



David Livingstone Memorial Primary School Handbook 2018



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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: 0303 123 1023 Email: education@southlanarkshire.gov.uk



Education Resources
Executive Director **Tony McDaid**
David Livingstone Memorial Primary School
Head Teacher: **Mrs Linda Callender**

January 2018

Dear Parent/Carer

Welcome to David Livingstone Memorial Primary School

On behalf of everyone at David Livingstone Memorial Primary School, I extend a warm welcome to you and your child as he/she is about to begin his/her education at this school. I hope you will feel welcome in the school and that you and your child will see yourselves as important members of our school community.

It is hoped that the information contained in this handbook will demonstrate the aim of David Livingstone Memorial Primary School, which is to provide an inclusive and nurturing environment where everyone can thrive and achieve. We endeavour to create a warm, happy, caring and welcoming environment in which the children of all ages learn that courtesy, good manners and consideration for others are very important qualities. We help each child to realise his/her full potential by boosting their self-esteem and by enhancing their personal and social development through providing equality of opportunity for all.

This handbook is intended as a guide to all parents/carers of new pupils in session 2018/2019, but may also be of interest to those whose children already attend the school.

Please do not hesitate to contact me if you have any questions or queries in connection with your child's education.

I look forward to working with you and your child in the weeks, months and years that follow.

Yours sincerely

Linda Callender
Head Teacher

Morven Avenue, Blantyre, G72 9JY Phone: 01698 823680 Fax: 01698 712830
Email: office@davidlivingstone-pri.s-lanark.sch.uk



1. Introduction by the Head Teacher

“I am prepared to go anywhere, as long as it be forward.”

Dr. David Livingstone

Our school is named after the famous explorer and medical missionary David Livingstone. He was born into a working class family in Blantyre on 19th March 1813. Although he lived in very humble surroundings, he worked hard to achieve his aspirations of becoming well educated. In our school we also place a great emphasis on using education to inspire and motivate our children to achieve their goals. Therefore, providing quality academic, social, emotional and behavioural education is one of the main aims of our school in enabling our children to move forward.

In David Livingstone Memorial Primary School we believe that both children and adults should be lifelong learners. One of the ways we hope to achieve successful learning is by creating a safe environment where all are respected members of our school community. The school provides the children with opportunities to participate responsibly in decision-making, to take on leadership roles, as well as to offer friendship and support to others as part of our school community. They are encouraged to contribute to the life and work of the school and, from the earliest stages, to be given the opportunity to express their ideas, views and opinions.

It is very important to us that we foster open, positive and supportive relationships in which children are given a voice and that they feel they are being heard. We value every child's right to be treated with respect, but we also emphasise to the children that they have the responsibilities to treat other with the same respect. We are all aware within the school of the need to be sensitive and responsive to each child's wellbeing. By modelling good behaviour we hope to promote effective learning and wellbeing within the school.

We believe it is important for all the children to be confident in both their academic abilities and their social skills to make the right choices both in and outside school. We want them to value their learning, to acquire skills and knowledge, to solve problems and to use their learning to explore the world around them. In the school we are constantly seeking opportunities for them to participate in modern, relevant, enterprising and enjoyable events and activities to give all children a broad curriculum.

The role of our school is to inspire our children to emulate David Livingstone and become successful learners, confident individuals, effective contributors and responsible citizens.

Our Vision

At David Livingstone Memorial Primary School we aim to provide an inclusive and nurturing environment where everyone can thrive and achieve.

Our Values

We want all our learners to be:

- Respectful
- Responsible
- Caring
- Confident
- Honest
- Successful



Our Local Authority – South Lanarkshire Council

South Lanarkshire Council is the fifth largest authority in Scotland. It covers the following main areas; Clydesdale in the south which features extensive rural areas, Cambuslang, Rutherglen, Blantyre and Uddingston to the north as well as the towns of East Kilbride and Hamilton.

The Council's Plan Connect sets out the Council's vision which is, "to improve the quality of life for all within South Lanarkshire".

