



# David Livingstone Memorial Primary School Handbook 2024



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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](mailto:education@southlanarkshire.gov.uk).



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

January 2024

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 they are about to begin their education at our 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 learn and grow. 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 their full potential by boosting their self-esteem and by enhancing their personal and social development through providing equality of opportunity for all.

We look forward to welcoming you and your child to our 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 H Callender**  
**Head Teacher**

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



**INVESTORS  
IN PEOPLE**



**Healthy  
Working  
Lives**

# 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 19<sup>th</sup> 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 everyone is a respected member of our school community. The school provides children with opportunities to participate responsibly in decision-making, to take on leadership roles, as well as to offer friendship and support to others. 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 responsibility to treat others with the same respect. Within the school, we are all aware of the need to be sensitive and responsive to each child's wellbeing. By modelling this behaviour, we hope to promote effective learning and wellbeing for all within the school.

We believe it is important for all the children to be confident in both their academic abilities and their social skills in order 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 children to participate in modern, relevant, enterprising and enjoyable events and activities so that they may each experience a broad curriculum which is both stimulating and motivating.

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

We aim to provide an inclusive and nurturing environment where everyone can learn and grow.

## Our Values

- Respect
- Include
- Nurture



## Our Motto

"I will go anywhere, provided it be forward." (Dr David Livingstone)

## **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.

The priorities for all schools in South Lanarkshire are set out on the back page of the handbook.



## **2. About our School**

### **School details**

School Address	David Livingstone Memorial Primary School Morven Avenue Glasgow Road Blantyre G72 9JY
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Phone Number	01698 823680
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Fax Number	01698 712830
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Present Roll	277 (including Nursery class)
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Maximum roll	363
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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 the one level, an ICT area, a gym hall, 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.

Our school building is modern, with up-to-date facilities throughout. These include:

- 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
- 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/carers, 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 Nicolson. 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 Mrs Fiona Leggate.

### **School / community links**

Many different agencies contribute to the life of our school including specialist support staff, Psychological Services, Community Police, Social Services, Active Schools, NHS partners and many others.

School website address: [www.davidlivingstone-pri.s-lanark.sch.uk](http://www.davidlivingstone-pri.s-lanark.sch.uk)

School email address: [office@davidlivingstone-pri.s-lanark.sch.uk](mailto:office@davidlivingstone-pri.s-lanark.sch.uk)

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

### **School hours**

Our normal school hours on Mondays to Fridays are as follows:

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.





## Attendance at school

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.

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 being 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.

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



## 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 speak to the Head Teacher.





## Visitors to our school

Should you wish to visit the school, please contact the Head Teacher so that a suitable appointment can be made.



## 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 also note that the 'drop off zone' at the front of the building is not to be used for parking.



## Emergency Arrangements

In the event of an emergency at the school, children and staff will be evacuated to the St Joseph's Primary School in Blantyre, where arrangements will be made to send pupils home. It is, therefore, important that you keep us informed about any changes to your contact details so that we are able to phone you straight away.

## 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 by contacting Education Resources at South Lanarkshire Headquarters in Hamilton.

South Lanarkshire Council  
Almada Street  
Hamilton  
ML3 0AE

Phone: 0303 123 1015

### 3. 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, as well as their achievements out of school.

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 our school chaplain, Reverend Murdo Macdonald. He works 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 and good relationships, such as Blantyre Library, Bonnie Blantyre, Victoria House Care Home and Asda.

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. For this reason, each year we support different charitable organisations, including Children in Need, The Hamilton District Foodbank and Cash for Kids.



#### Children's views

Here is what children from our Pupil Council think about David Livingstone Memorial Primary School:

*"I like playing with my friends. In P1, we play with lots of different toys every day. I play with the kitchen and the blocks. I also like drawing and writing. We get to choose what we want to do and I can be with my friends." (P1 child)*

*"We do lots of fun things. Everyone is very kind. The teachers are also very kind. I like having time in the Play Corridor because I get time to be with my friends." (P1/2 child)*

*"Everyone is kind to each other. The teachers help us to learn new things. At the end of each day, we have 'Happy Time' and we all get the chance to play in class." (P2/3 child)*

*"Staff always help you. We get lots of toys to play with. We do fun things in class and our teachers are all good." (P3 child)*

*"The topics are fun and we get to go on school trips. I like PE because we do lots of different things. I always feel safe in school. The staff are all really nice because they are always kind and make the time to talk to you. I like having the chance to go out and play in the MUGA too." (P4 child)*

