Dalserf Primary School Handbook 2019
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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/Carers

A very warm welcome to Dalserf Primary School. As a school we take great pride in ensuring that we offer an extension of 'the family' for all pupils, parents/carers and members of the local and wider community.

This handbook should provide you with an insight into the many experiences offered at Dalserf Primary School and answer some of the questions which you many have.

Dalserf Primary is a member of the Larkhall Learning Community. We offer a high standard of learning and teaching in a safe, caring and motivating environment. In Dalserf Primary we work hard to ensure that all children are supported and encouraged to develop the skills and attributes which will allow them to flourish both now and in the future.

Our vision is: for every child to be confident as individuals, both socially and academically.

Our aims are to:

- meet the needs of all learners in a safe, nurturing environment where everyone feels valued
- develop pupil problem solving and creativity through challenging learning experiences
- provide a positive environment where high expectations are set and success is celebrated.
- foster respectful attitudes by embracing diversity
- develop positive and supportive partnerships with parents/carers, partner agencies and the wider community

We look forward to working together with you to provide a rich and stimulating education for all our children.

Should you wish any further information about our school, please do not hesitate to contact me.

Nicola Thomas

Head Teacher
South Lanarkshire Council is the fifth largest authority in Scotland. It covers the following main areas; Clydesdale in the south which features extensive rural areas, Cambuslang, Rutherglen, Blantyre and Uddingston to the north as well as the towns of East Kilbride and Hamilton.

The Council’s Plan Connect sets out the Council’s vision which is, “to improve the quality of life for all within South Lanarkshire”.

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

2) **About our school**

**School Address:**
Dalserf Primary School
Ashgillhead Road
Ashgill
LARKHALL
ML9 3FJ

**School Contact Details:**
- Phone Number 01698 882680
- Fax Number 01698 886306
- Email address [office@dalserf-pri.s-lanark.sch.uk](mailto:office@dalserf-pri.s-lanark.sch.uk)

**School Staff**

<table>
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<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td><strong>Head Teacher</strong></td>
<td>Mrs Nicola Thomas</td>
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<tr>
<td><strong>Class Teachers</strong></td>
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<tr>
<td>P1/2</td>
<td>Mrs Thelma Barber</td>
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<tr>
<td>P3/4</td>
<td>Miss Lauren Ferguson/ Mrs Anne Robb</td>
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<td>P4/5</td>
<td>Mrs Lynn Green</td>
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<tr>
<td>P6/7</td>
<td>Miss Jenna Anderson</td>
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<td>CCC Teacher</td>
<td>Mrs Anne Robb</td>
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<tr>
<td>Specialist Support Teacher</td>
<td>Mrs Julie Cowan</td>
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<tr>
<td><strong>Educational Psychologist</strong></td>
<td>Ms Madeline Hillman</td>
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<td><strong>School Support Staff</strong></td>
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<tr>
<td>Team Leader</td>
<td>Mrs Andrea Crothers</td>
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<td><strong>School Support Assistants</strong></td>
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<tr>
<td>Mrs Suzanne Beattie</td>
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<td>Mrs Isobel Cowie</td>
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<td>Mrs Jean Taylor</td>
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<td><strong>Facilities Staff</strong></td>
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<tr>
<td>Janitor</td>
<td>Mr Stuart Muir</td>
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<tr>
<td><strong>Catering Supervisor</strong></td>
<td>Mrs Janet Jamieson</td>
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<tr>
<td><strong>Catering Assistant</strong></td>
<td>Mrs Sharon McMahon</td>
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<tr>
<td><strong>Cleaning Supervisor</strong></td>
<td>Mrs Sharon McMahon</td>
</tr>
<tr>
<td><strong>Music Tutor</strong></td>
<td>Mrs Laura Michael</td>
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We currently have 80 pupils on our roll, with four classes from P1 – P7. The school has four classrooms, an open area and a combined gym/dining hall.

Dalserf Primary School is a non-denominational, co-educational school. Dalserf Primary School does not provide teaching by means of the Gaelic language (as spoken in Scotland).

We enjoy a very good relationship with the local and wider community. Throughout the year, various members of the community come into school to enhance the children's learning experiences.

Additional Information

Schools and establishments should be the first point of contact for parents who wish to discuss issues about their child. Our aim is to resolve issues at a local level. Education Resources wishes to promote liaison among schools, members of Parent Councils, parents/carers and with other services. We wish to provide advice and support to Parent Councils, parents/carers.

All enquiries and concerns received from parents are taken seriously. In order to ensure that enquiries are dealt with effectively contact should be made in the first instance with the school.

