



Education Resources



Respect, Friendship, Achieve, Positive, Learning

Together we learn we grow

***School and Nursery Handbook
January 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.

1) Introduction by the Head Teacher

Dear Parent

May I extend a warm welcome to you on behalf of our pupils, our families, our staff and all those associated with Robert Smillie Memorial Primary School.

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 lives and prospects for everyone in 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.

At Robert Smillie, we are very committed to working together, staff, pupils, family, community and partners, to ensure that all our children receive the highest quality education that we can provide.

Our school has a strong identity and a solid commitment to our shared vision, values and aims.

Our Vision:

Together, we learn, we grow

Our Values:

Respect, Achieving, Friendship, Positive, Learning

Our Aims:

We aim to have better academic performance than schools of a similar demographic, and to have pupil attainment at least in line with the national average.

We aim to give all children excellent opportunities to achieve and develop their skills across a broad curriculum

We aim to achieve equity for all pupils.

Everything we do reflects our values, our vision and our aims. Through these we are very focused on improving the outcomes for all our children and ensuring that our school is the best it can be.

We are passionate about our work with children. Working with many agencies and partners takes place to help our children develop positive attitudes to themselves as learners and to respect themselves and others.

We focus on academic skills as well as developing each child as an individual, supporting all emotionally and intellectually. We know this is the way to develop happy, successful children. It is also the way to build the skills our children need for learning, for life and for work.

We see the partnership between parents and school as central to supporting each child's progress and we would wish you to be actively involved in our school through the various

events and activities that occur throughout the school year. We look forward to meeting you and working with you at many school events. Please be involved and play an active role in the life of our school.

We hope that the following pages will give you a flavour of our school.

Kindest regards

Roland Peck (Head Teacher)

2) About our school

Robert Smillie is a Non-denominational Primary School with Nursery Class. We have 205 school children in 8 classes from Primary 1 to Primary 7 and a 40/40 Nursery. Robert Smillie also hosts a Local Authority Nurture class (Jigsaw House) with up to 8 children placed with us each day.

Contact details.

Robert Smillie Memorial Primary
Glen Avenue
Larkhall
ML9 1JN

Tel: 01698 882636

Mobile: 07823489273

website address:

<http://robertsmillieps.schoolwebsite.scot/home>

email address:

office@robertsmillie-pri.s-lanark.sch.uk

Facebook:

[@RobertSmillieMemorial](#)

School App:

From Google Play or the App Store, download "Primary School App" and select Robert Smillie Memorial Primary School.

Username: rsmmps

Password: 2018

School Staff

School Senior Management Team

Mr R Peck

Head Teacher

Ms. F McPherson

Depute Head Teacher

Mrs G Kelly

Principal Teacher

Class Teachers:

P7 Mrs. Adams

P6 Mrs Quigley

P5 Mrs Murray (0.6) / Mrs. Freeland (0.5)

P4/5 Mrs. Hurst

P3/4 Miss. Inglis

P3 Mrs Cassie

P1/2 Mrs Dick

P1 Mrs. Macfarlane

Teachers Supporting Learning across the school:

Mrs. Kelly

Principal Teacher –

Supporting Learning Middle school

Mrs. Brown

Class cover teacher and

Mrs Murphy (0.5)

Class cover teacher

supporting learning – infants

Mrs Kirkland (0.1)

Specialist Support

Teacher

Support Staff Team Leader

Mrs D Mackie

Support Assistant (office)

Mrs. Roebuck

Support Assistants

Mrs. MacDonald

Mrs. Mackinnon

Mrs. Owens

Ms. Hunter (0.6)

Mrs Nelson

Mrs Ramsey

Ms Neilan

Mrs Walker

Mrs Stokoe

Nursery Class Staff

RSMPS Nursery Class for 3 to 5 years	
Team Leader	L Finney
Early Years Worker	A Docherty
Early Years Worker	L young
Early Years Worker	A McMahon
Early Years Worker	C Donnelly (C Spina)
Early Years Worker	A Bett
EY Support Worker	S Hardy

