



Education Resources

Bothwell Primary School and Nursery Class Handbook 2023-2024

Sensible

Mature

Ambitious

Respectful

Trustworthy

Eco-Friendly

Responsible

SMARTER

Today's SMARTER learners, tomorrow's
SMARTER leaders!



School Ambassadors 2022-2023



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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 Parents and Carers,

This handbook has been produced for you. It provides you with information such as how your children will be educated and looked after in Bothwell Primary School.

I would like to welcome you and your children to our school. Some of you will be familiar with our school community, but for others you will be meeting us for the first time.

As parents/carers of our pupils, you will always be made welcome at Bothwell Primary School. We aim to achieve the best possible education for your child. The most effective way to do this is to work in partnership with you. We hope that you will keep in close contact with us.

Our priorities are to ensure that all children can enjoy a high standard of care and welfare and learn in an atmosphere that is happy and stimulating. We strive to ensure that the ethos and school environment is one where children are encouraged to become successful learners, confident individuals, responsible citizens and effective contributors in line with Curriculum for Excellence.

I hope this handbook will answer many of the questions which you have about our school. If you have any other queries or concerns, please never hesitate to contact me personally and I will always do my best to address your concerns. We welcome all parents' visits and are happy to discuss matters of mutual concern related to your child's progress and welfare.

The staff at Bothwell Primary School, look forward to working in partnership with you now and in the future.

Yours faithfully,

Mrs Paula Ross
Head Teacher.

Our Vision for Bothwell Primary is:

*To work in partnership with all stakeholders, to provide a safe, nurturing and stimulating environment in which **every** child can achieve their full potential in preparing for their role in society.*

2) About South Lanarkshire and Our 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, "to improve the quality of life for all within South Lanarkshire".

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



Bothwell Primary School and Nursery Class
Blantyre Road
Bothwell
G71 8PJ

Phone: 01698 852919

Email: gw14bothwellpsoffice@glow.sch.uk

School Website: <http://www.bothwell-pri.s-lanark.sch.uk/>

Email: gw14bothwellpsoffice@glow.sch.uk

Twitter: [@Bothwell Primary](https://twitter.com/BothwellPrimary)

'School App for Parents' – details will be shared with parents once children commence school.

Bothwell Primary is a non-denominational primary school, catering for children from Nursery (aged 3) to Primary 7. The current roll is 370.

The school is situated in the village of Bothwell and its associated secondary school is Uddingston Grammar School. The associated church of the school is Bothwell Parish Church.

Bothwell Primary welcomes community involvement in the school. We are keen to work with members of the community and welcome them at community events, assemblies and other celebratory occasions.

Meet Our Staff

Senior Leadership Team

Head Teacher: Mrs Paula Ross

Depute Head Teacher: Mr Martin Frame

Principal Teachers: Mrs Gemma Jamieson and Mrs Geraldine McFall

Teaching Staff as at December 2022

| | | |
|---------|-------------|--|
| Room 1 | Primary 1 | Miss Bell |
| Room 2 | Primary 1 | Miss Campbell, Mrs Smith and Mrs Morton |
| Room 3 | Primary 2 | Miss McCulloch and Miss Walker |
| Room 4 | Primary 2/3 | Miss McGuigan |
| Room 5 | Primary 3 | Mrs McSevney and Miss McIntyre |
| Room 6 | Primary 3/4 | Miss Waters |
| Room 7 | Primary 4 | Mrs Hunter |
| Room 8 | Primary 5 | Mrs McAleaney |
| Room 9 | Primary 5/6 | Mrs Lamont and Mrs Nicolson |
| Room 10 | Primary 6 | Miss Jackson and Mrs Nicolson |
| Room 11 | Primary 7 | Miss Stewart |
| Room 12 | Primary 6/7 | Mrs Weir |
| C.C.C. | | Miss McIntyre Miss Walker Mrs Nicolson |

Teaching – our teachers work within the McCrone agreement, which states teachers have the following entitlement: Class contact = 22.5 hours

Class Contact Cover (C.C.C.) = 2.5 hours Weekly total 25 hours

This means other teachers take classes to allow class teachers to have planning/development time. We have two teachers who take classes for a range of curricular activities identified by the school.

Early Years' Team:

| | |
|--------------------------------|---------------|
| Early Years' Team Leader | Miss Talent |
| Early Years' Worker | Miss Hughes |
| Early Years' Worker | Mr Hayes |
| Early Years' Worker | Miss Devine |
| Early Years' Worker | Mrs Anderson |
| Early Years' Worker | Miss Leonard |
| Early Years' Support Assistant | Miss Campbell |

Support Staff

| | | |
|--------------------|---------------|-------------|
| Team Leader | Mrs McIntosh | |
| Clerical | Mrs Bannister | |
| Support Assistants | Mrs Millar | Mrs Delaney |
| | Mrs Dempsey | Mrs Grant |
| | Mrs Kennedy | Mrs Smith |
| | Mrs Vance | Mrs Martin |
| | Miss McMinn | |

Facilities Staff

| | |
|---------------------|----------------|
| Janitor | Mr Doyle |
| Catering Supervisor | Mrs Slaven |
| Catering Assistants | Mrs Gold |
| | Mrs McLaughlin |
| | Ms Don |

Cleaning Staff

| | |
|----------------|-------------|
| Cleaning Staff | Ms Blackett |
| | Ms Lowden |
| | Ms Paterson |

Uddingston Learning Community

A learning community is made up of schools and education establishments from the area including the secondary school, primary schools, early years establishments, early years partners and schools and bases which provide specialist additional learning services. Uddingston Learning Community consists of Aitkenhead Primary School, Bothwell Primary School, Muiredge Primary School, Newton Farm Primary School, Tannochside Primary School and Uddingston Grammar.

