



Education Resources

Bothwell Primary School Handbook 2021

Sensible

Mature

Ambitious

Respectful

Trustworthy

Eco-Friendly

Responsible

SMARTER

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





School Ambassadors 2020-2021



CC-19 (Covid Committee) 2020-2021

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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.

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.

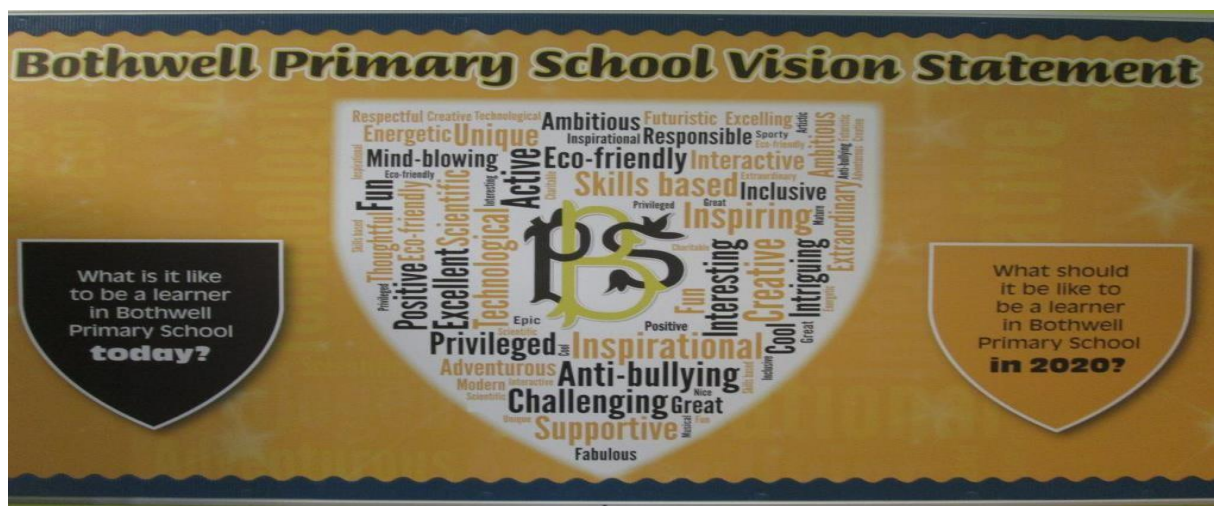
The staff at Bothwell Primary School, look forward to working in partnership with you now and in the future.

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 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

'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 Primary 1 to Primary 7. The current roll is 311.

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 Management Team

Head Teacher: Mrs Paula Ross

Acting Depute Head: Mr Martin Frame

Principal Teacher: Mrs Gemma Jamieson

Acting Principal Teacher: Mrs Marion Montgomery

Teaching Staff Deployment as at Nov 2020

Room 1	Primary 1	Miss McGuigan
Room 2	Primary 1	Miss Waters
Room 3	Primary 2	Miss McNeill
Room 4	Primary 2/3	Mrs McFall
Room 5	Primary 3	Miss O'Brien
Room 6	Primary 3/4	Miss Campbell
Room 7	Primary 4	Miss Stewart
Room 8	Primary 5	Mr Paterson
Room 9	Primary 5/6	Mrs Lamont
Room 10	Primary 6	Mrs Hunter
Room 11	Primary 6/7	Mrs Weir
Room 12	Primary 7	Mrs McHenry
C.C.C.		Miss Mclvor
		Mrs Iles

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.