If any parent

- has concerns at any time about any aspect of their child’s learning and progress or wishes to make a complaint, they should contact Mrs Thomas, Head Teacher.

- has been offered or is seeking a place for their child at Dalserf Primary School, they should also contact Mrs Thomas, Head Teacher to arrange to visit the school.

Parental enquiries and concerns relating to parental involvement, class organisation, school transport, placing requests, property, additional support needs and inclusive education can be directed to the appropriate service manager:

**David Hinshelwood**  
School transport (mainstream), placing requests and property issues  
01698 454408  
david.hinshelwood@southlanarkshire.gov.uk

**Alex MacLeod**  
Inclusive Education Manager  
01698 454666  
alex.macleod@southlanarkshire.gov.uk
**Attendance at School**

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:-

- if you know in advance of any reason why your child is likely to be absent from school, please tell someone at the school, telephone us or let us know in writing. Please also give your child a note on his/her return to school, telling of 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

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

**Complaints Procedure**

For questions or concerns relating to everyday matters please contact your child’s teacher via:

- his / her homework diary
- writing a note that can be handed in to the teacher
- discussing queries at Parents’ Evening meetings

If you are concerned about an aspect of your child’s learning, please let your child’s teacher know. This could be by:

- writing a note in your child’s diary
- sending a letter
- phoning the office and requesting for a call back from the teacher (01698 882680)
- discussing concerns at Parents' Evening meetings

Although, not frequent, more serious concerns and matters can arise from time to time. In such situations we would ask that you telephone our school office to request to meet with the teacher.

*Please note that there may be occasions when the class teacher is unavailable and Mrs Thomas (Head Teacher) may meet with you instead.*

**We will respond to you within two days of receipt of your concern. On most occasions your concerns will be addressed immediately, however should more time be required to investigate a situation or gather information we will keep in contact with you and where possible, give you approximate time scales that will enable us to work with you to bring the matter to a conclusion.**

Please contact Mrs Thomas, Head Teacher directly to make an appointment if you have a concern or complaint relating to a member of staff, another child or the safety of your own child.
We hope that you will come and discuss any concerns that you have with us, however should you feel that this is not possible or if you are unhappy with the outcome of discussions and you do not feel that your concern can be addressed within the school South Lanarkshire Education Resources can be contacted by email at education@southlanarkshire.gov.uk or by telephone on 0303 123 1023.

South Lanarkshire also has a corporate complaints procedure which can also be used to raise complaints and concerns. Details are available on the council website www.southlanarkshire.gov.uk.
3) Parental involvement

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

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

As a parents/carers we want you to be:

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

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

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

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

In Dalserf Primary we actively encourage parents/carers to be involved in the education of their child/children and in the life of the school. Communication is vitally important and we therefore utilise a number of ways of getting information to parents/carers. Our main method of communicating about events etc. is via email. We also have a free app which provides dates of weekly events, school meals menu and news items. Monthly newsletters are sent out and give more detailed information on past/forthcoming events and we also celebrate successes and learning via Twitter. Parents/carers are invited into the school often for workshops, parents' meetings, class assemblies, services and concerts. Dalserf Primary School is a busy place!
4) School Ethos

Through consultation with all stakeholders in Term 1 of 2018/19 we decided upon the following vision, values and aims which help to build the positive ethos within our school...

Our vision is:

for every child to be confident as individuals, both socially and academically.

At Dalserf Primary School we aim to:

- meet the needs of all learners in a safe, nurturing environment where everyone feels valued
- develop pupil problem solving and creativity through challenging learning experiences
- provide a positive environment where high expectations are set and success is celebrated.
- foster respectful attitudes by embracing diversity
- develop positive and supportive partnerships with parents/carers, partner agencies and the wider community

Our values:

- HONESTY
- RESPECT
- KINDNESS
- TEAMWORK
- HARDWORK
Achievements

At Dalserf Primary School we value and celebrate pupil achievement in many ways.

Each week at our whole school assembly a child from each class is presented with a Star of the Week award. Their photograph is then on display in our entrance hallway for everyone to see and share in their success.

In addition, every month a Star Writer and Star Artist is chosen from each class, with their work being displayed in our hallway. Whole school achievement is also celebrated and we are proud of the variety of achievements pupils accrue over the year, from charity involvement to sporting success. These are shared for all pupils, staff, parents/carers and visitors to see.

Individual achievement out-of-school is also recognised with pupils being encouraged to share their successes at assembly time. We have recently added our Spotlight Stars display to our corridor so these successes do not go unnoticed.
Each term every child records their participation in after school clubs and any other clubs/activities which they attend out-of-school. As a Staff we then try to identify any groups of pupils who are not participating in extra-curricular activities and try to remedy this by offering a club, sometimes these are run at lunch times by our older pupils.

