards and we emphasise the importance of having neat legible work. This

session we are working on both our gross and fine motor skills to help aid the presentation of our work.

Spelling

Good spelling is encouraged by using the same method throughout the school. The programme currently being implemented uses the method, LOOK, SAY, COVER, WRITE and CHECK.

LOOK at the word.

SAY the word aloud.

COVER the word.

WRITE the word from your memory

CHECK what you have written and make any necessary changes



Mathematics

In school, pupils are taught mathematical skills through active learning, outdoor learning as well as through textbooks. Pupils may also be taught mathematical skills through an interdisciplinary topic being studied.

Health and Wellbeing

Health and Wellbeing ensures that children feel happy, safe, respected and included in the life of the school and good health is central to effective learning and teaching. In school, pupils will learn about how to keep healthy and safe through a variety of discrete and interdisciplinary learning activities. We are continuing to support children's Health and Wellbeing in school via our Picker Cards and What I Think and following up the individuals needs accordingly.



Expressive Arts



"Expressive arts play a significant role in shaping our sense of personal, social and cultural identity. Learning in the expressive arts also plays an important role in supporting children and young people to recognise and value the variety and vitality of culture locally, nationally and globally." Curriculum for Excellence

The framework for Expressive Arts includes:

- Art and design
- Dance
- Drama
- Music

Pupils will learn about Expressive Arts through interdisciplinary work or discreetly

Social Studies

Social Studies skills allow children to develop their understanding of the world in which they live and by learning about other people and their values at different periods throughout time. Children also learn about both the local and world environment whilst maintaining a focus on the historical, social, geographical, economic and political changes that have changed our country.



The framework for Social Studies is as follows:

- People, past event and societies
- People, place and environment
- People in society, economy and businesses

Pupils will learn about Social Studies through interdisciplinary learning (IDL) or discreetly depending on the subject studied.

The whole school entered The One Planet Picnic Competition run by Keep Scotland Beautiful and we were delighted to take 2nd. in 2022. Well done Team Greenhills.



Technologies



Technology is a tool for the curriculum and children will develop their knowledge and understanding for ICT through creative, practical and work-related activities.

ICT can enhance learning and teaching “staff in pre-school centres and in primary schools recognise that learners developed awareness of the world in which they live more effectively when this included engagement with the world through ICT” Improving Scottish Education: ICT in Learning and Teaching (2007)

(Using QR Codes to help us learn)

The Technologies framework has 6 organisers:

- Technological developments in society
- ICT to enhance learning.
- Business
- Computing science
- Food and textiles
- Craft, design, engineering and graphics.



Spiritual, social, moral and cultural values (religious observance)

Children learn about a number of religions within school as part of the Religious and Moral education programme, which is based on guidance issued by the Scottish Government on 21 February 2011 and the Education (Scotland) Act 1980. Parents have the right to remove their child from Religious and Moral Education and must advise the school.

Parents may request that their children be permitted to be absent 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.



Skills for Learning Life and Work

Within the school, we promote our Wider Achievement and encourage all pupils to take part in the Awards. Mrs Matteo, PT ASN promotes this throughout the school each year. Our wider achievement awards are as follows:

Nursery – Proud Cloud, P1-3 Community Award, P4-7 Awesome Award

At Greenhills Primary, our aim is to prepare children for the ever-changing world in which we live. We do this by relating the skills taught to everyday situations. We also have work experience opportunities, public speaking, enterprise activities, etc. going on in school.



Homework

Homework is an ongoing feature of this school. Throughout the school we emphasise that parents have a key role to play in developing their child's learning. To maximise these potential parents must be aware of the type of learning taking place in the school and how they can best support and encourage their child to learn. At the start of the year, a letter/note from the teacher explains the homework for the class. This session we are focusing on Literacy, Numeracy and over a period pupils will research a topic of interest to them in discussion with their class teacher.

Why have homework?