Support Staff

Team Leader	Mrs Anne McIntosh	
Clerical	Mrs Susan Mochan	
Support Assistants	Mrs Christine Alcorn	Mrs Valerie Delaney
	Mrs Shirley Dempsey	Mrs Marion Grant
	Mrs Elizabeth Kennedy	Mrs Linda Smith
	Mrs Kathy Vance	Mrs Rhona Martin

Facilities Staff

Janitor	Mr Stephen Doyle
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Catering Supervisor
Catering Assistants

Mrs Margaret Slaven
Mrs Ann Gold
Mrs Andrea McLaughlin
Ms Audrey Don

Cleaning Staff

Cleaning Supervisor
Cleaning Staff

Mrs Kelly Lang
Mrs Liz Kennedy
Ms Alison Blackett
Ms Margaret Lowden

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 Telephone Number:

Education Resources
Council Offices
Almada Street
Hamilton, ML3 0AE

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 normally welcome to view our school at any time. However, due to current restrictions caused by coronavirus, please contact the office (01698 852919) to discuss a meeting.

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)

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

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

- 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.

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.

What does the Parent Council do?

- 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.

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 cannot be over-stressed just how important it is that you, as parents, outwith Covid restrictions, feel welcome to come into the school at any time to discuss any concerns you may have about your children.

There are normally 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. This session these meetings are being held in different formats, in line with Government guidance.

In addition to these more formal meetings, when not restricted by Covid, 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.

This session, your child will also be enrolled in a Google Classroom to support home learning and home-school links. Homework set by your child's Class Teacher will be posted on here, along with teaching resources and tasks, should these be required, in the event of a school closure/move to blended learning. 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. This session, we have also 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 e.g. our Recovery Plan and Risk Assessment for Covid 19.

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. Normally, 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).

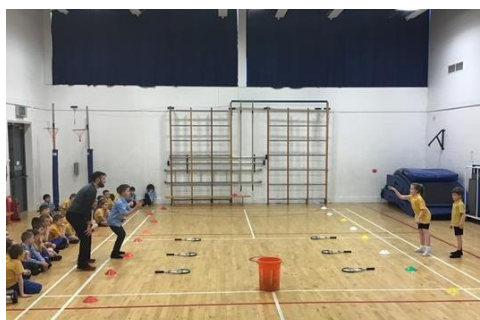
This partnership with parents is highly valued and is evident in the two way dialogue which exists between the home and school. Parents are regularly consulted, with views carefully reflected upon and considered within the school improvement plan. Bothwell Primary celebrates an ethos where parents feel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

4) School Ethos

Outwith Covid restrictions, 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. These shall be reinstated once permitted, in line with government guidance.



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.

Our school aims to:

- Provide a range of learning opportunities through a range of teaching approaches
- Promote honesty, integrity and trust
- Empower and enable our learners to achieve their potential
- Promote positive behaviour
- Equip our learners with Skills for Learning, Life and Work
- Be a happy, friendly, nurturing environment where everyone feels safe.

Our school values are:

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

Our school motto is:

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

Our school is:

- where children feel safe and cared for
- where children are encouraged to be healthy and where they understand why health is important
- where children are included equally, regardless of their sex, race, faith or ability
- where children are honest with themselves, their friends, other children and staff
- where all children are encouraged to do well and where their efforts and achievements are recognised
- where all children learn as much as they can and where their knowledge, skills and personal interest are developed as fully as possible
- where our staff act as a team with our parents, carers and the local community to improve learning
- where children respect the rights of others.

5) The Curriculum

Our Curriculum Rationale

At Bothwell Primary we work together as a school community to develop, promote and sustain our aspirational vision through our SMARTER attributes - Sensible, Mature, Ambitious, Respectful, Trustworthy, Eco-friendly and Responsible, all of which work to enhance Getting It Right For Every Child. These values, chosen by pupils, parents and staff, underpin our learning, teaching and delivery of the broad curriculum. They take account of learners' needs, entitlements and rights, the four capacities and the National Priorities and guidelines.

Bothwell Primary is situated in a unique historical area enabling educational links with landmarks such as Bothwell Castle and the David Livingstone Centre. These allow a real life context for learning. Outdoor learning is embedded in the curriculum at Bothwell Primary, offering our children a plethora of teaching and learning opportunities. A variety of resources such as the outdoor classroom, community garden, nature trail and woodland areas surrounding the school, facilitate this. These opportunities are enhanced by working closely with neighbouring educational establishments and many local community organisations such as Brighter Bothwell, Organic Growers of Bothwell, Bothwell Historical Society and Scarecrow Festival organisers. Through involvement in the community of Bothwell and using the surrounding area, the children's understanding of the skills required for learning, life and work is increased.

