



Education Resources



Respect, Friendship, Achieve, Positive, Learning

*Together we learn we grow*

***School Handbook  
January 2021***

# Contents

1. Introduction
2. Covid 19
3. About our School
4. Parental Involvement
5. School Ethos
6. The Curriculum
7. Assessment and Tracking Progress
8. Reporting
9. Transitions (Change of school / Placing requests)
10. Support for Pupils (Additional Support Needs)
  - Getting it Right for every child
  - Enquire
  - Attachment Strategy
11. School Improvement
  - Pupil Equity Funding
12. School Policies and Practical Information
  - Nursery
  - Free meals
  - Uniform/dress code
  - Clothing Grant
  - Transport

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).

# 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.

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 children and we work with many agencies and partners 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.

Be assured that no worry about your child is too small to share with us. Please do not hesitate to contact our school at any time and we will do all we can to help.

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

Kindest regards

*Roland Peck* (Head Teacher)

## **2) COVID-19 – Keeping children, young people, and staff safe**

At the time of writing this guidance for the Handbook the Scottish Government and Public Health guidance still applies to schools and educational settings until further notice.

On the 19 October 2021 the Scottish Government announced that the existing COVID-19 safety mitigations in schools and educational settings are to remain for now, following the advice from senior clinicians. It is worth noting that whilst for the general public a number of areas have changed in light of the roll-out of the vaccination programme, there continues to be restrictions in place for schools and educational settings. The public health message is that the safety of children and young people and all education staff, remains the overriding priority. Secondary aged pupils are expected to wear face-coverings and to undertake twice weekly lateral flow tests.

Our main focus remains on learning, teaching and the health and well-being of all learners. Schools/nurseries are adapting their ways of working and outdoor events can now take place without the restrictions that apply indoor. The infection control procedures in our schools such as, hand sanitisation when you arrive and leave, and by washing hands regularly has helped to mitigate against the spread of the virus as has the NHS roll-out of the vaccine to those who are eligible.

If there is a positive case involving a child and/or member of staff at the school then we will let you know by providing you with letter from NHSL Public Health which lets you know what you need to do.

So it is worth noting: -

There are still restrictions on who can visit schools, including parents/carers. In effect, parents/carers are not able to attend events that take place during the day in a school/nursery.

Where virtual arrangements for parental meetings are already in place and working well, then these should continue to be used.

Assemblies and large gatherings are still not permissible under the current guidance. Schools are therefore asked to consider group sizes as bringing large groups together in educational settings is not advisable.

Community Lets are allowed out with the school day in line with COVID-19 guidance. If there is an intention to organise events in the evening by a parent group, they are required to make any booking through the community letting procedures as normal. A risk assessment must be undertaken in advance. This is to take account of the mitigations that require to be taken in what will be a confined space, the need for clear access and egress routes, the wearing of face coverings and infection controls, like hand sanitisation.

If a parent group is planning to host an activity then they are asked to be mindful that current restrictions at present still do not enable parents/carers to meet in a large gathering on school premises during the day.

COVID-related mitigations remain under regular review, and the Advisory Sub-Group on Education and Children's Issues and the COVID-19 Education Recovery Group (CERG) continue to work with Ministers to ensure mitigations in schools and educational settings are proportionate and appropriate.

### 3) About our school

Robert Smillie is a Non-denominational Primary School with Nursery Class. We have 220 school children in 9 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](mailto: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

Mrs. F McPherson

Depute Head Teacher

Mrs G Kelly

Principal Teacher

##### **Class Teachers:**

P7 Mr. Kettlewell / Mrs. Freeland (0.5)

P6 Mrs Dick

P5/6 Mrs. Adams

P4/5 Mrs Quigley

P3/4 Mrs Kelly

P3 Mrs Cassie

P2 Miss. Simpson / Mrs. Brown

P1/2 Miss. Inglis

P1 Mrs. Macfarlane

##### **Teachers Supporting Learning across the school:**

Mrs. Scott (0.6) Scottish Attainment Challenge teacher and Catch-up coordinator

Mrs. Hurst Recovery funded teacher

Mrs Murphy (0.5) Class cover teacher

Mrs Murray (0.6) Class cover teacher

Mrs Kirkland Specialist Support Teacher

##### **Support Staff**

Mrs D Mackie Team Leader of Support Staff (Office)

Mrs. Roebuck Support Assistant (class based - P1 and P1/2)

Mrs. MacDonald Support Assistant (class based - P2)

Mrs MacKinnon Support Assistant (class based - P3)

Mrs. Owens Support Assistant (class based - P3/4)