*"The teachers and staff are very kind. If anyone was to get hurt, someone would help them. I like the topics that we do because they are very interesting and we get to learn lots of facts about new things." (P4/5)*

*"If something bad happens, there is always someone to help you. The learning in the school is very educational and the teachers make it as fun as possible to learn." (P5 child)*

*"We are a very kind-hearted school and treat others the way that we want to be treated. The Pupil Council have a very important job to do in the school and help to make changes." (P6 child)*

*"P6 children get the chance to be nursery buddies and the children in P7 take care of the P1s. This helps the younger children and shows them how they should behave." (P6/7 child)*

*"We do lots of fun things in our classes that help us to learn. There are lots of nice staff. All the children in the school are really kind and help one another." (P7 child)*

### **Parents / carers' views**

As part of our ongoing self-evaluation, we ask families for their views. Below are a few of the many comments that we have received:

- *Every child is included and supported to meet their individual needs.*
- *The children are a credit to the school.*
- *Teachers and staff are very friendly and welcoming.*
- *Really loved seeing the kids showing of all their work.*
- *Great show. My emotional balance is now in need of repair!*
- *Great being able to see the different methods that are being used to learn.*
- *Children enjoyed working with their parents and enjoyed cooking sushi. Thank you for inviting me in to the school to share this experience.*
- *Loving all the hard work that the whole staff and school is doing, helping the children each and every step of the way. Really proud to be part of the family.*
- *It was amazing to see what the children have been working on and the interest they have shown in it.*

### **View of external partners**

As a school, we work with a range of partner agencies and make good use of members of our wider community to help enhance the children's learning. Here are some of the views recorded from some of the visitors to our school:

- *All staff are incredibly welcoming, helpful and child-centred.*
- *Staff go out of their way to make adaptations to support children with ASN.*
- *It is an inclusive and nurturing school with staff who are reflective and open to advice.*

- *Strong leadership team with high expectations who also make time and effort to really get to know their pupils and families.*
- *Pupils in the school are very well-mannered and polite when a visitor is in the school or in their class.*
- *Good partnership working – DLMPS has good links with outside agencies and strong relationships which makes for high quality multi-agency working and opportunities.*

In February 2023, we were inspected by Education Scotland and received the following feedback in terms of our school's strengths:

- *Children who are friendly, caring, and motivated to learn, across the school and nursery. They work well together, support one another, and demonstrate the school values well. They feel happy, safe, and included in decisions about school life.*
- *The highly effective leadership of the headteacher. She promotes a strong sense of teamwork, with everyone involved in progressing the work of the school and nursery. She is supported ably by the depute headteachers and principal teachers.*
- *Staff work well together to create a calm, inclusive atmosphere across the school and nursery. They create welcoming, nurturing learning environments where children and adults are respectful and kind.*
- *The headteacher, senior leaders, teachers and practitioners use a wide range of information very effectively to ensure all children make progress in their learning.*
- *The relentless focus on improving outcomes for children, particularly in literacy and English.*

### **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. We also have weekly 'Star Writer' awards, as special Head Teacher certificates for anyone who has achieved something exceptional.

## 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 Nations 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.



## Our School House System

We have a House System in the school. All the children from P1-7 are divided into one of 4 different houses: Balmoral, Bothwell, Edinburgh or Stirling. Working as a team, all of the children are trying to gain as many house points as possible in the hope that they will win a special end of term treat. P7 children are also elected as House Captains and Vice Captains.



## Want to Know More?

To find out more about our school, please look at our school website ([www.davidlivingstone-pri.s-lanark.sch.uk](http://www.davidlivingstone-pri.s-lanark.sch.uk)) or scan the QR code below on your smart phone or other device to hear different members of staff speak on our Thinglink.



## 4. Staff List

### Senior Leadership Team

Head Teacher	Mrs L Callender
Depute Head Teacher (0.6 FTE)	Mrs A McGeehan
Depute Head Teacher (0.4 FTE)	Miss J Lattimer
Principal Teacher (0.6 FTE)	Miss J Lattimer
Principal Teacher (0.4 FTE)	Mrs K Crawford (currently on maternity leave)
Acting Principal Teacher (0.4 FTE)	Mr A Burns

### Class Teachers

Mrs J Bannatyne	Miss L Brown	Mrs K Buchan
Mr A Burns	Mrs C Grady	Mrs B Jeffrey
Miss A Livingstone	Miss J MacDonald	Miss G Marshall
Miss S Martin	Mrs E Park	Miss K Petrie
Miss N Ritchie	Miss D Sharkey	Mrs A Simpson
Mrs E Sorbie	Mrs J Sommerville	Mrs L Young