We also utilise national and international connections, where appropriate, to develop our sense of national and global citizenship. Global awareness is exemplified through events led by our Rights Respecting Committee, and also our Eco Committee which has earned the school two Green Flags.

Within the school, and beyond, the individual achievements, interests and strengths of all are valued to inspire curious, creative, independent and resilient learners who aspire to be the best they can be. Together, we encourage equality, respect and a shared community ethos providing creative and innovative opportunities, ensuring positive experiences and outcomes for our learners through a diverse range of activities to support and empower today's SMARTER learners to become tomorrow's SMARTER leaders.

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

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

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

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

If you want to know more about Curriculum for Excellence, please visit these websites:

<http://www.educationscotland.gov.uk/thecurriculum/> or 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

Early

First

Second

Stage

The pre-school years and Primary 1 or later for some.

To the end of Primary 4, but earlier or later for some.

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 play games in maths. It can be a better way to learn than using textbooks all the time."
(P6 Pupil, November 2020)

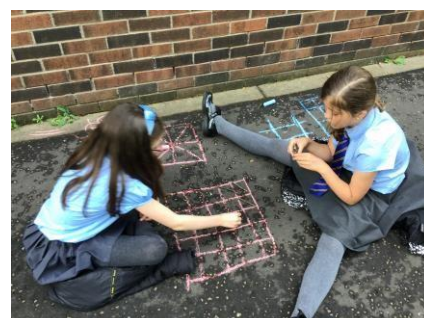
Active Learning engages and challenges our learning. It helps us make links across the curriculum to ensure depth of understanding. A range of teaching approaches are used, such as outdoor learning, in order to engage all pupils in their learning,

Curriculum for Excellence is a major national reform designed to provide a richer, more flexible 318 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 for PE and the Daily Mile. We also do other work outside, like measuring in our maths”.

(P5 pupil September 2020)

... successful learners.

Which means we -

- are interested in learning new things □ do the best we can
- think about new ideas.

To help us do this we-

- use maths, language and talking and listening
- use technology
- can think of new ideas by ourselves
- learn by ourselves and in a group
- think about the good points and bad points of new ideas
- use all of these different things

...confident individuals.

Which means we- □ have respect for ourselves □ are healthy and happy □ look forward to the future.

To help us do this we-

- listen and try to understand others
- are healthy and active
- try to understand the world around us
- decide what is right and wrong.

We can all become...

...responsible citizens

Which means we -

- have respect for other people

by-

□ being enterprising and

...effective contributors.

thinking of new ideas.

thinking up ideas for

- take part in making decisions ourselves.

To help us, we need to-

- understand the world around us and Scotland's place in it
 - work with a partner and a bigger team
 - tell people our ideas
 - understand different people
 - lead a group when working
 - listen to different ideas and opinions before making
 - take what we have learned and use it in a new situation

We can -

- find different ways of

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.

If you want to know more about Curriculum for Excellence, please visit website www.curriculumforexcellence.gov.uk or www.parentzonescotland.gsi.gov.uk **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 changes we have made 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)

This involves the introduction of a new framework of learning which responds to Experiences and Outcomes as directed by the Scottish Government and its supporting materials.

These have been developed by NHS Specialists and teaching staff from both North and South Lanarkshire Councils.

Our local authority is committed to the provision of quality sex education in accordance with National Guidelines. It forms a key element of personal, social and health education in schools and is an important part of children's preparations for adult life. The purpose of RSHP work is to provide knowledge and understanding of the nature of sexuality and the processes of human reproduction within the context of relationships based on love and respect. It should develop understanding and attitudes which will help children to form relationships in a responsible and healthy manner.