For Education Resources this means delivering services of the highest quality as well as striving to narrow the gap. It is about continually improving the services for everyone at the same time as giving priority to children, young people, families and communities in most need. The priorities for schools and services are set out in the Education Resources Plan which confirms the commitment to provide better learning opportunities and outcomes for children and young people.



2. About our School

School details

School Address	David Livingstone Memorial Primary School Morven Avenue Glasgow Road Blantyre G72 9JY
Phone Number	01698 823680
Fax Number	01698 712830
Present Roll	305 (Including Nursery Class)
Maximum roll	363

Parents should note that the planning capacity of the school might vary dependent on the number of pupils at each stage and the way in which classes are organised.

Our school building

Our school is situated in the Coatshill area of Blantyre. The catchment area incorporates a mix of private and local authority housing.

David Livingstone Memorial Primary School is a non-denominational establishment covering stages Primary 1 – 7 and provides equal opportunities for all pupils.

Within our school we also have a nursery class. For more information about the nursery, please ask us for a Nursery Handbook.

We moved into our new, purpose-built school building in June 2012. The school has 12 classrooms (including the nursery) on one level, an ICT area, a gymnasium, a separate dining hall and one general purpose area.

The school is fully compliant with legislation relating to accessibility. We have a wet room, disabled toilets and a stair lift to allow access to the stage.

The building is modern, with up-to-date facilities throughout. These include the following:

- interactive whiteboards in all classrooms
- wireless network that allows the use of laptops and hand-held devices in all areas
- bright, modern classroom spaces
- flexible 'break out' zones
- a stage with full lighting and sound equipment
- access to outdoor spaces from every class
- landscaped playground space
- a MUGA (Multi Use Games Area) pitch area

Outside our school



Inside our school



We are delighted to have school facilities that reflect the value we place on the children, their parents, staff and visitors.

Our Learning Community

David Livingstone Memorial Primary is part of the Calderside Learning Community. A Learning Community is made up of schools and education establishments from the area including the secondary school, primary schools, early years establishments, early years partners and schools and bases which provide specialist additional support 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). Our Head of Education is Mr Stewart Nicholson. Each school also has a Quality Improvement Officer who is based at South Lanarkshire Headquarters in Hamilton. The Quality Improvement Officer for Calderside Learning Community is Mr Garry Maguire.



School / community links

Many different agencies contribute to the life of our school including Specialist Support Services, Psychological Services, Active Breaks, Community Police, Social Services, Active Schools, NHS and many others.

School website address: <http://davidlivingstone.wix.com/dlmps>

School email address: office@davidlivingstone-pri.s-lanark.sch.uk

School Twitter Feed: [@dlivvies](https://twitter.com/dlivvies)

School hours

Monday – Friday

School starts	8.55am
Interval	10.40am – 10.55am
Lunch	12.25pm – 1.15pm
School finishes	3.00pm



Please be advised that on days when the weather is poor, children will be allowed to enter the school from 8.45am.

On the last day before the Christmas and Spring breaks (Terms 1 and 2), school closes at 2.30pm. At the end of Term 3 in June school closes at 1.00pm for all children.

Teaching Staff

Head Teacher	Mrs L Callender
Depute Head Teacher	Miss A Blair
Principal Teacher	Miss J Lattimer

Class Teachers

Mrs G Anderson	Mrs J Bannatyne	Mr A Burns
Miss K Campbell	Mrs B Jeffrey	Miss K Lamont
Miss K Petrie	Miss D Sharkey	Miss E Smith
Miss N Smith	Mrs J Sommerville	Mrs L Young

Nursery Teacher	Mrs M Monk
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Early Years Team Leader	Mrs C Hunter
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Early Years Workers	Mrs P Caskie / Mrs M Mullarkey
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Support Staff	Mrs J Hill (Team Leader)
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Mrs E Burns
Mrs M Burns
Mrs E Cockburn
Mrs C Docherty
Mrs L Duffy
Ms M Morgan
Mrs R Watson
Mrs H Wilson