The learning community develops ways of working between establishments and with other agencies and organisations to ensure services are responsible, accessible and are delivered as effectively as possible. Each learning community is managed by a Head of Education. The Head of Education for our area is Mr Stewart Nicolson.

Attendance at School

Pupils' Absence or Sickness/Medication

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:-

- Tell someone at the school if you know in advance of any reason why your child is likely to be absent from school; telephone us or let us know in writing. Please also give your child a note on his/her return to school, explaining the reason for absence.
- Notify the school first thing in the morning when your child is going to be absent. Let the school know the likely date of return and keep them informed if the date changes.
- Inform the school of any change to the following:
 - Home telephone number
 - Mobile number
 - Emergency contact details.

Complaints Procedures

Schools and establishments should be the first point of contact for parents who wish to discuss issues about their child. Other contacts you may find helpful are:

South Lanarkshire Council

Executive Director of Education
Education Resources
Council Offices
Almada Street
Hamilton, ML3 0AE

Education Resources Telephone Number:
0303 123 1023

Mr Stewart Nicolson
Head of Learning Community
Education Resources
Council Offices
Almada Street
Hamilton, ML3 0AE

Visits to School for New Parents

Parents are always welcome to view our school. Please contact the office (01698 852919) to arrange an appointment.

3) Parental Involvement

(PTA, Parent Forum/Parent Council, Supporting Children's Learning)

South Lanarkshire Council recognises the importance of parents as partners in the education of their child and has published a strategy entitled, 'Making a difference – working together to support children's learning'. This is available from the Council's website:

www.southlanarkshire.gov.uk

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

We wish to give parents/carers every opportunity to become involved in their child's education.

As 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 and be offered assistance where required
- Able to support learning at home
- Encouraged to express your views and be 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 and Teachers Association, just contact the school or visit our website.

For more information on education, parents can visit:

- Parentzone – www.parentzonescotland.gov.uk
- Engage Parent Forum – www.engageforeducation.org
- National Parent Forum for Scotland – www.educationscotland.gov.uk/parentzone
- South Lanarkshire Council – www.southlanarkshire.gov.uk

Our Parent Council and Parent and Teacher Association (PTA)

Chair: Mrs Celeste Majcher

Staff Members: Head Teacher: Mrs Paula Ross
Depute Head Teacher: Mr Martin Frame

Parental Engagement

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

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

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

Parent Council

All parents of children at school are automatically members of the Parent Forum and are entitled to have a say in what happens at the school. Parents can also decide to form a Parent Council to represent them. Our school has a Parent Council which has shared meetings with our PTA.

A copy of the Parent Council constitution and what it does, is available from the school and can be downloaded from the school website.

What does the Parent Council do?

The school and the local authority are obliged to listen to what the Parent Council says and to respond to the issues raised. All parents are welcome to come along to meetings, which are currently “virtual”. Parent Councils represent parent/carer views on such matters as:

- how their Parent Council will be set up
- who should be a member of the Parent Council (majority of members must be parents)
- how parents can join and support the school
- how they can work together with the school and pupils to support children’s learning
- when the most convenient time is to hold meetings
- what will be discussed at meetings – these might be topics such as school uniform, parking near the school, the school’s anti-bullying policy, etc. However, it should be noted that, a Parent Council cannot discuss issues attributed to individual pupils.
- how parents can play an active part in helping the school to take forward Curriculum for Excellence.

Parent and Teacher Association (PTA)

At Bothwell Primary, there is a very active parent and teacher association (PTA) which works as a sub-group of the Parent Council to provide additional support for the school, through fundraising and organising of events. Funds raised are used e.g. to purchase equipment, pay outings or offer experiences to widen the children’s educational experiences. We are always looking for new members to join the PTA.

All parents are welcome to be involved and will be given information at the beginning of the school year. It is a fun filled way of helping the school and our pupils. If you wish more information, or you can help in any way, please contact the school office.

Home-School Links

One of our main aims at Bothwell Primary School is to build on and consolidate the already strong, supportive links with our parents and the wider community. It is important that you, as parents, feel welcome to come into the school at any time to discuss any concerns you may have about your children.

There are two formal Parents’ Evenings; one in November and one in March. These meetings are in place to give you the opportunity to discuss your child’s progress with the class teacher.

In addition to these more formal meetings, parents/carers are invited into the school at various times throughout the year to see the children showcase their work; through assemblies, presentations and open afternoons. There are also events organised to keep parents up-to-date with the stage of your child; parent workshops, transition events for P1 and P7 and parent participation in class projects.