Skylark ELC (2 yrs to 5 yrs)	
DHC (EY)	L Wallace
Support Staff (Office)	J Moore
Early Years Worker	D Campbell
Early Years Worker	N Cartwright
Early Years Worker	T Coburn
Early Years Worker	E Duffin
Early Years Worker	M Gibson
Early Years Worker	H Hunter
Early Years Worker	M McLaren
Early Years Worker 0.4 (Mon / Tues)	L Cunningham
Early Years Worker 0.8	J Murphy
Early Years Worker 0.6 (Mon- Wed)	N Wardropper
Early Years Worker 0.6 (Wed to Fri)	A Sommerville
Early Years Support Staff	M Keegan
Early Years Support Staff	J Ellis

Facilities Management: Mr Wedlock**Coming to Robert Smillie Memorial Primary School:**

Most children who attend Robert Smillie start in Primary One. We have a comprehensive transition programme for the children and families that starts with enrolment week in January of each year.

We welcome children transferring from other schools to Robert Smillie throughout the primary school years. To make this process as positive as it can be for parent and child, we encourage you to come for a visit before your child starts. On this initial visit, we can discuss your child's needs and how we can best meet these.

School Times:

8-15am- 8.45am **School Breakfast Club** - All children are welcome to attend

9.00am – 3.00pm **Normal School Day –**

Morning interval for children is between 10.30am and 10.45am

Lunch Interval is between 12.15pm and 1.00pm

Attendance at School: Very good attendance at school is vital for children. It helps them:

- Make better social bonds with their peers,
- Feel that this is their school and this is where they want to be
- Keep up with academic work and enjoy learning better
- Develop greater confidence
- Maintain a positive attitude to themselves, their skills and their ability to contribute to life.

When your child is sick

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

- Please tell someone at the school - telephone us or let us know in writing.
- Notify the school first thing in the morning when your child is going to be absent. Let the school know the likely date of return and keep them informed if the date changes.
- Parents/carers will be contacted by the school office if children are absent without notification.

Requests for your child to be absent from school to make an extended visit to relatives must be made in writing to the head teacher, detailing the reason, destination and duration of absence and arrangements for their continuing education. On these occasions the pupil will be marked as an authorised absentee in the register.

Family Holidays During Term Time

Every effort should be taken to avoid family holidays 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 the Scottish Executive Education Department 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.

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

Both late coming and attendance are monitored by the school. Parents will be contacted where there is a continued pattern of late coming and low attendance, in order that the situation can be discussed and hopefully, improved.

Addressing Concerns:

What do you do when you have a concern regarding your child at school?

All children will have times when things go very well for them in school. However, we recognise that at times, school can pose many different challenges for some.

Working together – parents, school staff and children ensures we reach the best possible solutions.

We maintain an 'OPEN DOORS' policy where a member of the school's management team (Head Teacher or Depute Head Teacher) are happy to listen to any concerns and address any issues. We ALWAYS look for the most positive solution for all children so that every child can come to school and feel safe and secure.

South Lanarkshire Council policy 'Have Your Say' is available from the school office for anyone wishing to make a formal complaint.

Your Details

At the start of each session we ask you to give us your contact details so that we can make contact with you when required. If your details change through the year please inform the school immediately of any change to the following:

home telephone number
mobile number
emergency contact details

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 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:

1. It is important for parents/carers to let the school know of any change to your mobile/home telephone number and change of address.
2. 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

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.

3.) School Ethos

Robert Smillie is all about meeting children's needs and helping them to be the best they can be!

This is what our children, families and staff value about their school.



Our schools most important values are:

Respect, Friendship, Achieving, Positive, Learning

We believe that through working together, families, teachers, support staff, children and many other groups that we associate with, we can help prepare our children for a positive future.