The RSHP programme for the pupils will comprise:

Early Years of Primary School

- Awareness of the way bodies grow and change.
- Uniqueness of their body
- Where living things come from
- Family and special people who are there for them
- Dealing with feelings

Middle Stages

- Exploring changes in the body
- How human life begins
- Being part of a family
- Dealing with bullying situations
- Dealing with feelings

Upper Stages

- Physical and emotional changes at puberty. □ Body image and self-worth
- Understanding of own developing sexuality
- Developing an awareness of gender identity
- Changing nature of friendship
- Dealing with feelings
- Menstruation, pregnancy and birth.

ICT

We have an ICT suite, iPads, Chrome books and additional 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. This assessment is carried out regularly in a number of ways e.g.

- 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

Presently interim reports are sent home in October, whilst final reports are sent in May. The following information explains the terminology used within the report to track progress.

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.

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

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

8) Transitions

Pupils normally transfer from primary to secondary school between the ages of 11½ and 12½, so that they will have the opportunity to complete at least 4 years of secondary education.

Arrangements are made by the school to transfer children to the associated secondary school as determined by their home address. Parents of P7 children will be informed of the transfer arrangements made for their child to attend secondary school.

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

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

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

If you move outwith your catchment primary school, a 'request to remain form' must be completed. If you move outwith your catchment primary, this may affect your right to transfer to the associated Secondary School. Please note, the secondary school is determined by the pupil's permanent home address and chosen denomination. If you require further information, please contact Education Support Services on **0303 123 1023**.

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 is a partnership commitment to ensure that your child has the best possible start in life, based on a shared understanding of their wellbeing. Most of the time, most children get all of the support they need from their families, with help from universal education and health services. When needed, the named person in education can offer help and support to children and families to make sure that the child's wellbeing is developing and that any issues are being addressed.

If you have any concerns about your child's wellbeing, you can speak to the named person (Head Teacher), who will work with you to ensure that your child gets the right help from the right person at the right time.

More information can be found on: www.girfecinlanarkshire.co.uk
and www.scotland.gov.uk/gettingitright

Support for All (Additional Support Needs)

The school seeks to help all pupils achieve their full potential. All children have the right to access a quality educational provision and at Bothwell Primary School, we endeavour to enable all pupils to reach their full potential. We believe that quality provision should operate within a framework of a positive ethos with an effective partnership between school, parents and other support services.

The Senior Leadership Team works closely with class teachers to identify pupils who are experiencing difficulty or who are making exceptionally good progress. Pupils who require additional support will be supported in a positive and inclusive manner. Teachers receive support, resources and guidance from The Extended Learning Community Team who visit the school weekly. The Extended Learning Community Team can be called upon to assess children, advise with regard to appropriate programmes of work and give support to individuals or small groups of pupils throughout the school.

In addition, we can, as appropriate, consult with our Educational Psychologist Mrs Lynsey Blair, for additional support. Further support from Integrated Children's Services is sought when necessary.

It is the school's aim to support all pupils within a working group. At times, due to specific needs an Additional Support Plan (ASP) or Co-ordinated Support Plan (CSP) will be put in place to support a child's individual needs. At all times, the school will work in partnership with parents.

South Lanarkshire Education Resources has published a series of leaflets which cover information for parents and carers about the Additional Support for Learning Acts.

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

Enquire – the Scottish advice service for additional support for learning

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

Phone Helpline: 0345 123 2303

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

Email Enquiry service: info@enquire.org.uk

Advice and information is also available at www.enquire.org.uk
Enquire provides a range of clear and easy-to-read guides and fact sheets including The parents' guide to additional support for learning.

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

Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

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

The Education Resources Attachment Strategy was launched in March 2019 as a key action in South Lanarkshire's Children Services Plan 2017-20 – 'Develop an attachment strategy and to inform training for staff working with early years to secondary aged children and young people on attachment-informed 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 South Lanarkshire Council Staff Learning Centre Sway.

10) School Improvement

COVID-19 Lockdown Response

In response to school closures in March 2020, at Bothwell Primary, we ensured we met the needs of our learners, by producing booklets, which families could work on at home, to continue the children's learning, we also prepared Google Classroom, a differentiated work programme, to meet the needs of the class. Very quickly almost all of our learners were accessing Google Classroom on a daily basis.