Children are also be enrolled in a Google Classroom for homework and to encourage home-school links. Homework set by your child’s Class Teacher will be posted on here, along with teaching resources and tasks. Children can access their Google Classroom via their Glow account, which every child is provided with when they enrol in school.

Our bi-monthly newsletter will be e-mailed to you, keeping you up to date with events going on in the school. The school website also informs you of events in both the school and which the school takes

part in, within the community. It includes reviews of activities the children have been involved in and also important information about upcoming dates and events. Our Twitter account keeps parents informed of upcoming events and successes of the children, as they occur. We have launched the Bothwell Primary School app, which can be downloaded onto Smartphones and tablets to keep parents up to date with news, events and important information.

Please note: a special form is sent home for signing by parents to grant permission for outings.

Bothwell Primary fully appreciates all parental support both in school and at home. We welcome parent helpers into our school to support the children with active learning activities, paired reading, practical maths, number, reading games, computing skills, after school clubs and on educational visits. (PVG Disclosure Scotland required, available from the school office).

This partnership with parents is highly valued and is evident in the two way dialogue which exists between the home and school. Parents are regularly consulted, with views carefully reflected upon and considered within the school improvement plan. Bothwell Primary celebrates an ethos where parents feel they are an integral part of the school community. Parents can contact the school at any time by telephone, e-mail or letter, or by calling personally at the school.

4) School Ethos

Parents and friends of the school are always welcome to support the school by assisting or leading in areas of expertise or interest, whether through the curriculum within the school day, or for a short period as an after school club. The school always has an extensive range of after school clubs, run by parents, members of the community and staff, which enables a wider sharing of skills and interests, which have now been reinstated, following the COVID-19 pandemic.



We as a school work closely with local businesses, care homes, nurseries and schools in the area, as well as organisations such as Bothwell Horticultural Society, Bothwell Historical Society and Brighter Bothwell to enhance our children's experiences and strengthen community links. In order to develop our pupils' Skills for Learning, Life and Work, we engage with local businesses in our Health, Enterprise and World of Work Weeks.



We always welcome support from the wider community and are very grateful for the support already in place. Thank you parents and community members, you enhance our pupils' learning!

Our Nursery to Primary 1 transition involves all denominations and this approach is continued throughout P1 to P7 with children participating in ecumenical events, ensuring a culture of inclusion and equality is promoted.

Bothwell Primary School and Nursery Class Visionary Aims

We in Bothwell Primary aim to:

- Foster a compassionate and caring ethos, through nurturing approaches and ensuring equity, in an inclusive, diverse, learning culture.
- Implement creative high quality learning and teaching, which is responsive and relevant, to the children's interests, the community and the wider world.
- Embed skills for learning, life and work through experiences which further develop partnerships, independence, strategic thinking and resilience.

Our school values are:

- **Sensible**
- **Mature**
- **Ambitious**
- **Respectful**
- **Thoughtful**
- **Eco Friendly**
- **Responsible**

Our school motto is:

Today's SMARTER learners, tomorrow's SMARTER leaders

5) The Curriculum

Our Curriculum Rationale 2022



Our Vision is:

To work in partnership with all stakeholders, to provide a safe, nurturing and stimulating environment in which **every** child can achieve their full potential in preparing for their role in society.

Today's SMARTER learners, for tomorrow's SMARTER leaders!

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Our Visionary Aims:

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- Implement creative high quality learning and teaching, which is responsive and relevant, to the children's interests, the community and the wider world.
- Embed skills for learning, life and work through experiences which further develop partnerships, independence, strategic thinking and resilience.

Bothwell Primary School and Nursery Class Curriculum Rationale

Opportunities for personal achievement

- Assemblies/Star of the Week
- Sharing work in class/wall displays
- Sharing news/achievements in class/assembly
- Google Classroom (achieving - RWB)
- School Twitter, App, Newsletter, Website
- Points system (Houses)
- Sports achievements
- Learning Journals
- Taster sport sessions
- Snapshot Jotters
- Target Setting and achievement

Interdisciplinary Learning

- Outdoor learning, I.C.T., Enterprise, SLLW
- Responsive/flexible planning
- Progression- knowledge of other stages/what the children have previously learned
- Support/challenge in IDL
- Making links across learning
- Making links with businesses/parents etc.
- Topics- my community, local history, old school, location, what it looked like, Scarecrow Festival, Community Garden, Nature Trail
- Twinning association Jouy-en-Josas

Ethos and life of the school

- P7 Monitors/ P1 Buddies
- C.O.O.L. Officers
- "Go For Green"- Promoting Positive Behaviour
- Ambassadors
- House Ambassadors
- Classroom roles and responsibilities
- Encouraging independence
- Providing opportunities for children to lead their learning
- Committees- JRSO, Eco, RRSA etc.
- Nurture- openness to talk

Curriculum Areas and Subjects

- European Day (linked to feeder schools to U.G.S.)
- French café
- Outdoor Classroom
- Community garden
- Nature Trail
- David Livingstone Centre
- Uddingston Hockey Club
- Shinty Club
- S.T.E.M.
- Digital literacy
- Active Learning
- Cooperative learning
- Current affairs

Learning and Teaching:

- Engaging and active
- Setting challenging goals
- Shared expectations and standards
- Timely, accurate feedback
- Learning intentions, success criteria, personal learning planning
- Collaborative
- Developing learners' thinking skills
- Reflecting the ways different learners progress.