Homework can serve the following purposes:

- to fulfil the expectations of parents, pupils, teachers and the public.
- to allow practice and consolidation of class work.
- to stimulate and challenge the learner.
- to develop a broad range of skills.
- to provide information to parents on the content of the curriculum which is appropriate to their child.
- to provide parents with an opportunity to become involved in their child's learning and to encourage home / school dialogue where appropriate.
- to enable pupils to complete class work at home if that work has been missed through lack of effort or absence from school. (If this happens on a regular basis the teacher should make this known to the Head Teacher / Depute Head Teacher).
- to develop good work habits, self-discipline and independent learning through planning and organising their time.

Greenhills Primary School and Nursery Class believes in the value of homework. We believe that parents support the issuing of homework and understand its value.

Assessments and Tracking Progress

Summative and Formative assessments take place throughout the year in class as part of children's everyday learning. These assessments support staff to track and assess pupils' progress and plan for their next steps. We want to share with you on how your child's learning is progressing. We do this through target setting via the homework jotter, two parents evening per year, and one annual report.

Reporting to Parents

We provide parents with an annual written report so that you can see how their child is progressing. In addition, there are two parents' meetings, which offer the opportunity to discuss your child's progression and how you can help your child to develop their full potential at home as well as how to 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.

Supporting our Pupils

Getting it right for every child.

Getting it right for every child (GIRFEC) supports families by making sure children and young people can receive the right help, at the right time, from the right people. The aim is to help them to grow up feeling loved, safe and respected so that they can realise their full potential. Most children and young people get all the help and support they need from their parent(s), wider family and community but sometimes, unexpectedly, they may need a bit of extra help. GIRFEC is a way for families to work in partnership with people who can support them, such as teachers.

If you have any concerns about your child's wellbeing, you can speak to the named person who will work with you to provide support and decide how to move forward. Your school will let you know who this is. It is likely to be the Head Teacher in a primary school and a principal teacher (pupil support) in Secondary.

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

Support for All (Additional Support Needs)

Greenhills Primary School and Nursery Class has seven mainstream and seven supported classes currently and recognises wider aspects of need. We support pupils to overcome the barriers presented by disabilities, as well as those presented by social, emotional and behavioural factors and ensure that support works two ways within our school, i.e., pupils from our supported classes work alongside pupils in our mainstream and mainstream pupils can work in our supported classes.

The concept of Support for Learning is very much a responsibility of every member of staff and while the Support for Learning specialist provides expertise, every teacher has a part to play in the provision of Support for Learning.

When a teacher identifies that a pupil has difficulty, he/she will discuss the concerns and suggest strategies/resources for support, in the first instance with a member of the Leadership Team, who will suggest alternative strategies and resources which may be appropriate and help meet the needs of those individuals. The next stage in the process is for the class teacher to formally record their concerns and then discussions would take place, as to the most appropriate support, e.g., direct teaching support, intervention from the Specialist Support Teacher, Literacy Consultation etc.

Programmes of Support will be drawn up, depending upon an individual pupil's needs and ability. Programmes will allow children to progress at their own rate by ensuring that the content, method, pacing and organisation are appropriate for the child. There will be a variety and depth within the programme to ensure it is both appealing and meaningful to the child.

Parents will be kept informed and involved at all stages of development. If appropriate, following parental consultation, specialist help may be sought from other support agencies such as Psychological Services.

Everything possible will be done to help the child. An Additional Support Plan (ASP) is drawn up where a pupil has ongoing additional needs. In some cases, a Co-ordinated Support Plan will be opened which defines the pupil's needs.

Within the school we have seven supported classes for children who have been identified through the Forum process as having additional support needs. The pupils within these classes are included in various curricular areas with their peer groups, as appropriate.

Co-operative teaching is another useful tool in the provision of Support for Learning. This is where more than one teacher is available for any one class, giving greater support within the class to any pupil who may be finding problems with a particular topic.

Any parent/guardian who may be concerned about their children having any kind of learning difficulty should not hesitate to contact the school.