Ms. Hunter (0.6) Support Assistant (class based - P4/5)

Mrs Nelson Support Assistant (class based - P5/6, P6)

Mrs Walker Support Assistant (class based - P7)

**Jigsaw House Staff**

Mrs S McCollum  
Mrs D Glen

Nurture Teacher  
Early Years Nurture Worker

**Nursery Class Staff**

Mrs R Hair	Team Leader
Miss Doherty	Early Years Worker
Miss Cunningham	Early Years Worker
Miss Donnelly	Early Years Worker
Miss Young (0.4)	Early Years Worker
Ms Louise Finnie (0.6)	Early Years Worker
Ms McMahon	Early Years Worker
Ms Tasleem Ahktar	Early Years support worker
Miss Campbell	Modern Apprentice EY worker

**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.

**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.

**Contacting the School:****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

## 4) Parental involvement

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

Parents, carers and family members are by far the most important influences on children's lives. Children between the ages of 5 and 16 children spend only 15% of their time in school! Research shows that when parents are involved in their child's learning, children do better at school and throughout life. Parental involvement can take different forms but we hope you share the same aims and agree that by working together we can be partners in supporting children's learning.

As a parents/carers we want you to be:

- Welcomed and given an opportunity to be involved in the life of the school;
- Fully informed about your child's learning;
- Encouraged to make an active contribution to your child's learning;
- Able to support learning at home;
- Encouraged to express your views and involved in forums and discussions on education related issues.

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

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

- Parentzone – [www.parentzonescotland.gov.uk](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)

## 5) 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** worker, Mrs Monica Holmes offers great support to parents and families.

**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.

**SLC Libraries** organise visits for pupils

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

**Jigsaw House** – our Authority Nurture provision is also a great resource for helping us to respond and support children with acute needs.

**Nurture UK** offer training and support to the staff to help us maintain a nurturing school environment. We are a Nurturing School with full accreditation.

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. WOW work is displayed at the school office. 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.

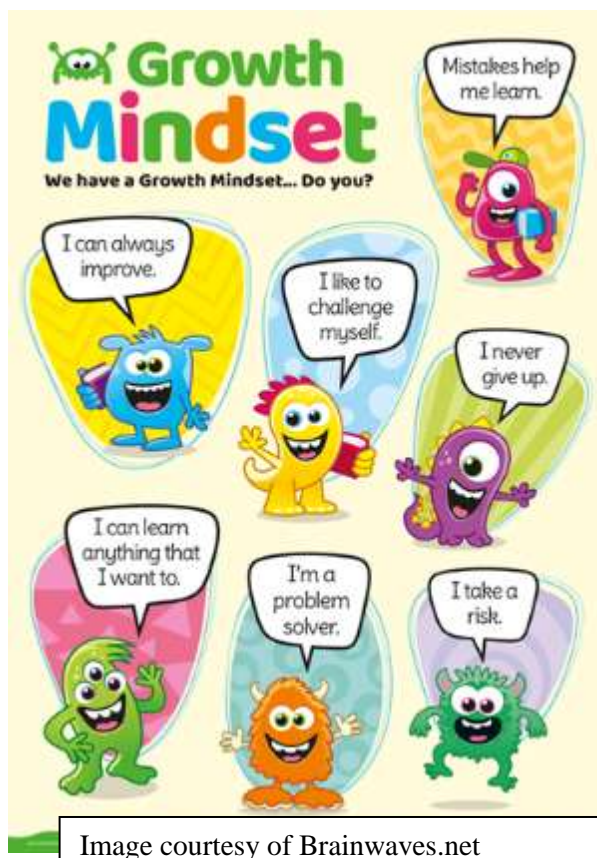


Image courtesy of Brainwaves.net

## 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.

## 6) The Curriculum

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

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

In taking this forward our school will work closely with South Lanarkshire Education Resources and other services to 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 curriculum areas are as follows:

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

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

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

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)**

A statement of the school policy in relation to the development of pupils' spiritual, moral, social and cultural values. This statement should be based on the national guidance issued by the Scottish Government on 21 February 2011 and the Education (Scotland) Act 1980. The statement must include reference to the parental right of withdrawal and how it may be exercised.

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.



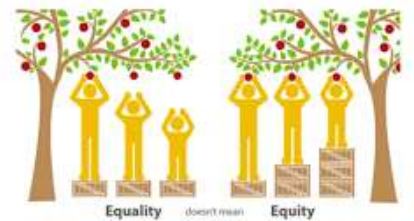
## 2. The design of our curriculum

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.