<b>Early Years Team Leader (0.6 FTE)</b>	Miss J Bell
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<b>Acting Early Years Team Leader (0.4 FTE)</b>	Mrs Margaret Dickson
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## **Early Years Practitioners**

Mrs V Anderson

Mrs E Angus

Mrs P Caskie

Miss K Graham

**Early Years Support Assistant**      Mrs T Gilmartin

**Support Staff**                      Mrs MC Hood (Acting Team Leader)

Mrs M Burns

Mrs L Duffy

Mrs P Feenie

Mrs L Johnstone

Mrs LA McGall

Miss M Morgan

Mrs S Morton

Mrs M Mullarkey

Mrs L Pinchbeck

**Janitor**                              Mrs N Wood + 4 Cleaners

**Dining Staff**                      1 Cook + 4 Dining Assistants

**Educational Psychologist**                      Miss H Kyle

**Visiting Specialist Support Teacher**                      Mrs C Rice

**YFCL (Youth, Family Community Learning) Officer**                      Mrs C Stewart

## **5. Attendance**

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. It is important for the school to work with parents/carers in encouraging children to attend school. All absences 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 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.

Requests for your child to be absent from school to make an extended visit to relatives either in the UK or overseas 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 unauthorised absence.

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 (see Section 7).



### **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 as soon as possible. We shall keep in touch by the most appropriate method at the time normally through text message, and via our social media channels.

In cases of severe weather in the morning, such as snow and a heavy frost and if there is a reason the school cannot open in the morning at the normal time, we will adopt the protocol for a delayed start until 10am.

If this is the case a message via social media and on the Council's website will be posted.

The Council's website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) will be used to let you know if the school is closed or has a delayed start. Further information will be provided later in the day as to whether the school will be open as normal the next day.

### **Things we need you to do:**

- It is important for parents/carers to let the school know of any change to your mobile/home telephone number and change of address.
- If, for any reason, you are unsure if the school is open, please visit the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or email [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk)

#### **a) Your commitments**

We ask that you:

- support and encourage your child's learning – ask them what they have been doing.
- respect and adhere to the school's policies and guidance.

- 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.

### **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 able to demonstrate they have been unable to obtain leave during the school holiday period.

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

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

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

## **6. Parental Involvement / Parent Council**

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](http://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.

Every parent with a child at school is automatically a member of our parent forum. The Parent Council is a formal group, with a constitution, and acts as the Parent Voice of the school.

To find out more on how to be a parent helper, or a member of the Parent Council, please contact the school or visit our website.

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

- Parentzone – [www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk)
- Engage Parent Forum – [www.engageforeducation.org](http://www.engageforeducation.org)
- National Parent Forum for Scotland – [www.educationscotland.gov.uk/parentzone](http://www.educationscotland.gov.uk/parentzone)
- South Lanarkshire Council – [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education.

Parentzone Scotland also has details about schools, including performance data for school leavers from S4-S6 and links to the national, local authority and school level data on the achievement of Curriculum for Excellence levels.



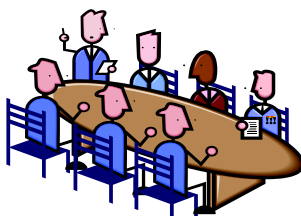
We highly value the positive relationships and effective partnership working that we have established with our parents/carers. Parents/carers are warmly welcomed in school and we frequently hold events to encourage them to become more involved in their children's learning. We also invite them to share 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 or by email ([dlmpsparentcouncil@gmail.com](mailto:dlmpsparentcouncil@gmail.com)).

Chairperson:	Debi Trevett
Secretary:	Michelle Wardlaw
Treasurer:	Marie Charlton



## 7. 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 forward looking, coherent, flexible and an 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.

The curriculum places learners at the heart of education and at its centre are four fundamental capacities - successful learners, confident individuals, responsible citizens, and effective contributors. It 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.

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://Scotland's Curriculum for Excellence (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.



## **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 chaplain, Mr Murdo Macdonald, visits the school each term and has input in some of our school assemblies. He also supports classes with a variety of RME topics. In addition, we make use of our local church for our Christmas Service, Easter Services and at the end of session service in June.