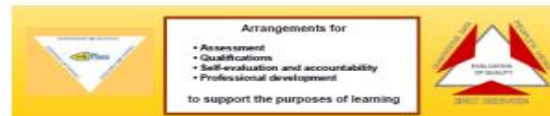
Personal Support:

- Review of learning and planning of next steps
- Gaining access to learning activities, which will meet individuals' needs
- Planning for opportunities for personal achievement
- Preparing for changes and choices and support through them
- Pre-school centres and schools working with partners



Principles for curriculum design:

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



Our Curriculum

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

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

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

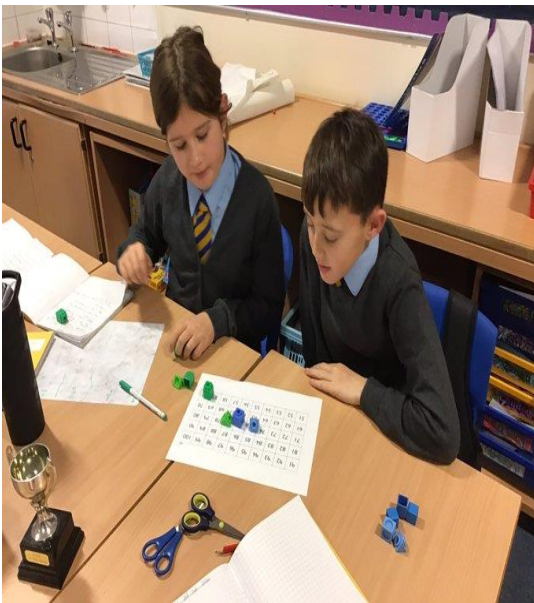
| Level | Stage |
|--------------|---|
| Early | The pre-school years and Primary 1 or later for some. |
| First | To the end of Primary 4, but earlier or later for some. |
| Second | To the end of Primary 7, but earlier or later for some. |

Some children and young people will start learning at these levels earlier and others later, depending upon individual needs and abilities. Learning progress is not about how fast children move through the levels but about “how much” and “how well” children learn, having depth and breadth of experiences at each level.

Important themes such as *enterprise, citizenship, sustainable development and creativity* are also included.



Curriculum for Excellence is about raising standards, improving knowledge and developing skills. The curriculum ensures continuity in children's learning and will take account of their strengths, interests and achievements.



"We work in groups and use resources in maths to help us figure things out"
(P5 pupil, December 2022)

Active Learning engages and challenges our learning. It helps us make links across the curriculum to ensure depth of understanding. A range of teaching approaches are used, such as outdoor learning and learning through the use of digital technologies, in order to engage all pupils in their learning,

Curriculum for Excellence is a major national reform designed to provide a richer, more flexible 3-18 curriculum which will equip children and young people for learning, life and work in the 21st century, by focusing firmly on their needs.

The aspirations of A Curriculum for Excellence are:
"for all children and for every young person that they should be successful learners, confident individuals, responsible citizens and effective contributors to society and at work."

The 21st century curriculum will provide support, structure and direction to young people's learning, so that they can maximise their potential in each of these four areas.



"We go outside to the MUGA for PE once a week and do the Daily Mile in the playground. We can choose to run or walk with friends. It's good to get outside for a wee break for some fresh air." (P4 pupil November 2022)

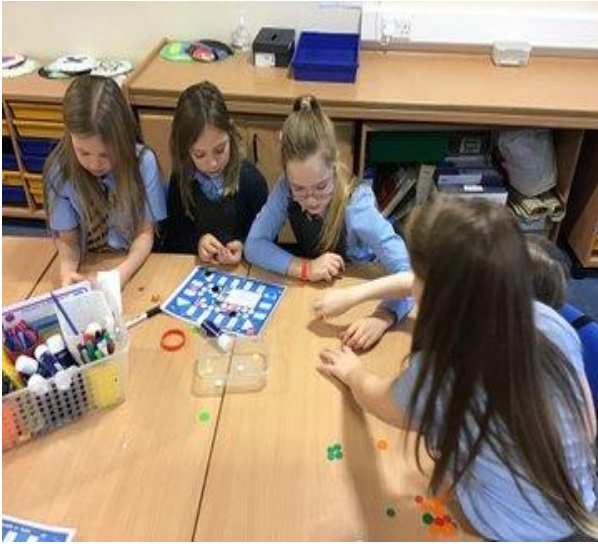
"Sometimes we go outside to do our learning. We have used the loose parts in the playground to build things."