Our curriculum is designed to help every child achieve their potential and develop their individual talents and skills. In line with Curriculum for Excellence we hope to play a significant role in developing our youngsters as 'Confident Individuals, 'Successful Learners' 'Responsible Citizens and 'Effective Contributors'.

We have a number of organisations that we work closely with in order to help us achieve this.

Barnardos . We offer great support to parents and families through our partnership with Barnardos.

Active Schools support us through organising sporting events and clubs throughout the school year.

The Voice Project trains some of our children in singing and performing music.

Coerver School of Football – Offering specialised sporting sessions with all children.

SLC Libraries organise visits for pupils

Larkhall Baptist Church – Minister Ali and youth and children's worker, Craig are our school chaplains.

The church also offer family events.

Clyde Gateway – Intensive family support to help parents with life skills and bespoke training.

Our School Learning Community offers a range of activities and transition events for pupils as well as supportive networks for staff.

Teachers, support staff and children at Robert Smillie have worked hard to improve attainment as well as attendance and behaviour. We are well supported by our parent group in this and are proud of the achievements we have made.

We are committed as a school to ensuring our children grow up with a 'Growth Mindset' that enables and empowers each individual to realise their learning potential and make the most of their skill.

Every week pupils are rewarded for 'over and above' behaviours through our Recognition Boards and Postcard Playtimes.

Pupil effort and work is recognised through a variety of rewards in class and as a school. Star Stickers and House points are all used to encourage our children to do their best in all aspects of school life. Best work is celebrated at weekly assemblies.

All teachers have their own reward systems in class that allow personalisation and choice and contribute to creating a positive learning ethos within the classroom.

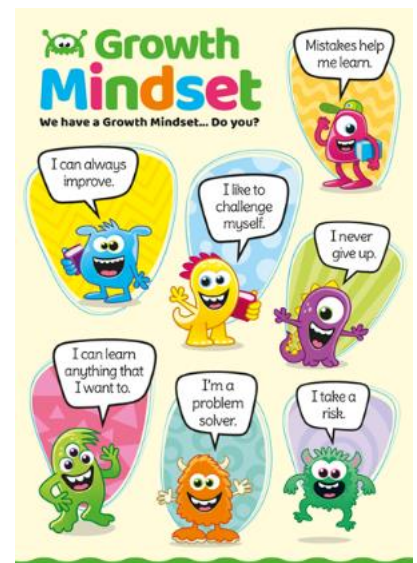


Image courtesy of Brainwaves.net

Nurture at Robert Smillie Memorial Primary

Rationale: *The Importance of Nurture for the Development of Wellbeing*

Good Health and wellbeing is fundamental to all people. As such, it is recognised by Curriculum for Excellence as being essential for good learning, for life skills and for personal fulfillment.

At Robert Smillie, we believe that our practice must reflect the 'Six Principles of Nurture' to develop children's emotional wellbeing and equip them with the necessary skills to face life's challenges.



What we do

Training:

We aim to have all teachers, support staff and nursery staff trained in Nurture, so that they understand the principals of Nurture and are able to show this through high quality interactions with each other and with all children and young people. This begins with understanding that ***all children's learning is understood developmentally.***

Positive Relationships and Behaviour

We aim to model positive relationships and behaviour in all we do whilst understanding that ***all behaviour is communication.*** This is reflected in the way we interact with each other and the attention that we give to positive behaviours. Our Behaviour Blueprint set out clear expectations for all.

	<i>Robert Smillie Memorial Primary School</i> <i>Together we learn we grow</i> <i>Positive Relationships and Behaviour Blueprint</i>	
School Rules	Visible Adult Consistencies	Over and Above Behaviours
Ready	Consistent modelling of positive behaviours by adults *	Exceptional contributions
Respectful	Adults will model Kindness	Acts of great kindness
Safe	Calm	Showing extra responsibility

*First attention will be given to best conduct

All actions, routines and responsibilities can be linked to one of our three rules. All adults will use language and phrases, that relate to the rules. One way we can do this is through 'scripted interventions' e.g. "....., I can see that you are not yet ready. I would like to see you get ready so that you can do your best work. Do you remember the last time I asked you to get ready? You did a great job and got ready really fast. That was great behaviour....."