Janitor	Mrs N Wood + 4 Cleaners
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Dining Staff	1 Cook + 3 Dining Assistants
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Attendance at school

It is important for the school to work with parents/carers in encouraging all children to attend school. By law, all absences from school are required 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/carers are asked to comply with the following:

- If you know in advance of any reason why your child is likely to be absent from school, please telephone us or let us know in writing. This might include, for example, dental or hospital appointments. Please also give your child a note on his/her return to school, outlining the reason for absence.
- Please notify the school first thing in the morning if your child is going to be absent. (The school office has an answer machine where you can leave a message if there is no one available to speak to you on the phone). We also ask that you let the school know the likely date of return and keep us informed if this date changes.
- Requests for your child to be absent from school due to family circumstances must be made in writing to the Head Teacher, detailing the reason, destination and duration of absence. Depending on the reasons for your child's absence, on these occasions he/she will be marked as either an authorised or an unauthorised absentee in the register.
- As we may need to contact you should your child become unwell during the school day, please keep the school informed of any changes to your home telephone number, mobile telephone number, address and emergency contact details.



For absences relating to holidays during term time, please see Section 11 of this handbook.

Your details

Please inform the school of any change to the following:

- home telephone number
- mobile number
- emergency contact details

Dealing with concerns

We are keen to promote a positive relationship with all our parents/carers so if you have an enquiry or a concern about your child, please do not hesitate to contact the school. Your child's class teacher may be able to help in the first instance; however, if your concern is of a more serious nature, you may wish to make an appointment to meet with the Head Teacher.



Visitors to our school

Should you wish to visit the school, please contact the Head Teacher to arrange an appointment. All visitors to the school should make their way to the Main Entrance. Proof of identification will be requested and they will be asked to sign in and receive a visitor's badge. It is the policy of the school that any member of staff may approach any visitor and ask for proof of identity. These measures are taken to ensure that the school provides a safe and secure environment for all those within it. We appreciate your support and assistance in carrying through these measures.



Parking / traffic

We encourage all children and parents to walk to school if possible. This promotes a healthy lifestyle. However, if you are using a car to bring your child to school, please park in the designated bays, or in the car park opposite. Disabled permits must be displayed in reserved spaces.

Please do not obstruct local residents' driveways or park in such a way as to obstruct traffic flow.

Please note that the 'drop off zone' at the front of the building is not for parking – drop off only!



Complaints procedure

Should you have a concern/complaint about any aspect of your child's educational experience, please let us know. Complaints will be treated seriously and will be dealt with speedily and sensitively. In most cases complaints will be dealt with immediately, but certainly within 3 working days. Should a complaint require further detailed investigation, the process may take longer.

How to make a formal complaint

A complaint may be made to the school's Quality Improvement Officer, Mr Garry Maguire, at South Lanarkshire Headquarters in Hamilton. Complaints may be made in writing, by telephone or in person.

Mr Garry Maguire

South Lanarkshire Council
Almada Street
Hamilton
ML3 0AE

Phone: 0303 123 1015

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

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.

We wish our parents/carers 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



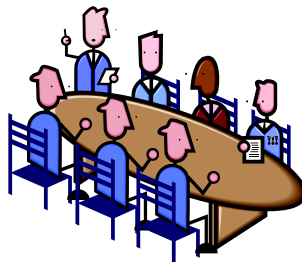
We highly value the positive relationships and effective partnership working that we have established with our parents/carers. Parents/carers are warmly welcomed in school and we frequently hold events to encourage them to become more involved in their children's learning. We also invite them to share their expertise and utilise their skills to enhance our children's learning experiences.

Parent Council / Parent Forum

All parents of children at the school are automatically members of the Parent Forum. The Parent Council are the representatives of the parent body.

We have an active Parent Council. They can be contacted through the school office.