To ensure equity for those pupils who did not have access to this online platform, paper booklets continued to be available, with the current work which was being uploaded onto Google Classroom. The school also applied to South Lanarkshire Council for resources to meet the needs of those pupils who were disadvantaged in their learning, by being unable to access the online learning. These resources have now been allocated to those who required them.

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 “Lockdown Lockerbie” – the P7s virtual residential, at which it appeared some had almost as much fun as they would have at the real event!

Due to changes near the end of the summer term, the P1 transition was able to take place, in a much smaller form, but this enabled our new P1s to visit the school, hear about P1 and meet their teachers. In addition, a virtual tour was available online. Our P7s got the same experience at Uddingston Grammar and a small farewell was able to take place at Bothwell Primary for our P7 leavers.

In addition to the online learning, Bothwell Primary was a hub for the children of key workers and so staff were available to support those learners who attended the hub.

Bothwell Primary staff constantly update their planning, to meet the needs of our pupils in 2020-21 in the event of another lockdown or if the approach of blended learning (home and school learning) takes place.

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

In session 2020-21, the School Improvement Plan is a Recovery Plan which is focussing on the following priorities:

1. Promoting the positive health and wellbeing of children and young people, parents/carers and staff; ensuring wellbeing, equality and inclusion. This will be done by focussing on whole school wellbeing and the Health and wellbeing curriculum.
2. Planning for equity by re-identifying the povertyrelated attainment gap and planning to close this gap and reduce learners’ barriers to learning, whilst being mindful of the Cost of the School Day for our families. Through tracking and monitoring we shall determine the impact of equity approaches.
3. Continuity of Learning both in school and at home.



Learning Community Improvement Plan

1. Embedding moderation of numeracy, reading and writing.
2. Developing a Learning Community Google Classroom, across our schools by sharing good practice.

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

All classes take part in showcasing their work and achievements to their parents.

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.

- An inspection by HMLe 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.

Pupil Leadership

- **School Ambassadors** – P7 leaders are selected following a rigorous interview process, for the roles of ambassadors of Literacy, STEM, Digital Technologies, SMARTER, COOL Officers and Fundraising.
- **CC-19 (Covid Committee-19)** – In response to the current pandemic, a Covid Prevention Committee has been formed. This is a very responsible role led by P7 pupils.

Whilst this session, our approach has to differ from normal, due to restrictions in place, once these are lifted, the following normal practice will resume. This is:

- **Pupil Voice** - pupils from P1–6 can also apply for a place in this group. There is usually one person per year group joining four P7 representatives.
- **Junior Road Safety Officers** - two pupils from P6
- **Rights Respecting Schools Group** - pupils from P1-7
- **Eco Committee** - pupils from P1-7
- **COOL Officers** (Conflict Officers Outdoor Leaders) - pupils from P3 upwards, who demonstrate leadership skills and focus on the health and wellbeing of others.
- **Website Committee** – P5, 6 and 7 pupils.



These groups are an ideal opportunity for pupils to become involved in their school. The



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

Extra-Curricular Activities

Normally, we have an extensive range of lunch and after school clubs which encourage our pupils' wellrounded 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

School Meals

Healthy eating is something that the school supports and a range of meals are available at lunchtime that meet the Schools (Health Promotion and Nutrition) (Scotland) Act 2007 and the Nutrient Requirements for Food and Drink in Schools (Scotland) Regulations 2008.



The menu consists of a three course meal and all meals include fresh chilled drinking water and milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at morning break or lunchtime. Milk is also available for purchase to those pupils wishing to buy at morning break and lunchtime. The children also have access to unlimited bread, salad and vegetables to supplement their meal.

Pupils in:

- Primary 1 - 3 receive a free school lunch.
- Primary 4 - 7 meal cost is £1.75

Children are issued with copies of the menu at the beginning of each term.

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 lunchtime.