This allows us to maintain ***classrooms as a safe base.***

Understanding that ***language is a vital means of communication*** is essential as we help children to discuss and explore their feelings. Consistent use of repeated and predictable language by adults helps children understand and to communicate effectively with each other and with adults.

The Importance of Transitions in Children's Lives:

We pay particular attention to transitions. Big transitions, such as moving into P1 from Nursery, moving into new classes and from P7 to S1 are carefully planned and pupils are given time to prepare for these. Transitions within school are equally important and we pay particular attention to them through maintaining consistent routines. Transition into school starts each day with positive contact first thing in the morning in the playground. Each day finishes with a well-managed transition to home.

4) 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

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 and/or the Parent Teacher Association contact the school or visit our website. We have also produced a guide on the role of a Parent Council which was produced by parents for parents,

<https://education.gov.scot/parentzone/getting-involved/parent-councils/about-parent-councils/#:~:text=the%20Parent%20Council%3F-.What%20is%20the%20Parent%20Council%3F,represented%20and%20taken%20into%20account.>

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.

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 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://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)

Religious Observance (RO) takes place in school through school assemblies and events. Craig and Ali (School Chaplaincy) attend assemblies monthly, and their contribution to assembly is Religious Observance. This usually involves telling a Bible story, or a story with a moral and say a prayer. Seasonal topics such as Spring, Easter, Advent, Christmas, holidays etc are also themes that they use. When delivering RO, the chaplaincy team plan their input in line with Curriculum for Excellence. Delivery of RO is inclusive and allow children to participate and respond in their own way.

The Scottish Government considers that RO complements other aspects of a pupil's learning and is an important contribution to pupils' development. RO also has a role in promoting the ethos of a school by bringing pupils together and creating a sense of community. Parents have the right to withdraw children from RO in line with national guidelines.

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.

Robert Smillie Memorial Primary School

Curriculum Rationale

At Robert Smillie, we are very committed to providing a curriculum built on strong foundations. Our curriculum takes into account:

1. What makes Robert Smillie unique

We understand our pupils, our community, who we are and what we are seeking to achieve. Our school vision, values and aims come from this shared understanding. This ensures that we have a strong identity and a positive school culture.



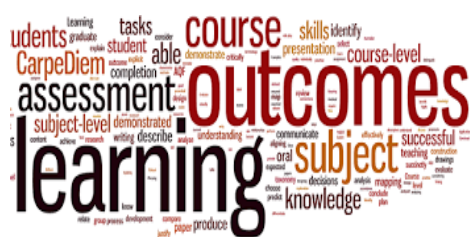
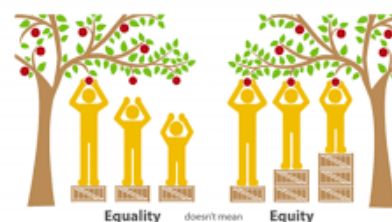
2. The design of our curriculum

We have designed our curriculum to meet the needs of all our children as they develop essential skills for learning, life and work.

We deliver our curriculum within a nurturing and positive climate of mutual respect and achievement.

3. The main drivers for our curriculum

We want our children to achieve high standards in their learning, especially in Literacy and English and in Mathematics and Numeracy. Addressing Health and Wellbeing needs of learners is essential for us to be able to deliver equity of outcome for the pupils of Robert Smillie.



4. Our school improvement journey

We always seek to improve what we are doing so that our pupils get the best experiences possible. Core curricular areas of Literacy, Numeracy and Health and Wellbeing are always 'under the spotlight'

as we seek to improve our practices. Understanding what can be improved comes through a process that we call 'self-evaluation'. Our self-evaluation uses nationally agreed standards and measures to help us reflect on how we are doing compared to other schools.