Additional Support may involve one-to-one teaching, small group teaching or the provision of a special programme within the normal classroom arrangements. It will involve the class teacher and, depending on the circumstances:

- A network support teacher (staff who provide support, advice and assistance to schools in South Lanarkshire)
- An Educational Psychologist, who will provide support for staff or will carry out further assessments.
- Other agencies such as speech therapy, occupational therapy, etc.

Occasionally a combination of the above is involved in the child's education, though parents are kept fully informed and involved throughout the process.

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

- The Additional Support for Learning Act
- Requesting an Assessment
- Planning for Learning – ASP
- Planning for Learning – CSP
- Transitions
- Future Planning
- Information for Parents and Carers about moving on from school.
- Inclusive Education
- ICT Assessment
- Visual Impairment Support
- Early Years Specialist Support
- Independent Adjudication

In addition to this, 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, confident advice and information on additional support for learning through:

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

Phone Helpline: 0345 123 2303

Email Enquiry service: info@enquire.org.uk
Advice and information are also available at www.enquire.org.uk

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

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

Attachment Strategy for Education Resources

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

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

The Education Resources Attachment Strategy supports the action in the 'Getting it Right for Every Child in South Lanarkshire's Children Services Plan 2021-23', following the launch of the Attachment Strategy in 2020, to provide staff training in Attachment and Trauma based practice.

What does it set out to do?

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

How can I find out more?

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

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

Child Protection

Child protection procedures

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

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

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

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

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

If you would like more information, or have a concern of a child protection nature, please contact Mrs Johnston, Head Teacher & Child Protection Officer.

The Child Protection Committee’s website has a range of useful information for parents/carers to help them keep their children-safe.

www.childprotectionsouthlanarkshire.org.uk

Improvement Plan

Within Greenhills Primary School we are continually updating and improving on current practice. The School Improvement Plan for 2023-2024 is discussed with our Parent and Pupil Council each year and is available on the school website for all to see.

At the end of each session a Standard and Quality report is completed to update the progress made in the year.

Moving forward Our Standard and Quality and School Improvement Plan (SQUIP) 2023/2024 is one complete document. Our Standard and Quality Report for 2022/2023 can be found on our school website: www.greenhills-pri.s-lanark.sch.uk.

In 2023/2024 our SQUIP is based on the following areas:

1. Literacy developing fine and gross motor skills, handwriting and spelling pedagogy.
2. Numeracy developing Assessment for Math. math's Recover & training in financial planning to develop pupils' awareness of financial planning for learning, life and work.
3. We are continuing to focus on ensuring our children are in school and learning and supporting families with attendance to close the attainment gap.

Pupil Equity Fund

This session we received £121,275 to support pupil equity in Health & Wellbeing, Literacy And Numeracy. Following parental discussion 5%, £6063.75, has been allocated to targeted intervention such as Cost of the School Day, developing health and wellbeing of pupils via creativity and school trips and events.

Activities

Each year we offer extra-curricular activities to pupils. These vary from year to year depending on the results of pupil consultation. A list of clubs can be found on the website. These clubs are valuable as they afford the opportunity for children to learn new skills. The assistance of parents is always welcome. If you are keen to help in this way, please contact the school.



Music Tuition

Music tuition starts in Primary 5 and Mr Bryce gives woodwind tuition to pupils who initially request it and are subsequently accepted by Mr Bryce. In accordance with South Lanarkshire's financial savings policy, it is necessary to implement a charge for this service. Parent/guardians are required to make an annual contribution towards tuition.

Pupil Voice

Our children participate in committees within the school where they have an active voice deciding which developments, they take forward considering pupil discussion. Below are a few of the groups we have within school.

Pupil Council. Each year pupils take on an area of development within the school and lead this area further.

Rights Respecting School (RRS) Greenhills Primary School and Nursery Class as a RRS. This committee is working together to make all pupils aware of the Rights of the Child.