Chair Person:	Lesley Macdonald
Secretary:	Jill Richardson
Treasurer:	Martin McManus



4. School Ethos

David Livingstone Memorial Primary School is a bright and modern school building which is a pleasure for all to work in. This atmosphere permeates everything we do and promotes a culture of high expectations. We want all school users to have high aspirations for everything they undertake in the school and by achieving success enable them to believe in themselves.

In school the children are given plenty of opportunity to celebrate their successes in class, through 'Sharing the Learning' days and assemblies. The children not only share their school achievements but what they participate in at home.

Our associated church is Livingstone Memorial. They welcome us to use the church whenever we want to celebrate Christian festivals. We are well supported in Religious and Moral Education by the Calderside Chaplaincy Team. They work with us to deliver religious observance as part of our school assemblies.

The school takes its role in the community very seriously and is pro-active in developing strong bonds with a range of individuals and groups. We work closely with several local bodies which help us to promote positive behaviour, good relationships and motivate pupils.

We feel that as a school it is important that the children realise how fortunate we all are and see that there are others who are less fortunate. Therefore, each year we support different charitable organisations, including McMillan Cancer Trust, The Trussell Trust (Hamilton District Foodbank) and UNICEF.



Children's views

Here is what members of this year's Pupil Council and Eco Committee think about David Livingstone Memorial Primary:

You will achieve at David Livingstone Memorial School because the teachers motivate you to do the best you can! (Cameron, P7)

Ours is a brilliant school because it is really fun but you learn at the same time. (Alasdair, P6/7)

I think that David Livingstone Memorial Primary is a great school because all of the teachers think of fun ways to help you learn. (Robbie, P6)

We get a good education at our school and we have the best football team! (Aaron, P5)

David Livingstone Memorial is fantastic. All of the pupils and staff are really nice. (Emma, P4/5)

Our school is amazing. Everyone is really friendly and welcoming. (Jayden, P3/4)

Our school has lots of nice children and teachers. I love school so much! (Beth, P3)

Maths is great at our school because it is fun. I like school. (Oliver, P2)

Our school is the best school because we learn our number stories and we get to play with our friends. (John Paul, P1/2)

Our school is brilliant! I love writing. (Chloe, P1)

Everyone is really easy to get on with and very supportive. (Kaitlynn, P7)

The teachers give us excellent activities to do (particularly in Science). (Aidan, P6/7)

We are always learning new stuff and there are always lots of different, fun ways to learn. (Gary, P5)

Our school is the best because we use lots of technology to help us learn. (Brandon, P4/5)

There are loads of things to do at our school and the teachers are really nice. You are always learning at our school. (Keira, P3/4)

We do lots of smart things. We are encouraged to be friendly, kind and joyful. (Sam, P3)

DLMPS is the best because we all look after it. We are taught to be responsible. (Laura, P2)

You get to do lots of learning at our school. It's very good fun! (Ebonie, P1/2)

Our school is great because we read lots of books and do lots of hard work. The teachers are good. (Connie, P1)



Parents' views

As part of our ongoing self-evaluation we ask parents for their views. Below are a few (of many) comments made by parents/carers and how they feel about David Livingstone Memorial Primary School:



Brilliant school overall, with very committed teachers and staff.

Teachers offer time to discuss each child's development. Very open discussions and always encouraging.

Great, positive learning for our daughter, she is thriving!

Excellent school.

Really happy – love the school. Can see lots of learning and fun at the school.

All the staff are fantastic. My child has learned a lot since being there. She is confident and comfortable in their care. I always feel involved in what is happening in the nursery. (Nursery parent)

Excellent teaching. My child loves learning new things each day.

School staff are very welcoming and helpful.

Great communication with the staff.

The school is lovely, bright and cheerful.

Teachers are friendly and welcoming.

Great school, great staff, very welcoming and friendly.

A great environment for kids to learn.

Great to see all children very happy.

All the children's work is great and their singing is fabulous.

I think the school is amazing, it brings out the best in every child.

Our son loves school.

Staff are always available to listen.

Lovely displays in the school.

Very welcoming, friendly environment.