6) Assessment and tracking progress

All pupils have their progress assessed and tracked. Assessing pupils helps us to respond to the current learning needs of every child. We assess and track pupils' progress very carefully using a variety of tools and methods.

'Assessment practice will reinforce the curriculum and promote high quality learning and teaching approaches.'
BTC 5 (Education Scotland)

What we do at Robert Smillie

Right from the start of their educational journey, even in Nursery Class, teachers and staff are constantly interacting with children so they can make high quality professional judgements as to the learning needs of every individual. This informs not just the learning that each child needs to do next, but also the best way to deliver the teaching so as to build the pupil's skills.

This is what we call 'formative assessment' and it happens constantly in the school and nursery.

We also assess and track pupil learning through a wide range of specific assessment tasks and activities. Starting in Primary 1, we have a programme of specific assessments in Literacy and English, Maths and Numeracy and Health and Wellbeing. These are used to help confirm teacher professional judgement and ensure that our views of pupil standards is consistent with other educational professionals across the whole of Scotland.

In 2017/2018 Scottish National Standardised Assessments were introduced and are implemented in P1, P4 and P7. These add to the holistic assessment for each child.

Each year, we have 4 'snapshot weeks' where your child's learning in class will be sent home so that you can see the progress they are making in their learning. Parental and pupil feedback is an important part of the 'snapshot' week.

Assessment information is very informative and helps us to share your child's learning with you. We do this through arranged meetings as well as Parent Nights and School Reports.

More information on all of the above is available in the school. Please ask your child's teacher or a member of the school Senior Management Team.

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 '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.

8) 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

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

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

Proof of where the child lives may also be needed.

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 or by contacting 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 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

9) 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

Support for All (Additional Support Needs)

A statement of the school policy in relation to pupils with additional support needs, including the assistance given to pupils experiencing learning difficulties who do not have a co-ordinated support plan should be given.

The range of additional support for learning catered for, and the specialist services provided along with details on unit(s) and/or class(es) that the school offers.

The number of pupils who have a co-ordinated support plan should be shown. (Where the number of pupils who have a co-ordinated support plan is between 1-4 inclusive, it should not be published in the school handbook).

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.

In keeping with duties set out in the Education (Additional Support for Learning) (Scotland) Act 2004 (as amended) the guidance states that handbooks should specifically mention Enquire, the Scottish advice service for additional support for learning.

Please include the following in your handbook: -

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

Enquire – the Scottish advice service for additional support for learning

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

Phone Helpline: 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.

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

Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

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

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

What does it set out to do?

The aim of the strategy is to promote better experiences of attachment for South Lanarkshire's children and young people and to ensure that all education practitioners understand the importance of attachment 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.

Whilst every child is well supported and encouraged through school, we follow a staged intervention approach that allows us to take a proportionate and measured approach to meeting children's needs. Additional resources are allocated according to availability and need.

Every child receives help, support and challenge with learning across the broad curriculum at school. The stages of intervention school

Staged Intervention level 1

The class teacher adjusts the curriculum so the resources used and the time needed ensure that a child can access learning. Allocation of classroom support assistants within a class helps to ensure that a child receives some additional support (by the teacher or by the support assistant).

Staged Intervention level 2

Additional, non-standard resources are used to better meet the needs of the child. Access to specialists from within education resources (such as the Specialist Support Teacher) can lead to enhanced support and help.

Staged Intervention level 3

A multi-agency approach is required to ensure that the child's needs are fully considered and that full access to learning can take place. We work with all other organisations, such as NHS departments (Speech and Language Therapy and Occupational Therapy) to ensure that the learning environment is suitable for children with particular and specified needs.

An alternative placement not in the child's base school can on occasion be required to meet a child's needs.

Staged Intervention level 4

Very occasionally a child will have an extreme specialist requirement. Placement in a specialist provision out-with the Local Authority is an option at this stage.

We like to track the support that we give our pupils to ensure that we are moving their learning forward proactively. For some children we do this using an Additional Support Plan. This document will be reviewed annually with parents' contributions recorded as part of the review process.