## **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.

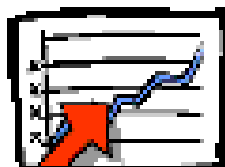
Parents may request that their children be permitted to be absent in order to celebrate recognised religious events. Advance notice should be provided to the school when children will be absent. Appropriate requests will be granted and the pupil noted as an authorised absentee in the register.

## **8. Assessment and Tracking Progress**

We want to share with you information on how your child's learning is progressing. 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 or practical 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.

Future learning is then planned based on the results of these assessments.



## 9. 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 bi-annual parents' meetings which offer you the opportunity to discuss your child's learning with their class teacher(s).

Our 'learner 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.



## 10. Enrolment and Transitions

### 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](http://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.help@southlanarkshire.gov.uk](mailto:Edsuppserv.help@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.

If your child is due to start school in August 2024, you can enrol online from Monday 8 January 2024. Your catchment school will contact you between Monday 15 to Friday 19 January 2024 to confirm your enrolment.

If your child attends the nursery of your catchment school, please do not assume that they will automatically be transferred. You must register them as normal at the school that is in the catchment area for your home address

If parents want their child to go to another school, they must enrol in the first instance with their catchment school and intimate that they wish to make a placing request. An online placing request form is available from the SLC website – [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or by contacting [edsuppserv.helpline@southlanarkshire.gov.uk](mailto:edsuppserv.helpline@southlanarkshire.gov.uk) or phone **0303 123 1023**.

## **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 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 [edsuppserv.helpline@southlanarkshire.gov.uk](mailto:edsuppserv.helpline@southlanarkshire.gov.uk) or **0303 123 1023**.

## **Transition from primary to secondary school**

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 on events designed to support P7 children before they move on to secondary school.



# **11. Support for 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, perhaps 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](http://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](mailto:info@enquire.org.uk)

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

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

### **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 Leadership 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.



## **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 theory and its application and how positive relationships can make a difference to outcomes.

#### ***How can I find out more?***

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

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

## 12. 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. A full copy of our Improvement Plan is available for any parent/carer who wishes to read this document and it is also placed on our school website.

We provide regular updates on our improvement priorities through items in the school newsletter and the Head Teacher also presents a report at Parent Council meetings.

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 2022/2023:

### **Priority 1: To raise attainment in Literacy**

- We established a Reading Schools Leadership Group and a staff working group to support the development of reading for pleasure across the school. We also successfully achieved a Gold Reading Schools Award.
- We refreshed all our class libraries.
- All classes had the opportunity to visit Blantyre Library.
- We introduced new novels linked to our class interdisciplinary topics.
- A few classes engaged in book-themed activities with other schools in the Learning Community.
- We developed a community library in our school to increase parental and community involvement in the development of reading for pleasure.
- We organised a whole school Literacy Open Day for all classes, with a focus on developing children's reading skills.
- Working in partnership with other schools in our Learning Community, we developed new reading assessments for all stages.
- We organised and delivered targeted support for identified children who were not on track for Reading and Writing.

### **Priority 2: To raise attainment in Numeracy**

- 2 members of staff were trained in Maths Recovery.
- Staff engaged in professional development to support increased consistency in the teaching of mental maths across the school.
- Unfortunately, due to staff absence, we were unable to develop termly Maths challenges for all pupils.
- We organised a whole school Numeracy Open Day for all classes, with a focus on the development of mental maths skills.
- We organised parent and child cookery sessions for our P4-6 children to support family learning experiences linked to Numeracy and Maths.
- We organised and delivered targeted support for identified children who were not on track for Numeracy.

### **Priority 3: To promote the positive health and wellbeing of children, parents, carers and staff**

- Staff at all levels engaged in professional learning organised by Barnardo's linked to personal wellbeing and the awareness of others' wellbeing, and how these can be supported in school.
- We provided increased opportunities for children to participate in extra-curricular activities.
- We began the process of reviewing our school's vision, values and aims by consulting with children, parents and staff. In 2023/02024, we will organise a competition to let children decide how these should be displayed in the school.
- Unfortunately, we did not have the opportunity to review our Promoting Positive Relationships Policy. This will be carried over into 2023/2024.
- We are still in the process of applying for a Nurturing Schools Award and hope to achieve this this in 2023/2024.
- We used the skills and experience of a Youth Family Community Learning (YFCL) Officer to support improved attendance and punctuality for identified children.
- All children were provided with a home learning pack, including IT equipment if needed. All of our clubs and transport costs for school visits were fully funded using our Pupil Equity Funding.
- We organised a number of supported study and homework clubs to support targeted children.
- Educational excursions for all targeted children were fully funded by the school.