Eco This committee have been working hard to design a plan for a better playground to support outdoor learning. As a committee they are in the process of working to apply for funding. They will also be developing plans for Eco week.

JRSO (Junior Road Safety Officer). The purpose of this committee is to raise awareness of Road Safety over the school year, over and above what is being taught in class, through competitions or other events.

Expectations

We have high expectations for our children in Greenhills Primary School and expect that everyone follows a number of simple rules in and around the school:

- Children should arrive at school on time suitably dressed, wearing Greenhills Primary School uniform and ensuring that they are smart and tidy.
- Children should have their indoor shoes in school and wear them at all times within the school building.
- Everyone within the school should be kind and considerate to each other, learning that we are all different and it is good to think differently.
- Children should work hard, always striving to do better.
- Everyone should be respectful of school property, treating the building and resources with great respect.

Class Charters

Each class work together to formulate their Class Charter. This should encompass rights from the UNCRC and the respectful actions that pupils and staff must implement to ensure that these rights are met effectively and harmoniously. Class Charters are clearly displayed in every classroom and provide moral guidance for pupils. These Charters should be referred to daily. Class Charters can be reviewed and amended at any time throughout the school year.

Promoting Positive Behaviour

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, all staff have been trained in South Lanarkshire Council Promoting Positive Behaviour and Understanding Distressed Behaviours guidelines (PPRUDB) which 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.

Within Greenhills Primary, we follow three simple rules.

- Ready (for learning)
- Respectful (to all pupils and staff)
- Safe (keeping ourselves and others around us safe)

Once a month a pupil from each class will join Mrs Johnston for Hot Chocolate Friday, where we celebrate the achievement or attainment of each of the children.

We reward children at assemblies under the following three headings.

1. Reach for the Stars
2. Pride of Greenhills
3. Greenhill Grammy Awards

Movement around school

Children enter, leave and move around the school in an orderly manner, always walking. The teacher should ensure that pupils have all necessary items before leaving the classroom (e.g., bags, jackets, lunch cards). Children should stop at designated stopping points and nominated door holders should hold the doors to allow pupils to pass safely before joining the end of the line.

Class teachers will collect their own classes from the lines at 9am break and lunch. Staff will also ensure children always leave the building safely.

No pupils should enter the school building unsupervised at lunchtimes or intervals except in emergencies.

Dinner Hall

All movement in the eating area should be quiet and orderly. Pupils should select a seat and remain seated until their lunch is finished.

Towards a safer school – Treat me well

Greenhills Primary School and Nursery Class places a strong emphasis on pupil safety and parents may wish to know that an adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990.

Respect Code in the playground

- Speak to an adult if you have a problem
- Play in a safe and friendly manner
- Make your way to your line as soon as the bell rings
- Speak nicely to each other

Home / School Links

In Greenhills Primary School, we endeavour to build positive relationships with all parents and we encourage parents to come to the school to discuss any matter relating to their child's welfare with the Head Teacher and/or class teacher, as appropriate.



Parents are kept informed of school events through monthly newsletters and a useful, informative website. There are many opportunities for parents to become involved in school activities. We have a Parent Helper Programme in place and parents' talents are well utilised.

We have a Parent Council / PTA which is very active and, in addition to providing a range of social activities, generates a lot of money through fundraising. The pupils benefit from this. We have formal Parents' Evenings twice each session and give out one report card and termly attainment reports. We spread these throughout the year so that you are being updated on our child's progress as well as being invited to various open afternoons, assemblies, shows, etc.

Parents as Partners

Parental involvement (parent forums/parent councils, PTAs)

Mrs Ann-Marie Kean is the Chairperson of Greenhills Primary School and Nursery Class Parent Council. Anne-Marie can be contacted by email: annemarielkean@gmail.com

South Lanarkshire Council recognises the importance of parents as partners in the education of their child and has published a strategy entitled, 'Making a difference – working together to support children's learning.' This is available from the Council's website: www.southlanarkshire.gov.uk/downloads/file/13457/parents_as_partners_-_strategy_2019

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 a 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

All parents of children at school are automatically members of the Parent Forum and are entitled to have a say in what happens at the school. Parents can also decide to form a Parent Council to represent them. Every Parent Council will have a constitution that sets out what they wish to achieve. Parents/carers can express an interest in joining the Parent Council or if there is not one established you can let the Head Teacher know that you would like more information on this.