(P3 pupil October 2022)





Sometimes the learning experiences may be linked together through themes and projects covering several areas of the curriculum (interdisciplinary learning). At other times learning will take place in individual subject areas. Learning will also be developed through day to day involvement in the life and work of the school community and the wider community. Such activities will include a variety of out of school projects and a range of school or community-based events. Planned experiences will be designed to achieve specific outcomes in terms of the knowledge, skills and understanding that show how young people are progressing and developing.



What does this look like in practice?

When planning activities and experiences for young people, teachers will take account of the following seven principles:

1. **Challenge and enjoyment** – All young people should be active in their learning and have opportunities to develop and demonstrate their creativity.
2. **Breadth** – all young people should have access to a range of activities so that they can learn and develop in a variety of ways.
3. **Progression** – All young people's learning should be built on earlier knowledge and Achievement.
4. **Depth** – All young people should have opportunities to learn and study in depth. As they progress, they should be able to draw different strands of learning together and deepen their learning to the best of their ability.
5. **Personalisation and choice** – The individual needs of all young people should be recognised with particular talents and skills being supported and developed. Opportunities should be provided for young people to exercise responsible personal choice as they progress through the school.
6. **Coherence** – There should be clear links between the different aspects of learning.
7. **Relevance** – Young people should understand the purpose of their activities and see the value of what they are learning for their present and future life.



Key teaching and learning approaches, in order to implement Curriculum for Excellence

1. Assessment is for learning (AifL)
2. Co-operative learning
3. Active learning
4. Interdisciplinary working – linking learning across the curriculum
5. Literacy
6. Numeracy
7. Health and Wellbeing
8. Assessing, recording and reporting on pupil progress
9. Outdoor learning
10. Using digital technology to enhance learning.



Health and Wellbeing, Relationships, Sexual Health and Parenthood (RSHP)

Bothwell Primary School use the national teaching and learning resource for Relationships, Sexual Health and Parenthood (RSHP) education, which can be found at rshp.scot. This has been developed by NHS Specialists and teaching staff from both North and South Lanarkshire Councils. This resource was created from a need to improve the quality, relevance, consistency and coverage of RSHP education. RSHP education should help protect children and young people from harm and support them to understand that friendships and personal relationships should be healthy, happy and safe. Our RSHP education aims to reflect a modern and inclusive Scotland where we value and respect the human rights of everyone.

Learning in RSHP will build on our pupils' previous knowledge and will be taught throughout the school, through a progressive programme, which meets the needs of all learners and is age and stage appropriate. Learning in RSHP will include class discussion, group and individual activities and the use of educational videos and literature where appropriate. Learners will be assessed on an ongoing basis through discussion and observation.

Themes that run through the RSHP curriculum are detailed below. These themes support teachers to highlight important information, appropriate to the stage of their class.

- Bodily autonomy, consent and protection from harm
- Emotional wellbeing and help-seeking behaviour
- Equalities and inclusion
- Gender equality, discrimination and gender-based violence
- Parenthood and families
- Relationships and friendships
- Sexual health and reproduction

Our RSHP programme is based on the Experiences and Outcomes and Benchmarks of Curriculum for Excellence for Early, First and Second Levels. Plans and further information can be found on the school website.

ICT

We teach ICT skills and utilise them across our teaching and learning, using iPads, Chrome books and networked computers in each classroom. ICT permeates all areas of the curriculum and brings the outside world into our classrooms.

Musical Tuition

The visiting Music Specialist visits P5 for 10 weeks per session.

Visiting tutors in brass, woodwind and strings visit weekly to give lessons to individuals in P5-7.

Pupils entering P5 will be offered a musical aptitude/suitability assessment. If successful, they will be provided with one year of free tuition, after which, charges will apply for each consecutive year.

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

Rights of Parents/Carers

Based on the national guidance issued by the Scottish Government on 21 February 2011 and the Education (Scotland) Act 1980, Scottish Government Ministers consider that religious observance complements religious education and is an important contribution to pupils' development. It should also have a role in promoting the ethos of a school by bringing pupils together and creating a sense of community.

Bothwell Primary School is a non-denominational school that values the cultural diversity of our pupils. We work with families from a range of cultural and religious backgrounds – we see this as a real strength of the school and we are very keen to ensure that children develop an understanding and acceptance of the various cultures represented within the school community and the multi-cultural society we all belong to. We aim to create an environment where our pupils appreciate values such as honesty, liberty, justice, fairness and concern for others. The children will be encouraged to develop a respect for other peoples' ideas, values, customs and beliefs, both within their community and the wider world. The children are also encouraged to work cooperatively with others demonstrating tolerance and partnership.

Children contribute to assemblies where they are all made aware of what's happening in other classes and this helps to promote self-confidence. The local minister of Bothwell Parish Church (school chaplain) contributes to Christian festivals throughout the session.

There are voluntary activities involving various charities. Education Resources has produced guidelines on Religious Observance and these are available in all establishments.

Parents have the right to withdraw their children from Religious Education and Observance and the school should be informed of this by letter.

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.

Equalities

Integral to this guidance is the principle of mutual respect. The diversity of belief and tradition provides an ideal context in which pupils can learn about, and so learn from, what is important in the lives of themselves and others. South Lanarkshire's guidance recognises and welcomes diversity and promotes respectful understanding.