**Children’s Rights & Positive Behaviour**

As part of our Health and Wellbeing curriculum we teach all children about their rights as stated in the UNCRC (United Nations Conventions on the Rights of the Child). One of our Pupil Leadership Teams is the Rights Respecting Team and they help to promote awareness of children’s rights across the school and at assemblies. We have a School Charter which specifies the most important rights to us in Dalserf Primary and how pupils and staff will help these rights to be met. Each class also creates their own Class Charter which represents the rights the children of that class feel are the most valuable to them.

![School Charter](image1)

Running alongside our School and Class Charters, each class also operates a Traffic Light Ladder to reward good behaviour. Good behaviour in school directly affects the amount of Golden Time each child earns. Golden Time happens for half an hour on Friday afternoons and, while most children enjoy participating fully, a few may have failed to earn minutes and are on ‘Time Out’ until that time has passed.

If for any reason a child is repeatedly getting their name moved down the Traffic Light Ladder then Mrs Thomas will discuss their behaviour with a parent/carer to see how we can best support the child.

In class positive rewards such as points charts, regular use of stickers and stampers and class responsibilities all help to motivate and encourage pupils to do the best they can.

**Houses**

There are four houses set up in school. These are Avon, Cander, Clyde and Nethan – which are the names of local rivers.

Each child is a member of one of the four ‘house’ groups with children from the same family being in the same house group. Events are organised by our House Pupil Leadership team which consists of House Captains and Junior House Captains, who were elected by their peers.

Pupils line up in their houses and can earn points for doing so. House points are earned for a variety of reasons, including being helpful to others, trying hard in class and having a positive attitude. Each month we have a winning house who get a small reward for their combined efforts.
Whole School Events

Through participating in whole school events and initiatives we are allowing children the opportunity to become responsible citizens and confident individuals and to see how their learning relates to the wider world. We are proud to be an Eco School and we have maintained our status for a number of years. All pupils have a shared responsibility for various aspects of their school environment and their contributions are valued by the Eco Leadership Team.

Apple picking in our garden!

Eco Team Noticeboard

Some of the whole school events we participated in this year are: World Book Day, Safer Internet Day, Fairtrade Fortnight, Earth Hour and Roald Dahl Day.

We also celebrate special times of year in the Christian calendar as a whole school. Each year at Harvest time we ask for charitable food bank donations. We then have a special whole school assembly with parents/carers and guests invited along to celebrate Harvest. In December we put on a whole school nativity production to which parents/carers are invited and similarly at Easter we hold a special joint service with Netherburn Primary School, at Dalsker Church.
Leadership Opportunities

In Dalserf Primary School we promote a leadership culture whereby both staff and children feel able and confident to take lead roles within and beyond the classroom. All class teachers have responsibility for aspects of the curriculum and are also on a School Leadership Team. Every child in the school is in one of our six School Leadership Teams. Our teams are:

- Eco
- Rights Respecting
- Media
- Pupil Council
- House
- Fairtrade

By taking on a leadership role we are ensuring that staff and pupils have an opportunity to contribute to the decision making in the school. Our leadership team meetings are held monthly with feedback being given to the wider school at our assemblies.

This is further developed by our children take part in monthly Chit Chat groups where they provide their opinions and ideas on aspects of school development and planning. We have been using the document How Good is OUR School as the basis of our discussions this session. The collated results of the questions that are asked are available on our noticeboard and we discuss how we can use this information to improve our school during our assemblies.

Buddy reading

Each week our oldest pupils (Room 4) buddy read with our youngest pupils (Room 1), and likewise Rooms 2 and 3 buddy read to each other to provide them with the opportunity to develop their skills in reading and working with others.

After School Clubs

At present we offer netball, football, athletics and choir club. These clubs can change depending on coach availability and also staffing. We encourage our older children who are keen on leadership opportunities to take a lunch time club for younger children. Some of our older children get the opportunity to put their skills to the test and take part in Learning Community sports events such as football tournaments, athletics and netball competitions. Younger children who wish also take part in a Dance Festival.
Building Community

We recognise the role of the school within the community and seek every opportunity to work in partnership to support children and families.

The staff and pupils at Dalserf Primary work with local community organisations Clinton House and Hilton Gardens Nursing Homes. In addition to this we also have close links to Dalserf Parish Church and MAD Together Trust (an independent Christian children’s charity that looks to Make a Difference in the lives of children and their families throughout Scotland).