Other means parents can support a school is through volunteering as helpers or joining the Parent Council. Just ask!

A new approach to involvement

The Scottish Schools (Parental Involvement) Act 2006 aims to encourage and support more parents to become involved in supporting their children's learning.

The main aims of the Parental Involvement Act focus on the following supports for parents:

- **Learning at Home**
Help parents become more involved with their child's education and learning.
- **Home/School Partnership**
Welcome parents as active participants in the life of the school.
- **Parental Representation**
Provide easier ways for parents to express their views and wishes.

All parents of children at school are automatically members of the Parent Forum and are entitled to have a say in what happens at the school. Parents can also decide to form a Parent Council to represent them. Our school has a Parent Council and a copy of its constitution and what it does is available from the school.

What does the Parent Council do?

The school and the local authority are obliged to listen to what the Parent Council says and to respond to the issues raised. Parent Councils decide such things as:

- How their Parent Council will be set up
- What it should be called (Parent Council or other name)
- What size it should be – e.g., in a very small primary school, all parents could be involved (no limit on size)
- Who should be a member of the Parent Council (majority of members must be parents)
- How parents can join and support the school
- How they can work together with the school and pupils to support children's learning
- What will be discussed at meetings? Topics such as school uniforms, parking near the school, the school's anti-bullying policy, etc. However, it should be noted that a Parent Council cannot discuss issues attributed to individual pupils.
- More interesting is how parents can play an active part in helping the school to take forward, Curriculum for Excellence.

Parent Teacher Association or Parents' Association

Currently we do not have a PTA, although our Parent Council fulfil the additional duties of a PTA. and we also have a Fund-Raising Committee. We are always looking for new members and it is a fun filled way of helping the school and our pupils. If you wish more information, or you can help in any way please contact the school office.

Integrated Services

Education Resources is a key partner in developing an approach which promotes the delivery of better integrated services to children, young people and their families.

Our vision for children and young people in South Lanarkshire is to ensure that they live in a community where they feel safe, included, nurtured and respected. They should be part of a society where they can maximise their full potential and have access to good quality health, education and leisure services and to have co-ordinated support for the most vulnerable. Learning communities will strengthen the integration agenda at both strategic and local levels to enable a more collaborative approach in delivering services to all children.

A support team for Integrating Children's Services works across four education areas and within the Council, enabling all services to children and families to plan and work together to achieve our vision.

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.

We ask all parents/carers to support the school by encouraging 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.



Our school uniform consists of:

Yellow polo shirt (P1-6) Green Polo shirt (P7)

White shirt and school tie

School sweatshirt/ cardigan

Black skirt or trousers

PE top and short

Indoor shoes

Our school uniform is purchased directly from www.schoolwearmadeeasy.com or Logoxpres Tel: 01786 447454 or www.logoxpress-schoolwear.co.uk

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. 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).

Insurance for schools – pupils' personal effects

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

(i) Theft/loss of personal effects

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

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

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

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

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

(ii) Damage to clothing

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

School Meals

School Meals

Nursery

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

Nursery lunches and snacks are based on nutritional requirements from the NHS "Setting the Table" guidance.

Nursery age children will also receive milk and a healthy snack free of charge under the Milk and Healthy Snack scheme 2021. This will be provided by the establishment.

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

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

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

Pupils in:

Primary 1 - 5 receive a free school lunch.

Primary 6 - 7 meal cost is £2.00

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

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

Special diets

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

Free School Meals

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

Income Support, Universal Credit (where your take home pay is less than £660 per month), Job Seeker's Allowance (income based), Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £7,920 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £17,105 as assessed by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

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

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

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South Lanarkshire Council also offers a free Breakfast service. Check your child's school for details: - the service runs from 8.15am to 8.45am each school day.