Normally, South Lanarkshire Council also offers a free Breakfast service, the service runs from 8.15am to 8.45am each school day. This is not available at this time.

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(ren) to adhere to the agreed dress code and the wearing of our school uniform. The wearing of a school uniform helps promote the identity of the school in the local community and helps create an ethos of sharing and pride in the school.

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

Our school uniform is:

Blue blouse/shirt	Grey skirt/trousers
Grey cardigan/sweater	School tie (P1-5 and P6 and 7) 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 sold 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.

Due to Covid restrictions, the above entry and exit times are currently staggered.

See attached list showing school holiday dates.

Enrolment – how to register your child for school

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

Enrolment date for 2020 is week commencing 18th January 2021.

Pupils can enrol for school at Bothwell Primary on the under-noted dates:

Monday	13 th January	9.30a.m–11.30a.m. 1.15p.m–2.45p.m.
Tuesday	14 th January	9.30a.m–11.30a.m. 1.15p.m–2.45p.m.
Wednesday	15 th January	9.30a.m–11.30a.m. 1.15p.m–2.45p.m.
Thursday	16 th January	9.30a.m–11.30a.m. 1.15p.m–2.45p.m.

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.

Start date

All pupils, including P1 shall start on Thursday 12th August 2021. P1 shall be in the whole day from the very first day.

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 obtain an application form from the school or Education Resources, Hamilton, phone **0303 123 1023**, or web www.southlanarkshire.gov.uk. These forms should be completed and returned before the end of March for those pupils starting the school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year and will be considered by Education Resources.

A paid privilege transport scheme is operated for mainstream school contracts where a pupil is not entitled to free school transport. Privilege transport will only be granted providing there is spare capacity on an existing school contract and will be from and to designated pick up and drop off points. Privilege transport will not be provided where a service bus is used on the school run. Any spare capacity will be allocated using agreed priorities. For more information on school transport contact Education Resources phone **0303 123 1023**.

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 an Assertive Discipline Procedure 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 are required to receive an annual update and follow the advice and guidance contained within the Education Operating Procedures. All staff must also complete a Learn on Line Course "Child Protection in Education".

The vision for children and their families in South Lanarkshire is to ensure that they live in a community where they are safe, healthy, active, achieving, respected, responsible and included. They should be part of a society where they have the opportunity to maximise their full potential and have access to good health care, education and leisure services. In order to achieve, South Lanarkshire's children's services and its partners will work jointly to support children, young people

and their families and are committed to continuously improve our services to ensure children, young people and their families get the support that is appropriate for them.

The Chief Officers and Child Protection Committees of North and South Lanarkshire Councils are the driving force for ensuring that agencies individually and collectively work to protect children and young people as effectively as possible.

The Council has a duty in law to report suspicions that a child has been abused or is at risk of harm, abuse or neglect. Therefore, Council staff have a professional and contractual obligation to report concerns to the head of establishment or the child protection co-ordinator immediately.

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

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

The Child Protection Committee's website has a range of information for parents/carers on how to help ensure their child is safe. The website is: 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 reopen.

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.

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.

We love school
because....



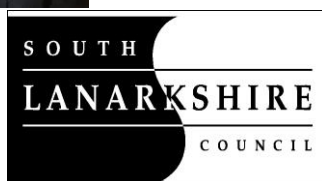
..maths is really
fun! I like to learn
maths in different
ways and am
getting better at
my times tables.

..we learn about
emotions and how
your face changes
depending on how
you feel.





...our teacher is really good at art and we get to draw and do art at least once a week.