It is a lovely environment for my little girl to grow in. (Nursery parent)

Celebrating achievements

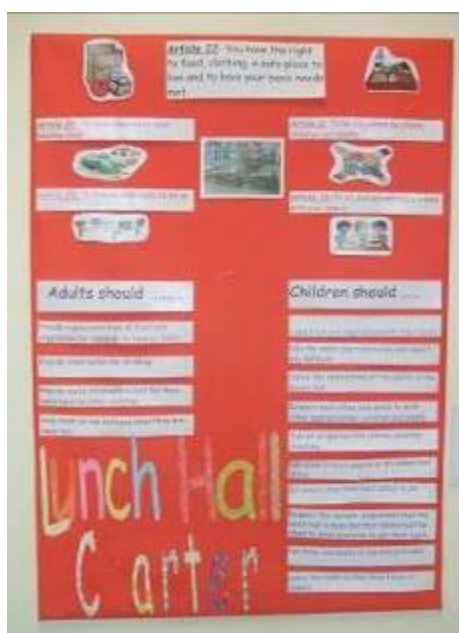
Children's achievements are celebrated in class and at our weekly assemblies. We also have a gallery in our school corridor which shows photographs of our wider achievements on a month to month basis. Parents/carers are encouraged to let us know about their child's achievements out of school so that these can be celebrated, too.



Each week all members of the staff in the school are encouraged to nominate children to receive a special Curriculum for Excellence award. Certificates are then awarded to children who have demonstrated that they are a successful learner, a confident individual, a responsible citizen or an effective contributor.

Our Rights Respecting School

David Livingstone Memorial Primary School was awarded Unicef's Level One Rights Respecting School Award in September 2014. This prestigious award aims to develop people's knowledge and understanding of the articles contained in the United Nation Convention on the Rights of the Child (UNCRC). It helps develop very positive behaviour in schools and allows all children to develop the 4 Capacities as outlined in Curriculum for Excellence through active, engaging and challenging lessons and activities. At the start of the session each class decides and agrees on its own Class Charter based on the articles contained in the UNCRC. We have also developed our own Lunch Hall Charter which outlines what we expect of all children and adults in our dinner hall.



5. 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 the knowledge, skills and attributes they will need if they are to flourish in life, learning and work, now and in the future.

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

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

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

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

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

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



Spiritual, social, moral and cultural values (Religious Observance)

Spiritual, social and cultural values allow children to develop their own beliefs and learn about those of others. It allows the individual to develop an understanding of the diversity in our society and their own roles in it. Pupils will reflect and use critical thinking to enhance their understanding of beliefs.

Our school chaplains, Mr Malcolm Anderson and Mr Murdo Macdonald, visit the school each term and have input in some of our school assemblies. They also support classes with a variety of RME topics. We make use of our local church for our Christmas Service, Easter Services and at the end of session service in June, weather permitting.

During the course of the year children are given the opportunity to take part in class assemblies held in the school hall. Parents are invited to see their child perform.



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.

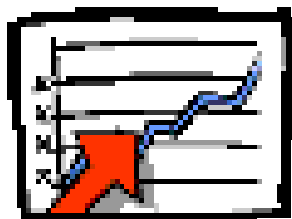
Parents may request that their children be permitted to be absent in order to celebrate recognised religious events. Advance notice should be provided to the school when children will be absent. Appropriate requests will be granted and the pupil noted as an authorised absentee in the register.



6. Assessment and tracking progress

Teachers carry out regular assessments on children in order to monitor their progress in all curricular areas. These assessments may be formative (informal) or summative (formal). Teachers may assess children by observing them as they complete an activity, or by asking children to complete a particular written task.

Children also engage in self and peer assessment across a variety of curricular areas. In order to be able to do this effectively, staff ensure that children are made aware of the learning intentions and success criteria at the start of each lesson.



7. Reporting

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

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

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



8. Transitions

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

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

Normally children attend the school in their catchment area. However, there are times when parents may wish their children to go to other schools. If you wish your child to go to another school then you may make what is known as a 'placing request'. If you live in South Lanarkshire and decide to submit a 'placing request', we are unable to reserve a place in your 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 **0303 123 1023**.