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

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

South Lanarkshire Council also offers a free Breakfast service, which runs from 8.15am to 8.45am each school day. Please fill in the breakfast club form with all your details to enable your child to enjoy a free breakfast.

School Transport

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

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

www.southlanarkshire.gov.uk/info/200188/secondary_school_information/545/school_transport or phone **0303 123 1023**.

Pick-up points

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

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

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

At Greenhills Primary School the school buses and taxis will stop in our Drop of Spot and our transport assistants will see the children safely in to and from the school.



Attendance

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

- if you know in advance of any reason your child is likely to be absent from school, please tell someone at the school, telephone us or let us know in writing. Please also give your child a note on his/her return to school, telling of the reason for absence.
- notify the school first thing in the morning when your child is going to be absent. Let the school know the date of return and keep them informed if the date changes; (Option2 on our phone service)
- inform the school of any change to the following: -
 - home telephone number
 - mobile number
 - emergency contact details
- requests for your child to be absent from school to make an extended visit to relatives must be made in writing to the head teacher, detailing the reason, destination and duration of absence and arrangements for their continuing education. On these occasions the pupil will be marked as an authorised absentee in the register.

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.

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

Information to proposed transfer of school

Children and young people may transfer school for a number of reasons such as families moving house, parental choice etc.

If you are proposing a change of school for your child, please provide as many contact details as possible in relation to the new school so that we can ensure a smooth transfer of information relating to your child.

This will help us all to ensure the continued wellbeing of your child.

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

Health & Wellbeing

Emergency contacts are required for every child in the event of the parent/carer not being available. Emergency contacts should be checked by parents at the beginning of and throughout the school year to check availability of people concerned.

Parents should provide the Head Teacher with sufficient information about their child's health care needs and treatment. Where necessary, this information should be updated annually or more frequently if there is a change in circumstances. Where there is concern about whether the school can meet the pupil's needs or where the parents' expectations appear unreasonable, the Head Teacher should seek advice from the school nurse or doctor and, if required, the Head of Education.

Allergies

A significant number of children and young people in our schools have allergies and it is important that parents keep the school fully informed on these matters.

Allergies can present in a variety of ways and can occur at any point in a person's life. Symptoms range from mild to severe. Children and young people known to have an allergy with moderate to severe symptoms will have a Health Care Plan drawn up by the NHS. This will detail symptoms and appropriate interventions.

It is vital that parents share this information with the school and continue to provide any updated information.

Where symptoms are mild and a Health Care Plan is not in place, parents should continue to liaise regularly with the school on any new triggers, medications and actions required.

In all cases, our employees need to know your child's symptoms, treatments and any actions required to help prevent exposure to the allergen and minimise the risk of allergic reactions.

Employees in schools will receive training on allergies and will liaise with parents and NHS on any additional specialist training required.

In supporting children and young people with allergies, school employees will operate in accordance with South Lanarkshire Council's Safe Systems of Work / risk assessment and national guidance on the administration of medicines.



Oral Health

We follow the Oral Health Programme for pupils in our Nursery and throughout the school.

At the beginning of each academic session, we seek permission from parent/guardians to enable each child to participate in the Oral Health Programme.

Each day pupils brush their teeth under the supervision of the class teacher and this programme is monitored by the school dental nurse.

Dental inspections are carried out in P1 and P7 and parents/carers will be notified before each inspection. It is important that each child's dental health is assessed so that the child and their parents can maintain good dental health and take the necessary steps to remedy any problems that may have arisen.

If your child becomes ill

It is the school policy to contact parent/carer if their child becomes ill during the school day and requires them to be taken home. It is thus necessary that the school has a record of information as to where parents or any other emergency contact can be located at all times of the school day. All parents are requested to give the school an Emergency Contact number. It is very important, indeed essential that this information is kept up to date. The school and staff should be notified of any medical problems so that appropriate arrangements can be made.