Education Resources

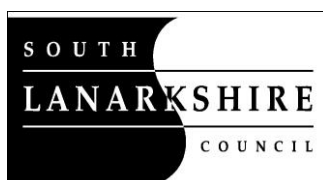
School holiday Dates Session 2020/2021

Break	Holiday dates		
First Term	Teachers In-service	Tuesday	11 August 2020
	In-service day	Wednesday	12 August 2020
	Pupils return	Thursday	13 August 2020
September Weekend	Close on Re-open	Thursday Tuesday	24 September 2020 29 September 2020
October Break	Close on Re-open	Friday Monday	09 October 2020 19 October 2020
	In-service day	Monday	16 November 2020
Christmas	Close on Re-open	Tuesday Wednesday	22 December 2020 6 January 2021
Second Term			
February break	Close on Closed on	Friday Monday and Tuesday	5 February 2021 8 February 2021 9 February 2021
	In-service day	Wednesday	10 February 2021
Spring break/Easter	Close on Re-open	Thursday Monday	1 April 2021 19 April 2021
Third Term			
Local Holiday	Closed	Monday	3 May 2021
	In-service day	Thursday	6 May 2021

Local Holiday	Close on Re-open	Thursday Tuesday	27 May 2021 1 June 2021
Summer break	Close on	Thursday	24 June 2021
Proposed in-service days	Tuesday 10 and Wednesday 11 August 2021 Pupils return Thursday 12 August 2021		

Notes

- Good Friday falls on Friday, 2 April 2021
- *Lanark schools will close Thursday, 10 June 2021 and Friday, 11 June 2021*
- Schools will close at 2.30pm on the last day of terms 1 and 2
(Tuesday, 22 December 2020 and Thursday, 1 April 2021)
- Schools will close at 1pm on the last day of term 3 Thursday, 24 June 2021.



Education Resources

School holiday Dates Session 2021/2022

	Holiday dates		
First Term	<i>Teachers In-service</i>	<i>Thursday</i>	<i>12 August 2021</i>
	<i>In-service day</i>	<i>Friday</i>	<i>13 August 2021</i>
	Pupils return	Monday	16 August 2021
September Weekend	Close on Re-open	Thursday Tuesday	23 September 2021 28 September 2021
October Break	Close on Re-open	Friday Monday	8 October 2021 18 October 2021
	<i>In-service day</i>	<i>Monday</i>	<i>15 November 2021</i>
Christmas	Close on Re-open	Wednesday Wednesday	22 December 2021 5 January 2022
Second Term			
February break	Close on Closed on	Friday Monday and Tuesday	11 February 2022 14 February 2022 15 February 2022
	<i>In-service day</i>	<i>Wednesday</i>	<i>16 February 2022</i>

Spring break/Easter	Close on Re-open	Friday Tuesday	1 April 2022 19 April 2022
Third Term			
Local Holiday	Closed Re-open	Monday Tuesday	2 May 2022 3 May 2022
	<i>In-service day</i>	<i>Thursday</i>	<i>5 May 2022</i>
Local Holiday	Close on Re-open	Thursday Tuesday	26 May 2022 31 May 2022
Summer break	Close on	Friday	24 June 2022
Proposed in-service days	August dates to be confirmed		

Notes

- ☐ Good Friday falls on Friday, 15 April 2022
- ☐ *Lanark schools will close Thursday, 9 June 2022 and Friday, 10 June 2022*
- ☐ Schools will close at 2.30pm on the last day of terms 1 and 2 (Wednesday, 22 December 2021 and Friday, 1 April 2022)
- ☐ Schools will close at 1pm on the last day of term 3 - Friday, 24 June 2022 *Two in-service days proposed for August 2022 to be confirmed.

Appendix A

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

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

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

Contact Details

Education Scotland's Communication Toolkit for engaging with parents

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

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

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

Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils

School Ethos

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

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

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

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

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

Curriculum

Information about how the curriculum is structured and curriculum planning

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

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

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

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

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

Assessment and Reporting

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

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

Transitions

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

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

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

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

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

Enquire is the Scottish advice service for additional support for learning

Parenting Across Scotland offers support to children and families in Scotland

Support for Pupils

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

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

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

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

School Improvement

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

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

Scottish Credit and Qualifications Framework (SCQF)

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

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

School Policies and Practical Information

National policies, information and guidance can be accessed on the following:

Education

Health

Young People

Children (Scotland) Act 1995

Standards in Scotland's Schools (Scotland) Act 2000.