During 2023/2024 our priorities for the school are as follows:

#### **Priority 1: To review the existing curriculum, with a key focus on the development of STEM (Science, Technology, Engineering and Mathematics)**

- We will liaise with parents/carers, children and staff at all levels to create a revised curriculum rationale and curriculum map for the school.
- We will discuss with staff and pupils how we will meet the 6 entitlements of the Broad General Education (BGE) within our school.
- We will ensure all staff engage with South Lanarkshire Council's Science Skills Framework and supporting resources.
- We will purchase new resources to support the delivery of STEM (Science, Technology, Engineering and Mathematics) lessons.
- We will work collaboratively to plan Year 1 of South Lanarkshire Council's Science Skills Framework.
- We will plan termly STEM challenges.
- We will invite parents/carers to participate in a STEM challenge.

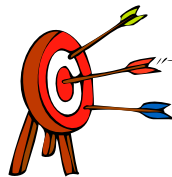
#### **Priority 2: To increase opportunities for play-based learning across the school**

- We will have a staff awareness-raising session on the key messages from 'Realising the Ambition: Being Me'.

- We will familiarise ourselves with 'The Case for Play in Schools: A Review of the Literature' by Anne Ardelean, K Smith and W Russell (2021).
- We will introduce full play-based learning in Primary 1.
- We will review and timetable the play corridor for Primary 2.
- We will introduce free-flow play in Primary 2.
- We will investigate ways to increase opportunities for play outdoors using the OPAL resource.
- We will gather resources to support play outdoors.
- We will increase opportunities for outdoor play and learning in both playgrounds.
- We will have open door sessions for all classes to allow parents/carers to engage in play alongside their children.

### **Priority 3: To promote the positive health and wellbeing of children, parents, carers and staff**

- We will undertake training on South Lanarkshire Council's Skills Framework.
- We will identify a Skills Ambassador for the school.
- We will work with other Skills Ambassadors within the Learning Community to develop a rolling programme for the development of skills within each Curriculum for Excellence level.
- We will liaise with other schools in the Learning Community to identify opportunities for skills development across the curriculum and identify ways in which these can be evidenced and recorded.



### **The use of funding to support pupil equity**

As a school, we receive money from the Scottish Government in relation to the number of children who receive free school meals. This money is known as 'Pupil Equity Funding' (PEF) and this year we have been allocated £62,640. After consultation with staff, children and parents/carers when PEF was first allocated to schools, we decided to use this money to fund an additional 2 members of permanent staff, namely a part-time class teacher and a full-time support assistant.

This year, we have also employed a Youth Family Community Learning Officer 1 day a week. She works with children and families to support family learning, as well as to help improve pupil attendance and punctuality. In addition, we have agreed to purchase additional Numeracy and Literacy resources, together with new resources to support children's health and wellbeing across the school. Other funding will be used to promote increased equity in relation to home learning, as well as to reduce the cost of the school day for families.

As part of participatory budgeting, we have also allowed stakeholders to take responsibility for deciding how 8% of our PEF money (£5,011.20) will be used. Following an extensive consultation exercise, it was agreed that this would be spent on funding external coaches to deliver extra-curricular clubs, as well as to support the cost of educational excursions.



## **13. School policies and practical information**

### **School/Nursery Meals**

#### **Nursery class**

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.

#### **Primary pupils**

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

For their lunch each day pupils have the option to choose from two hot meal options plus a snack 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.

Milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at morning break or lunchtime.

Pupils in:

Primary 1 - 5 receive a free school lunch.

Primary 6 - 7 meal cost is £2.05.

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.

#### **Adapted diets**

If your child within Nursery, Primary or Secondary requires an adapted 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 halal or vegan diet request for your child, please speak to the school 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 £726 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 £8,717 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your

gross annual income does not exceed £18.725 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.



## Breakfast Club

Our school offers a Breakfast Club for all children. There is no charge for this and children will be offered the choice of Weetabix/toast/fresh fruit and a cup of water/milk. Children coming to Breakfast Club should enter the school via the main door **between 8.15am and 8.35am**. Unfortunately, we will be unable to accept any children outwith these times.

Children will be supervised by 2 support assistants and they are expected to show responsible and safe behaviour at all times, following the same rules that apply in our dining hall at lunchtime. Children will then be dismissed into the playground at 8.45am, at the same time as the school gates open for all our other pupils.



## 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.



## 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. This also now includes nursery children aged 3 and 4 years old.