6) Assessment and Tracking Progress

At Bothwell Primary School, teachers assess and mark pupils' progress continually as part of daily learning and teaching in order to identify appropriate next steps in each child's learning. We want to share with you on how your child's learning is progressing. We do this through:

- observation
- discussion
- photographs
- written responses, reports, check-ups, jotters and meetings with the Senior Leadership Team to discuss pupils' progress
- children's own self and peer assessment
- pupils' profiles
- pupil plans
- recording by film
- "snapshots" of your child's current work, shared each term

Literacy, Numeracy and all aspects of **Health and Wellbeing** will feature across learning and are the responsibility of all practitioners. Therefore, these areas have been given increased emphasis within the South Lanarkshire Council primary report.

7) Reporting

Bothwell Primary School recognises that good teamwork among parents, children and schools is the key to a successful education for your child.

Reporting will be ongoing and comprise of a range of activities which can include parents' meetings, children presenting their learning, newsletters and ongoing oral discussions.

Interim reports are sent home to parents in November, whilst final reports are sent in June. The following information explains the terminology used within the report to track progress.

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 or receive a phone call, 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.

As above, "Snapshot Jotters" are sent home termly, to enable families to peruse, at leisure, a "snapshot" of the work the children undertake on a regular basis. Each term the children will set their targets in school and share them at home, through their "Snapshot Jotters". Parents can support their child in achieving these targets and at the end of the term, comment on their progress.

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

8) Transitions

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

We will also provide you with information at this time 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 out with your catchment primary school a 'request to remain form' must be completed. If you move out with your catchment primary, this may affect your right to transfer to the associated Secondary School. Please note the secondary school is determined by the pupil's permanent home address and chosen denomination. If you require further information, please contact Education Support Services on edsuppserv.helpline@southlanarkshire.gov.uk or **0303 123 1023**.

The associated secondary for Bothwell Primary is **Uddingston Grammar School**.

Close links have been established with Uddingston Grammar School. There is a strong transition programme between the primary schools in Uddingston Learning Community and Uddingston Grammar; these include staff liaison and preparatory visits for children throughout Primary 7 to ensure the smooth transition of our Primary 7 pupils to Secondary.

Head of Uddingston Grammar: Mr John Mackay
Uddingston Grammar School
Old Glasgow
Uddingston
G71 7BT
Phone: 01698 805050

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.

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 their leaflets, postcards or guides, please contact the school, or Enquire, on info@enquire.org.uk

Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

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

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

What does it set out to do?

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

10) School Improvement

In addition to the core programme of literacy, numeracy and health and wellbeing, the wider curriculum continued to be taught online to our learners, with feedback being given in a timely fashion and at an appropriate level. The school as a community also continued to celebrate the achievements taking place through such events as Health Week, a whole school Health and Wellbeing focus and also Lockerbie Manor, the location for the P7s residential.

P1 transition takes place in the final term of the session; parents and new P1s can visit the school, including their P1 classroom, hear about learning and teaching in Bothwell Primary and meet their teachers and future classmates. Our P7s get the same experience at Uddingston Grammar, with a two-day visit, following their S1 timetable, alongside their peers.

Bothwell Primary staff constantly update their planning, to meet the current needs of our pupils.

In line with Cost of the School Day, where we aim to reduce the cost of sending a child to school, we ensure a child can access all areas of the curriculum at no cost. We access funding to support families through the winter regarding winter attire and we ensure fundraising is kept to a minimum and is utilised to meet the needs of those most requiring it.

The school has formed a committee to lead the Equity journey, promote the meaning of being equitable and ways that this can be achieved. The Equity Committee comprises of pupils, parents and staff. The committee has key roles, including determining how to spend 5% of the school's Pupil Equity Fund (PEF). The committee has created and set up a school uniform Recycle Rail, in order to re-use and recycle items of clothing and also provide support to those who need it. The committee promote the Rights of the Child.

Standards in literacy, numeracy, health and wellbeing enhanced by identified staff who attended South Lanarkshire Council network groups and disseminated information to all teachers on the following curricular areas:

- Health and Wellbeing
- Literacy
- P.E.
- Outdoor Learning
- Maths
- Science
- French
- ICT

With additional funding, we are presently targeting our learners who following the pandemic's disruption to education, require support, challenge or sometimes just a little input to keep them on track.

In session 2022-23, the School Improvement Plan is focussing on the following priorities:

- Strengthening skills in numeracy and maths
- Continuing to increase the engagement of, and maximise the potential of all learners, through implementing creative learning and teaching approaches, with a particular focus on writing
- Further developing play pedagogy
- Promoting the positive health and wellbeing of children, parents, carers and staff, with a particular focus on mental health, to reduce stress and anxiety
- Ensuring equity.

Learning Community Improvement Plan

1. Embedding moderation of numeracy and writing.
2. Further developing moderation of reading across our schools by sharing good practice.

All stakeholders will be consulted over the development of these areas.