In cases of injury to a child where hospital attention may be necessary, the child may have to be taken there without delay. In the event of this an ambulance will be called and a member of staff will travel to the hospital with the child. School staff will continue to attempt to contact parents. *Please ensure that these telephone numbers are current.*

More Accidents and Upsets

If your child is involved in a minor accident at school, then your child will be dealt with by a member of staff and all incidents are logged in the Accident Book. If they experience a bump to the head, you will be notified by phone.

Medicine

If a parent wishes a child to receive medication in school, they are required to complete a FORM1 and should note that no medication will be administered unless a FORM1 has been completed and signed by the parent/carer. Parent/carers should, at regular intervals check that medication held in school is still in date. Forms are available from the school office or on the website. We recommend, if medication must be administered three times a day that the child takes it before school, after school and in the evening.

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 visit the website www.southlanarkshire.gov.uk or email education@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.

South Lanarkshire Policies

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

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

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

Privacy Notice

Introduction

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

Using your personal information

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

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

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

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

Information we collect at other times

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

- When you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.
- If you make a request for additional support such as an educational psychologist or other support for learning, we will ask for more detailed information to allow us to provide the most appropriate support for your family. This may include information about family circumstances or medical conditions.
- If you wish to participate in activities or support for young people through our youth centres, or through adult learning programmes within the community, we will also ask for your personal information to support your application. This may include information about family circumstances or medical conditions.

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

Information that we collect from other sources

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

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

Why do we need this information?

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

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

We will share your information with:

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

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

You have the right to access your personal information as well as the rights of rectification, erasure, restriction and the right to object. For information on these rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice from our website:

https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general_privacy).

Our full privacy notice will also provide information on how to make a complaint or to request a paper copy of the privacy notice from the Data Protection Officer.



Education Resources

Types of holiday listed by month	Holiday dates
August 2023	
Teachers return on Monday 14 August 2023	
In-service days - all schools	Monday 14 and Tuesday 15 August 2023
Pupils return to school	Wednesday 16 August 2023
September 2023	
September weekend	Friday 22 and Monday 25 September 2023
October 2023	
October break	Monday 16 to Friday 20 October 2023 Pupils return on Monday 23 October 2023
November 2023	
In-service day - all schools	Monday 13 November 2023
December 2023 and January 2024	
Christmas/New Year	Schools close at 2.30pm on Friday 22 December 2023 Schools re-open on Monday 8 January 2024
February 2024	

Types of holiday listed by month	Holiday dates
February break	Monday 12 and Tuesday 13 February 2024
In-service day - all schools	Wednesday 14 February 2024
March/April 2024	
Spring break/Easter	Schools close at 2.30pm on Thursday 28 March 2024* Schools re-open on Monday 15 April 2024
May 2024	
In-service day - all schools	Thursday 2 May 2024
May day	Monday 6 May 2024
Local holiday	Friday 24 and Monday 27 May 2024**
June 2024	
Summer break	Schools close at 1pm on Wednesday 26 June 2024

* Good Friday falls on Friday 29 March 2024

** Lanark schools will close on 6 and 7 June 2024

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

Appendix A

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

http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_for_excellence/3

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

Contact Details

Education Scotland's Communication Toolkit for engaging with parents

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

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

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

Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils
National Parent Forum for Scotland; www.npfs.org.uk

School Ethos

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

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

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

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

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

Curriculum

Information about how the curriculum is structured and curriculum planning

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

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

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

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

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

Assessment and Reporting

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

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

Transitions

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

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

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

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

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

Enquire is the Scottish advice service for additional support for learning

Parenting Across Scotland offers support to children and families in Scotland

Support for Pupils

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

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

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

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

School Improvement

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

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

Scottish Credit and Qualifications Framework (SCQF)

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

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

School Policies and Practical Information

National policies, information and guidance can be accessed from the Scottish Government website on www.gov.scot