## 7) Assessment and tracking progress

The school's arrangements and approaches for tracking and assessing pupils' progress and planning their future learning.

Why do we Assess?

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

We want to share with you on how your child's learning is progressing. We do this through:

Right from the start of their educational journey, even in Nursery Class, teachers and staff are constantly interacting with children so they can making 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.

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 professional across the whole of Scotland.

From 2017/2018 new formal Scottish National Standardised Assessments were implemented in P1, P4 and P7.

Assessment information is very informative and helps us to share your child's learning with you.

### Sharing Children's' Learning with Parents:

Homework – Homework will help parents to assess how easy or hard their child is finding learning activities and helps parents to see the level at which their child is working.

Three times each year we send home pupil work for parents to see the evidence of their child's learning. We call this 'snapshot' week.

When possible, we hold different parental partnership and showcase events to share children's learning in school. These can be performances, tea with the teacher, school services and events.

We do this through arranged meetings as well as Parent Nights and School Reports.

## 8) 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.



## 9) Transitions

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

We will also provide you with information at this time and on events designed to support P7 children before they move on to secondary school.

### **Change of School/Placing Request**

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

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

If you move 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.help@southlanarkshire.gov.uk](mailto:edsuppserv.help@southlanarkshire.gov.uk) or **0303 123 1023**.

## 10) 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)**

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 Class (including Jigsaw House)	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.

We are very proud of **Jigsaw House** – our P1 to P3 Nurture Class. This class takes up to 8 children from across the Local Authority between 9.30am and 12 noon.

This year we also have a P4 to P7 Nurture Class running between 1pm and 3pm. Both classes help children to develop more positive responses to a challenging world.





## **Enquire**

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](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.

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](mailto: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.

## 11) 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.

Robert Smillie is a national Scottish Attainment Challenge school. This means we have some additional resources from the Government to help our children achieve higher standards. Our focus for improvement is on children's outcomes in Maths and Numeracy, Literacy and English and Health and Wellbeing.

Over the next 3 years we aim to:

- Improve attainment in Literacy, especially writing for all pupils.
- Improve attainment in Numeracy and Mathematics for all pupils.
- Improve attainment and increase learning power by creating a whole school learning culture that cultivates habits and attitudes that enable young people to face difficulty and uncertainty calmly, confidently and creatively.

What might you, as a parent, notice as a result of our improvement work?

- Health and Well Being – We recognise that this is a national issue and on that we need to focus on as part of our 'covid' recovery. This year we are looking to improve our programme of study for 'Personal, Social and Emotional Wellbeing'.
- CoPi – Community of Philosophical Inquiry is an approach we are looking to use to help school be a more creative, imaginative place of investigation. We want children to be comfortable to ask 'big questions' and have time to discuss views and opinions whilst learning how to respectfully agree and disagree with others.
- Writing – Children may talk to you about doing a story map. This is the process of drawing a symbol that represents part of the story. It helps children to retell a story in the right order.

Over the last few years we have been able to employ additional staff to help support pupil learning. Support programmes include 'Catch-up', IDL learning and The 5 Minute Box. These intensive support programmes help children to rebuild learning confidence and make up lost ground.

In the year of 2020 / 2021, we put aside our normal improvement priorities and used the time set aside for improvement to implement 'remote learning' and address the challenges that have come about through a different model of operating school. In 2021 and 2022 we are looking to recover from lost learning.

More detailed data on school achievement can be obtained from the Head Teacher.

## 12) School policies and practical information

### Nursery

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

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

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

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

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

For their lunch each day pupils have the option to choose from two hot meal options, a snack option plus a vegan / vegetarian option. These are all served with vegetables or side salad. All **meals** also come with fresh chilled drinking water, salad, seasonal fruit and depending on the day - soup or a dessert. 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 - 4 receive a free school lunch.
- Primary 5 - 7 meal cost is £1.95

In January 2022 Primary 5 pupils will also receive a free lunch and by August 2022 all primary school pupils will be eligible for a free lunch.

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

### **Free School Meals**

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

- Income Support, Universal Credit (where your take home pay is less than £610 per month), Job Seeker's Allowance (income based), Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £7,330 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £16,105 as assessed by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

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

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

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

### **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)

### **Allergies**

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

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

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

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

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

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

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

## **Support for parent/carers**

### **Clothing grant**

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

Applications can be made online at [www.southlanarkshire.gov.uk](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**

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. (Insert list of school holiday dates – see appendices).  
See attached list showing school holiday dates.