9. Support for Pupils

Getting it Right for Every Child

Getting it Right for Every Child is a commitment to ensure that your child has the best possible start in life and to improve outcomes 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 and www.scotland.gov.uk/gettingitright

Support for All (Additional Support Needs)

We are committed to providing an appropriate and high quality education to all our children. We believe that all children, including those identified as having additional support needs, have a common entitlement to both a broad and balanced curriculum, which is accessible to them, and to be fully included in all aspects of school life.

We are committed to inclusion and believe that all children should be equally valued in school. We will strive to eliminate prejudice and discrimination, and to develop an environment where all children can flourish and feel safe.

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.

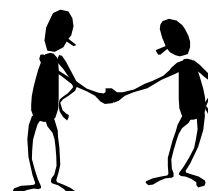
Enquire is funded by the Scottish Government to provide information on the framework for supporting children who require additional support for learning and to encourage positive partnerships between families, schools and local authorities to ensure children get the right support.

Enquire – the Scottish advice service for additional support for learning

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

Phone Helpline: 0345 123 2303

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



Email Enquiry service: info@enquire.org.uk

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

Enquire provides a range of clear and easy-to-read guides and fact sheets, including 'The Parents' Guide to Additional Support for Learning.

Working in partnership with parents / carers

We value the vital role that parents/carers play in a child's education and seek to work in partnership with them in order to ensure that all children have the opportunity to maximise their potential.

If your child needs extra help or support in school they can be described as having additional support needs. Children may need additional support for a short time, or a longer period and for a variety of reasons.

Should your child require additional support for a particular aspect of their learning, a meeting will be arranged with their class teacher and/or a member of the Senior Management Team to discuss our plans. This may involve some input from our visiting Specialist Support Teacher and/or an external agency such as Psychological Services, Speech and Language Therapy, Occupational Therapy or a visiting Visual/Hearing Impairment member of staff.

If your child requires an individual programme for Literacy, Numeracy or Health and Wellbeing, an Additional Support Plan (ASP) will be established. Within this, specific targets will be set for your child. These targets will be broken down into small, attainable steps so as to enable your child to achieve success. Both parents/carers and the child will be consulted in the planning and review of any ASPs. Ideas and materials for supporting learning at home will also be discussed at these meetings.

10. School Improvement

Each year we produce a School Improvement Plan which identifies what we plan to do to improve our school over the next 12 months. Some of our improvement priorities may be in response to government guidance, whilst others will be more personally related to the needs of our own school. Staff, children and parents/carers are consulted on the contents of our Improvement Plan and we issue a summary of its contents to parents/carers at the start of each new session.

At the end of each year we review our Improvement Plan to identify the impact that the progress we have made has had on learners. Here is a summary of what we achieved during 2016/17:

Priority 1: Raising attainment in literacy

We introduced North Lanarkshire Literacy in P1 and P2. This had a positive impact on children's early literacy skills with more children able to say all of their initial sounds by the end of the session. We also introduced ERIC (Everyone Reading in Class) time which led to a significant increase in the number of children who said that they read for enjoyment and we trialled Open Doors library sessions for children and their parents. Many of our support staff were trained in the use of a resource called the '5 Minute Box'. This successfully led to an improvement in the phonological skills of identified children.

Priority 2: Religious and Moral Education through Sustainable Education

Having reviewed our existing RME pathway against other establishments, we devised a new RME programme of study which contains some links to Learning for Sustainability. As a consequence of the results of pupil consultation, RME lessons are now more active in nature and contain increased opportunities for collaborative learning.

Priority 3: Primary Languages 1 + 2 + 3

We identified where a 3rd language can be introduced to all children in P5-7 in line with their class topics. This has helped us to identify staff training needs. The whole school learned Scots as part of Scots Week and Scottish Book Week and children in the P6/7 class were introduced to Mandarin.