Achievements

We are proud of our achievements in Bothwell Primary School and celebrate them at school assemblies and share them with our school community. For a fuller range of the successes our learners have experienced, please see our **Standards and Quality Report**, which can be found on the school website.

- Our most recent inspection by HMIE highlighted Bothwell Primary as being "Very Good" at Health and Wellbeing – we are very proud of this!
- We have achieved our Silver Sports Scotland Award and continue to work closely with our Active Schools Co-ordinator.



- We have received our Second Eco Flag and promote values such as sustainability and responsibility in our classrooms and beyond.
- We are a Health Promoting School and our children participate enthusiastically in our annual 'Health Week'.
- We have achieved our Bronze in the RRS Award Scheme.
- We focus on Literacy, Numeracy and Health and Wellbeing to ensure our children develop essential skills for learning, life and work (SLLW)
- We celebrate and encourage leadership in our pupils to enable them to become Confident Individuals and Effective Contributors.
- We provide nurture-based intervention and individualised support for other health and wellbeing related needs.

Pupil Leadership

- **School Ambassadors** – P7 leaders are selected following a rigorous interview process, for the roles of Ambassadors for: Literacy, STEM, Equity and Health and Wellbeing. In these areas, our Ambassadors will be the pupil voice of the school, in leading us onwards and upwards!
- **STEM, Literacy and Health Committees** – made up of P7 pupils, with the Ambassadors leading the committee.



In addition, we presently have the following pupil leaders:

- **Junior Road Safety Officers** - two pupils from P6
- **Equity Committee** - pupils from P1-7
- **Eco Committee** - pupils from P1-7
- **C.O.O.L. Officers** (Carers Of Our Learners) - pupils from P7, who demonstrate leadership skills and focus on the health and wellbeing of others.



These groups are an ideal opportunity for pupils to become involved in their school and lead it forward, through the learners' initiatives.

The Ambassadors will communicate with other pupils, staff and parents, allowing them to develop skills in confidence, communication and negotiation.

Extra-Curricular Activities

We have an extensive range of lunch and after school clubs which encourage our pupils' well-rounded development. These clubs are run by staff, community organisations and parents. Details of these will be shared throughout the year.



In the event that the club has to be cancelled at short notice, every effort will be made to inform you by either e-mail or text message. For your child's peace of mind, we would also ask that you give them a contingency plan for 3.00p.m.

11) School policies and practical information

Nursery

Bothwell Primary is delighted to present a welcome addition to the school; the Bothwell Primary Nursery Class! Our nursery provides an engaging learning environment for young children. Parents from any area may apply to attend the nursery class. To find out more about the nursery, please contact the school. Please note that a place in the nursery does not mean that your child will automatically be enrolled at this school when they are ready to start primary school. All children who move from early years to primary education must register separately in the month of January.

Our nursery caters for forty 3 to 5-year olds for full days (9a.m. to 3p.m.).

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 snack. 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 - 5 receive a free school lunch.
- Primary 5 - 7 meal cost is £2.00

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

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

Special diets

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

Free School Meals

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

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

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

South Lanarkshire Council also offers a free Breakfast service, the service runs from 8.15a.m. to 8.45a.m. each school day.

We request that parents send a bottle of water each day to school with their child, thus enabling all pupils to have ready access to drinking water at all times.

School Uniform

We ask all parents/carers to support the school by encouraging your child to adhere to the agreed dress code and the wearing of our school uniform. The wearing of a school uniform helps promote the identity of the school in the local community and helps create an ethos of sharing and pride in the school.

In addition, the wearing of a uniform helps towards increasing the protection of all pupils. The wearing of a uniform helps staff and the pupils to distinguish between who belongs to the school and those who may be visitors. This enables staff to approach and identify visitors more readily and helps in trying to offer a safer environment for pupils and teachers alike.



Our school uniform is:

- Blue blouse/shirt
- Grey skirt/trousers
- Grey cardigan/sweater
- School tie (P1-5 colours and P6 and 7 colours)
- Indoor shoes
- Navy blue blazer with school badge



Gym days:

- Electric Blue Sweatshirt with school badge
- Yellow Polo with school badge
- Electric blue Joggers P1-5
- Navy Joggers – no pattern P6-7

Gym shoes or similar footwear are essential for P.E. Gym kit and ties, along with waterproof jackets with school badge are available to buy in school.

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. Great care is taken to protect children's clothing in school, but accidents sometimes happen. Please provide an old overall or old shirt, which can be left in school to be used for messy activities when needed. Please mark all items of clothing, including footwear, with your child's name.

There are forms of dress, which are unacceptable in all schools, such as:

- the wearing of football colours
- clothing with slogans that may cause offence (anti-religious, symbolism or political slogans)
- clothing which advertises alcohol, tobacco or drugs
- clothing which can be deemed unsuitable in terms of health and safety grounds such as shell suits, combat style clothing, dangling earrings, loose fitting clothes particularly in practical classes
- articles of clothing that could be deemed to inflict damage on other pupils or be used by others to do so
- footwear that may damage flooring.