No pupils at Robert Smillie currently have Coordinated Support Plans.

In Robert Smillie, we use a number of resources to help meet the needs of our children. Below are some examples of these.

Stage of Intervention	Resource	Curricular Area	Particular Need
Level 1	Visual Timetable	For all learning tasks	For children who need to a visual command to see what to do next
Level 1	Spelling group with Support Staff	Literacy and English	For children who need a little extra practice to help them remember spelling patterns.
Level 1	Paired Reading	Literacy and English	For children who need a little extra practice to help them read fluently.
Level 1	Numicon	Maths and Numeracy	Reinforcing concrete understanding of early numeracy principles.
Level 2	Screening assessment	Literacy / Spelling	To help build a better profile for a learner experiencing further challenges in literacy.
Level 2	5 Minute box or Phonics Readers	Literacy / Reading	Children who have gaps in early phonological understanding.
Level 2	Emotional Literacy Group	Health and wellbeing	Developing greater empathy and understanding towards others.
Level 3	Nurture Supports	Health and Wellbeing – developing emotionally stronger children	Children who have experienced difficult and challenging experiences in their life.
Level 3	Speech and Language Therapy	Literacy and English	Helping children with social communication, developing understanding as well as articulation.
Level 3	CUSTTAD therapy	Health and Wellbeing	A form of play therapy to help children process the emotions of life.

10) School Improvement

Each year school staff set aside working time to reflect on our strengths and how we can further improve the service we offer to children and families. This agenda is shaped by national and local priorities set out by the Scottish Government and the Local Authority and agreed locally.

2023/2024

This academic year we aim to improve and update the following:
School culture of reading – to gain a reading schools accreditation
Health and Wellbeing programmes of study,
Technologies programme of study

Our school standards and qualities report and is available through the school office or on the school website.

Over 90% of children come from SIMD 1 and 2, are Free Meal Entitlement or are care experienced. As a result the school receives £117600 of additional equity funding to help support our children and the delivery of education at RSMP. This money is used to do the following:

1. 0.8 additional teaching staff
2. 1fte support staff
3. Coerver School of Football
4. Barnardos Family Support
5. The Voice Project
6. Curriculum enhancement – (participatory budget allocation) to reduce the cost of trips/visits and additionalities that we believe give our children a richer school experience.

Participatory budget is reviewed annually and we seek parental views as to what are their priorities.

11) School policies and practical information

School/Nursery Meals

Nursery class – if relevant

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.

RSMP runs a breakfast club between 8.15am and 9am. All pupils are welcome to attend.

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. 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

The start time, lunch time and closing time for each day should be listed.

Information on holiday dates (including in-service days) should be provided for the forthcoming session. School holiday dates and in-service dates are available from the website www.southlanarkshire.gov.uk

Transport

(General information on school transport should be given. The following statement should be incorporated in all handbooks.

School transport

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

A privilege transport scheme is operated for mainstream school contracts where a pupil is not entitled to free school transport. Privilege transport will only be granted providing there is spare capacity on an

existing school contract and will be from and to designated pick up and drop off points. Privilege transport will not be provided where a service bus is used on the school run. Any spare capacity will be allocated using agreed priorities. More information on school transport is available www.southlanarkshire.gov.uk/info/200188/secondary_school_information/545/school_transport or phone **0303 123 1023**.

Pick-up points

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

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

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

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

Insurance for schools – pupils' personal effects

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

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

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).

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.

School holidays

A full list of school holidays can be found

https://www.southlanarkshire.gov.uk/info/200140/education_and_learning/82/school_holidays/2

Appendix A

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

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

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

Contact Details

Education Scotland's Communication Toolkit for engaging with parents.

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

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

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

Parental Involvement

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

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

School Ethos

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

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

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

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

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

Curriculum

Information about how the curriculum is structured and curriculum planning.

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

Advice, practice, and resources to support the experiences and outcomes on 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 with an update on school inspection outcomes being available via the Education Scotland website.