French is now delivered in all classes, including the Nursery, in line with South Lanarkshire Council's Primary Languages Learning Strategy with increased progression between stages. Having consulted with the children, we know that they enjoy learning French in most classes. We successfully introduced P7 French Ambassadors who supported the Nursery children to help them learn a wide range of French songs and games.

During 2018/19 our improvement priorities are as follows:

Priority 1: To raise children's attainment in Literacy and English.

- We will introduce 'Rhyme Time' in the Nursery.
- We will introduce a 'Word of the Week' in all classes to help increase children's vocabulary.
- We will introduce Catch-Up Literacy to selected children to help raise their attainment in reading.
- We will introduce Big Writing in P1-P7 and organise a curriculum event for parents/carers.

Priority 2: To develop all stakeholders' understanding of the wellbeing indicators and improve children's Health and Wellbeing through the introduction of Nurture.

- We will revise our school's Additional Support for Learning and Inclusion policy.
- We will introduce monthly 'Wellbeing' assemblies.
- We will train one teacher and one member of support staff in Nurture and set up a Nurture room in the school.
- We will introduce 'Stay, Play and Learn' sessions for Nursery, P1 and P2 parents/carers.
- One member of Nursery staff will attend 'You and Your Child' training and then will deliver a series of parental workshops based on child development.
- P1-P7 children will begin setting their own termly targets for Literacy, Numeracy and Health and Wellbeing.

Priority 3: To develop consistency in the use of planning and assessment across all stages.

- We will develop new planning pro formas for use by all P1-7 staff.
- We will revise our school's Tracking and Monitoring system.
- We will develop a school Assessment Calendar.
- We will introduce Standardised Assessments in P1, P4 and P7.

In addition, we have identified other priorities which follow on from things that have been included in previous years' Improvement Plans. These are as follows:

- We will further embed the learning, teaching and assessment of French (Language 2) across all stages.
- We will train some staff in the use of Language 3 and introduce a 3rd language to some P5-7 classes.
- We will introduce North Lanarkshire Literacy into P3.
- We will introduce the First Minister's Reading Challenge to P1-3.

- We will develop increased consistency in the teaching of Literacy and Numeracy across all P1-7 classes.
- We will review and evaluate our revised programme of study for Religious and Moral Education.

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 (where your take home pay is less than £610 per month), Job Seeker's Allowance (income based), Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £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 receive 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 morning break or lunchtime.

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

Pupils in:

- Primary 1 - 3 receive a free school lunch.
- Primary 4 - 7 meal cost is £1.60

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.

Our school uniform consists of:



Blue shirt and tie

Black trousers/skirt

School sweatshirt

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.

Allergies

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

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

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

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

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

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

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

Support for parent/carers

Clothing grant

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

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).

Holiday dates and in-service days

A list of holiday dates is issued to all parents/carers at the start of each session. We also include important dates to remember in our monthly school newsletter.

The school holiday dates and in-service dates are available from the local authority website, www.southlanarkshire.gov.uk. In-service dates are days when staff undertake development work related to the school and children should not attend.

School holiday dates for session 2018/19 are at the back of this handbook.



Enrolment – how to register your child for school

Annual enrolment takes place in January. Details are advertised in the local press and also at the local nurseries. Children who reach their fifth birthday between March 1st 2013 and end of February 2014 are eligible for enrolment for in the Primary 1 class beginning in August 2018.

If your child is starting school for the first time you must enrol your child at their catchment school in January. If parents want their child to go to another school, they must enrol in the first instance with their catchment school and ask for an information leaflet that provides details on how to make a placing request. Forms are available from the SLC website – www.southlanarkshire.gov.uk, schools, Q and A offices or by contacting Education Resources, Almada Street, Hamilton, phone **0303 123 1023**. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

Enrolment date for 2018 is week commencing 15 January 2018.

When you enrol child at the school, all particulars are noted and your parental rights will be explained to you. You should bring with you your child's full birth certificate, as well as 2 proofs of residency, e.g. utility bills, bank statements, etc.