Allergies

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

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

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

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

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

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

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

Support for parent/carers

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

Applications can be made online at www.southlanarkshire.gov.uk. If you are required to submit evidence of your Tax Credit income it is important that a copy of this evidence is attached to your online application. Should you require further information or you are unable to submit an application online then please contact the helpline number **0303 123 1011** (option 5).

School Hours/Holiday Dates

| | |
|-----------------|-----------------|
| Morning opening | 9.00a.m. |
| Interval | 10.30-10.45a.m. |
| Lunch | 12.15-1.00p.m. |
| Closing | 3.00p.m. |

Nursery Hours

| | |
|------------|-------|
| Drop-off | 9a.m. |
| Collection | 3p.m. |

See attached list showing school holiday dates.



Enrolment – how to register your child for school

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

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

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

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

Proof of where the child lives may also be needed.

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

If your child attends nursery of your catchment school 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 or by contacting edsuppserv.helpline@southlanarkshire.gov.uk or phone **0303 123 1023**.

Enrolment date for 2023 is week commencing 16 January 2023.

All new pupils will be invited along with their parents to take part in a pre-entrant programme, which is designed to provide children and parents with opportunities to visit and meet staff in their new school.

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 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.

Parking

For Health and Safety reasons parents/carers are requested not to park in the school car park or block the entrance/exit gate or disabled areas. The car park entrance is vehicular and not for pedestrians, who should instead use the two gates on Blantyre Road.

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 and any items are therefore brought into the school at the pupil/parents' own risk.

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

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

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

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

(ii) Damage to clothing

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

Family Holidays during term time

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

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

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

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

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

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

Promoting Positive Behaviour

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

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

Bothwell Primary School's policy on discipline aims to promote positive behaviour. We are also working towards the Silver level of our Rights Respecting Schools Award (RRSA). The RRSA recognises achievement in putting the United Nations Convention on the Rights of the Child (UNCRC) at the heart of the school's planning, policies and ethos. A rights-respecting school not only teaches about children's rights, but also models rights and respect in all relationships; between teachers/adults and pupils, between adults and between pupils.

Positive behaviour demonstrates itself in mutual respect. Positive behaviour creates a positive atmosphere that promotes effective teaching and learning. To help achieve this, we have a Promoting Positive Behaviour Policy across the school, whereby children's positive behaviour is reinforced and rewarded by all members of staff, both in the classroom and playground. Our weekly assemblies focus on recognising and acknowledging this responsible behaviour.

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 PPRUDB (Promoting Positive Relationships and Understanding Distressed 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 Teacher.

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

Information on Emergencies

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

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

If for any reason, you are unsure if the school is open visit the website www.southlanarkshire.gov.uk or email education@southlanarkshire.gov.uk

Your Commitments

We ask that you:

- support and encourage your child's learning
- respect and adhere to the 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 its commitment to care for and educate your child.



We love school because...



...we enjoy being active and having fun with our friends.



...we use computers to learn. One of my favourite subjects is ICT...

...we work in groups on tasks like maths and problem solving...





...we share special news and achievements at assemblies so that everyone can see what we have been doing outside school...



...we go on the stage to perform and share our learning!



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.



Education Resources

School holiday Dates Session 2023/2024

| Break | Holiday dates | | |
|--------------------------|----------------------------|-----------------------|--|
| First Term | Teachers In-service | Monday | 14 August 2023 |
| | In-service day | Tuesday | 15 August 2023 |
| | Pupils return | Wednesday | 16 August 2023 |
| September Weekend | Closed on Re-open on | Friday Tuesday | 22 September 2023 26 September 2023 |
| October Break | Closed on Re-open on | Monday Monday | 16 October 2023 23 October 2023 |
| | In-service day | Monday | 13 November 2023 |
| Christmas | Closed on Re-open | Monday Monday | 25 December 2023 8 January 2024 |
| Second Term | | | |
| February break | Closed on | Monday and Tuesday | 12 February 2024 13 February 2024 |
| | In-service day | Wednesday | 14 February 2024 |
| Spring break/Easter | Closed on Re-open | Friday Monday | 29 March 2024 15 April 2024 |
| Third Term | | | |
| | In-service day | Thursday | 2 May 2024 |
| Local Holiday | Closed | Monday | 6 May 2024 |
| Local Holiday | Closed on Re-open | Friday Tuesday | 24 May 2024 28 May 2024 |
| Summer break | Close on | Wednesday | 26 June 2024 (1p.m.) |
| Proposed in-service days | 15 and 16 August 2024 | | |

Notes

- ◆ Good Friday falls on Friday, 29 March 2024
- ◆ Lanark schools will close Thursday, 6 June 2024 and Friday, 7 June 2024
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 22 December 2023 and Thursday, 28 March 2024)
- ◆ Schools will close at 1pm on the last day of term 3 Wednesday 26 June 2024)
*Two in-service days proposed 15 & 16 August 2024.

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

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

Contact Details

Education Scotland's Communication Toolkit for engaging with parents

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

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

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

Parental Involvement

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

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

School Ethos

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

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

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

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

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

Curriculum

Information about how the curriculum is structured and curriculum planning

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

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

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

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

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

Assessment and Reporting

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

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

Transitions

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

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

Choices and changes 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