Applications can be made online at [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk). If you are required to submit evidence of your Tax Credit income it is important that a copy of this evidence is attached to

your online application. Should you require further information, or you are unable to submit an application online then please contact the helpline number **0303 123 1011** (option 5).

### **School hours/holiday dates**

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](http://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 2024/2025 are at the back of this handbook.



## **Transport**

### **School transport**

South Lanarkshire Council has a policy of providing school transport to primary pupils who live more than one mile by the recognised shortest walking route from their catchment school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should complete a form online [www.southlanarkshire.gov.uk](http://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](http://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.

## **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 is done so 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.

## **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 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 on Line 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 the head of the educational establishment which your child attends.

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](http://www.childprotectionsouthlanarkshire.org.uk)

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

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

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

## **Privacy Notice**

### **Introduction**

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

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

### **Using your personal information**

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

### **Information we collect from you about you and your child at enrolment.**

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

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

### **Information we collect at other times.**

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

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

If you make a request for additional support such as an educational psychologist or other support for learning, we will ask for more detailed information to allow us to provide the most appropriate support for your family. This may include information about family circumstances or medical conditions.

If there are concerns about your child’s wellbeing and/or your child has needs that may require additional support, we will wish to work with you to collect and consider information to enable us to help you get the right support at the right time in line with the Getting it right for every child approach.

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

**Information that we collect from other sources.**

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

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

**Why do we need this information?**

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

- for the education of children, young people and adult learners
- for teaching, enrolment, and assessment purposes and to monitor the educational progress of children, young people and adult learners
- to keep children and young people safe and provide guidance services in school
- to identify where additional support is needed to help children, young people and adult learners with their learning
- to maintain records of attendance, absence and behaviour of children and young people (including exclusions)
- to support children and young people moving on each year from nursery to primary, primary to secondary and when they move or leave school
- to help us develop and improve education services provided for young people, adult learners, or families

In accordance with our legitimate interests as an education authority we will also use your information to create statistical reports.

**We will share your information with:**

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

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

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

([https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general\\_privacy](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

### School holiday Dates Session 2024/2025

Break	Holiday dates		
<b>First Term</b>	<b><i>Teachers In-service</i></b>	<b><i>Monday</i></b>	<b><i>12 August 2024</i></b>
	<b><i>In-service day</i></b>	<b><i>Tuesday</i></b>	<b><i>13 August 2024</i></b>
	Pupils return	Wednesday	14 August 2024
September Weekend	Closed on Re-open	Friday Tuesday	27 September 2024 30 September 2024
October Break	Closed on Re-open	Monday Monday	14 October 2024 21 October 2024
	<b><i>In-service day</i></b>	<b><i>Monday</i></b>	<b><i>11 November 2024</i></b>
Christmas	Closed on Re-open	Monday Monday	20 December 2024 6 January 2025
<b>Second Term</b>			
February break	Closed on	Monday & Tuesday	17 February 2025 18 February 2025
	<b><i>In-service day</i></b>	<b><i>Wednesday</i></b>	<b><i>19 February 2025</i></b>
Spring break/Easter	Closed on Re-open	Friday Monday	4 April 2025 22 April 2025
<b>Third Term</b>			
	<b><i>In-service day</i></b>	<b><i>Thursday</i></b>	<b><i>1 May 2025</i></b>
Local Holiday	Closed	Monday	5 May 2025
Local Holiday	Closed on Re-open	Friday Tuesday	23 May 2025 26 May 2025
Summer break	Close on	Wednesday	25 June 2025

#### Notes

- ◆ Good Friday falls on Friday, 18 April 2025
- ◆ *Lanark schools will close Thursday, 12 June 2025 and Friday, 13 June 2025*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 20 December 2024 and Friday, 4 April 2025)
- ◆ Schools will close at 1pm on the last day of term 3 (Wednesday 25 June 2025)

## **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](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

National Parent Forum for Scotland; [www.npfs.org.uk](http://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 literacy, numeracy and health and wellbeing.

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

Information on the Senior Phase

Information on Skills for learning, life, and work

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

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

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

## **Assessment and Reporting**

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

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

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting, and profiling.

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

## **Transitions**

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

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

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

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

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

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

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

## **Support for Pupils**

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

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

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

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

## **School Improvement**

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

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

Scottish Credit and Qualifications Framework (SCQF)

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

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

## **School Policies and Practical Information**

**National policies, information and guidance can be accessed from the Scottish Government website on [www.gov.scot](http://www.gov.scot) with an update on school inspection outcomes being available via the Education Scotland website.**