Towards the end of the academic year in May, new pupils are then invited to spend some time in the school when they will meet their new teacher, get the chance to familiarise themselves with their classroom and experience a selection of active learning activities.

While the children are in class, parents/carers will have the opportunity to talk to one another. The Head Teacher will answer any questions and offer some practical advice to make the transition to school as smooth, enjoyable and rewarding as possible.

Parents/carers seeking to enrol their child in our school at other times are warmly invited to visit the school to look around. This can be arranged by calling at the school or by telephoning the Head Teacher to make an appointment.

P1 children will attend for a full day from Thursday, 16 August 2018.



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 from Education Resources in Hamilton (telephone **0303 123 1023** or look at the website 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 **0303 123 1023**.

(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.



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.

Family holidays during term time

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

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

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

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

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

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



Promoting positive behaviour

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

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

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

In addition, a guideline (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 receive an annual update 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 Council's are the driving force for ensuring that agencies individually and collectively work to protect children and young people as effectively as possible.

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

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

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

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

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

Information on emergencies

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

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

If for any reason, you are unsure if the school is open 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.

Data Protection Act 1998

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



Education Resources

School holiday dates - Session 2017/2018

Break	Holiday dates		
First Term	Teachers return	Tuesday	15 August 2017
	Pupils return	Thursday	17 August 2017
September Weekend	Close	Thursday	21 September 2017
	Re-open	Tuesday	26 September 2017
October Break	Close on	Friday	13 October 2017
	Re-open	Monday	23 October 2017
Christmas	Close on	Friday	22 December 2017
Second Term	Re-open	Monday	8 January 2018
February break	Close on	Friday	9 February 2018
	Re-open	Wednesday	14 February 2018
Spring break/Easter	Close on	Thursday	29 March 2018
	Re-open	Monday	16 April 2018
Third Term			
Local Holiday	Closed	Monday	7 May 2018
Local Holiday	Close on	Thursday	24 May 2018
	Re-open	Tuesday	29 May 2018
Summer break	Close on	Thursday	28 June 2018

Notes

- ◆ Good Friday falls on Friday, 30 March 2018
- ◆ *Lanark schools will close 7 and 8 June 2018*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 22 December 2017 and Thursday 29 March 2018)
- ◆ Schools will close at 1pm on the last day of term 3 (Thursday, 28 June 2018)



Education Resources

School holiday dates - Session 2018/2019

Break	Holiday dates		
First Term	Teachers In-service	Tuesday	14 August 2018
	In-service day	Wednesday	15 August 2018
	Pupils return	Thursday	16 August 2018
September Weekend	Close on Re-open	Thursday Tuesday	20 September 2018 25 September 2018
October Break	Close on Re-open	Friday Monday	12 October 2018 22 October 2018
	In-service day	Monday	19 November 2018
Christmas	Close on Re-open	Friday Monday	21 December 2018 7 January 2019
Second Term			
February break	Close on Closed on	Friday Monday and Tuesday	8 February 2019 11 February 2019 12 February 2019
	In-service day	Wednesday	13 February 2019
Spring break/Easter	Close on Re-open	Friday Monday	29 March 2019 15 April 2019
	Close on Re-open	Thursday Tuesday	18 April 2019 23 April 2019
Third Term			
Local Holiday	Closed	Monday	6 May 2019
	In-service day	Tuesday	7 May 2019
Local Holiday	Close on Re-open	Thursday Tuesday	23 May 2019 28 May 2019
Summer break	Closed	Friday	28 June 2019
Proposed in-service days	*Proposed date for teachers return (subject to consultation)		

Notes

- ◆ Good Friday falls on Friday, 19 April 2019
- ◆ *Lanark schools will close 6 and 7 June 2019*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 21 December 2018 and Friday 29 March 2019)
- ◆ Schools will close at 1pm on the last day of term 3 (Friday 28 June 2019)
Two in-service days proposed for August 2019 to be confirmed.

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

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