### **Enrolment – how to register your child for school**

Please provide information to parents on how to register their 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.helpline@southlanarkshire.gov.uk](mailto: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 attends nursery of your catchment school don't assume that they will be automatically transferred. You must register them as normal.

If your child is starting school for the first time you must enrol your child at their catchment school in January. If parents want their child to go to another school, they must enrol in the first instance with their catchment school and ask for an information leaflet that provides details on how to make a placing request. An online

placing request form is available from the SLC website – [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or by [contacting edsuppserv.help@southlanarkshire.gov.uk](mailto:edsuppserv.help@southlanarkshire.gov.uk) or phone **0303 123 1023**.

Enrolment date for 2022 is week commencing 17 January 2022.

## **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 at

[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.

Any 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:

### **(i) Theft/loss of personal effects**

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

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

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

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

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

### **(ii) Damage to clothing**

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

## **Family holidays during term time**

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

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

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

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

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

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

## **Promoting positive behaviour**

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

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

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 you 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 on how to help them keep their children: [www.childprotectionsouthlanarkshire.org.uk](http://www.childprotectionsouthlanarkshire.org.uk)

## **Information on emergencies**

We make every effort to ensure the school remains open during term-time for pupils. However, on occasions circumstances may arise which can affect the school. Schools may be affected by, for example, severe weather, power failures or through any other circumstances that may impact on the school day. In such

cases we shall do all we can to let you know if this happens. We shall keep you in touch by telephone, text, where appropriate, letters, web news and through local radio stations particularly if there are prolonged periods of severe weather. The Council's website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) will be used to let you know if the school is closed and when it will re-open.

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

If for any reason, you are unsure if the school is open visit the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or email [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk)

### **Your commitments**

We ask that you:

- support and encourage your child's learning
- respect and adhere to the school's policies and guidance
- let the school know if you change your mobile/telephone number and/or address
- enjoy and take part in school activities
- accept your responsibility to respect staff who work in the school and for the school to be proactive in taking forward it's commitment to care for and educate your child.



## **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.

## **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)

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

### **Contact Details**

Education Scotland's Communication Toolkit for engaging with parents

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

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

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

### **Parental Involvement**

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

Parentzone provide information and resource for parents and Parent Councils

### **School Ethos**

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

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

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

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

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

## **Curriculum**

Information about how the curriculum is structured and curriculum planning

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

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

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

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

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

## **Assessment and Reporting**

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

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

## **Transitions**

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

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

Choices and changes 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 on the following:**

Education

Health

Young People

Children (Scotland) Act 1995

Standards in Scotland's Schools (Scotland) Act 2000



## Education Resources

### School Holiday Dates Session 2022/2023

Break	Holiday dates		
<b>First Term</b>	<b>Teachers In-service</b>	<b>Monday</b>	<b>15 August 2022</b>
	<b>In-service day</b>	<b>Tuesday</b>	<b>16 August 2022</b>
	Pupils return	Wednesday	17 August 2022
September Weekend	Closed on Re-open	Friday Tuesday	23 September 2022 27 September 2022
October Break	Closed on Re-open	Monday Monday	17 October 2022 24 October 2022
	<b>In-service day</b>	<b>Monday</b>	<b>14 November 2022</b>
Christmas	Close on Re-open	Friday Monday	23 December 2022 (2.30pm) 9 January 2023
<b>Second Term</b>			
February break	Closed on	Monday and Tuesday	13 February 2023 14 February 2023
	<b>In-service day</b>	<b>Wednesday</b>	<b>15 February 2023</b>
Spring break/Easter	Close on Re-open	Friday Monday	31 March 2023 (2.30pm) 17 April 2023
<b>Third Term</b>			
Local Holiday	Closed	Monday	1 May 2023
	<b>In-service day</b>	<b>Tuesday</b>	<b>2 May 2023</b>
Local Holiday	Closed on Re-open	Friday Tuesday	26 May 2023 30 May 2023
Summer break	Close on	Tuesday	27 June 2023 (1pm)
Proposed in-service days	Monday 14 August 2023 Tuesday 15 August 2023		

#### Notes

- ◆ Good Friday falls on Friday, 7 April 2023
- ◆ *Lanark schools will close Thursday, 8 June 2023 and Friday, 9 June 2023*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 23 December 2022 and Friday, 31 March 2023)
- ◆ Schools will close at 1pm on the last day of term 3 Tuesday, 27 June 2023)  
\*Two in-service days proposed for August 2023 to be confirmed.

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### **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 literary, numeracy and health and wellbeing

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

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

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

## **Assessment and Reporting**

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

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

## **Transitions**

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

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

Choices and changes 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)