When businesses and organisations can add to the work of a class they are invited in to share their knowledge and skills. Recently we have had talks from the Community Police, SSPCA and a visit to the local library. Each year Room 4 participate in a World of Work day with Netherburn Primary. A wide range of visitors are arranged to come and speak to our children about their careers.

Dalserf Primary School is central to the community of Ashgill and we participate in many local events. We participated in the local gala day and our choir sings at the Ashgill Christmas light switch on event.
5) The Curriculum

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

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

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

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

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

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

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<thead>
<tr>
<th>Level</th>
<th>Stage</th>
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<tr>
<td>Early</td>
<td>The pre-school years and Primary 1 or later for some.</td>
</tr>
<tr>
<td>First</td>
<td>To the end of Primary 4, but earlier or later for some.</td>
</tr>
<tr>
<td>Second</td>
<td>To the end of Primary 7, but earlier or later for some.</td>
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We work in close collaboration with the other schools in the Larkhall Learning Community and in particular our neighbouring school, Netherburn Primary. With Netherburn Primary, we also organise a number of transition activities to support children moving from primary into secondary school.
Languages and Literacy
Children learn to listen, speak, read and write so that they can express themselves in speech and writing with confidence, pleasure and precision. Literacy is the key to all learning and is an essential part of our planning in all areas of the curriculum.

A variety of resources are used to help create a structured, integrated programme of reading work which include Bug Club, Rigby Star and Literacy World books. Reading for information and enjoyment is encouraged through the use of programmes at different stages in the school. Reading strategies are introduced at different stages to give pupils a range of techniques on how to explore their books. Higher order thinking and questioning skills are also used to develop reading techniques. Writing skills and strategies are taught via many different contexts, with areas such as vocabulary, sentence structure, punctuation and spelling experienced in a progressive way. The skills to write in different ways are also developed – with pupils undertaking personal, functional and imaginative writing.

Our phonics and spelling follows the North Lanarkshire Literacy Approach which is a progressive, coherent programme for our learners. A lot of learning comes through being actively involved in the learning process and we teach active learning strategies throughout the school. This means that children are challenged to think about their learning, set targets for development and evaluate their own learning on a regular basis. This includes the skills of talking and listening. We are working hard to ensure we give our pupils a great start with learning other languages. French is delivered from P1 through to P7.

Mathematics and Numeracy
Mathematics is the study of the properties, relationships and patterns in number and shape, and the application of this knowledge to analyse, interpret, simplify and solve problems. Mathematics is important in everyday life allowing us to make sense of the world around us. Children are encouraged to learn actively throughout the school to allow the children to explore, discover and learn in a ‘hands on’ manner. Pupils are also given the opportunity to solve problems using a range of strategies. A variety of resources are used to support learning and ensure progression and development of mathematical knowledge and numeracy.

I like learning how to subtract using vertical sums. Logan.

Working with a partner in maths to measure is fun! Josh.
**Health and Wellbeing**
The purpose of the Health and Wellbeing curriculum is to develop the knowledge, understanding skills, capabilities and attributes necessary for mental, emotional, social and physical wellbeing. It is the responsibility of every teacher to contribute to learning and development in this area. Physical Education is included in this area of the curriculum. We teach all children the value of participation in a range of sporting and physical activities. We strive for excellence in sport and believe that competition is an important part of children’s learning and development. Each pupil is entitled to two hours of Physical Education per week.

Other areas of Health and Wellbeing include
- planning for choices and change (career education)
- food and health
- substance misuse
- relationships, sexual health and parenthood

**Social Studies**
In Social Subjects the learning is based around themes, topics and projects which help develop skills and knowledge of people, past events and societies, people, place and environment and people in society, economy and business. The local environment provides many areas for study. Our Social Studies topics and projects involve many links with other areas of the curriculum and visits in the local community and further afield. Much of our Social Studies learning is taught through Interdisciplinary Topics, where learning from different areas of the curriculum is integrated.

**Expressive Arts**
By linking their learning experiences to their imagination, children learn to express themselves and appreciate the expression of others through art, music, dance and drama. These subjects are taught so that children can learn the necessary skills, develop an awareness of beauty and promote their individual talents. Often the work is based around a theme or as part of Interdisciplinary Learning, which utilises a number of areas of the curriculum.

**Sciences**
Science is taught through both specific lessons and appropriate links with other areas of the curriculum. The Science curriculum provides children with many opportunities to develop their practical investigative skills. Areas of Science covered in Dalserf Primary include…
- Planet Earth
- Forces, electricity and waves
- Biological systems
- Materials
- Topical Science
Technologies
We work hard to keep pace with new developments in technology so that our pupils will have the skills needed to succeed in modern society. We have recently purchased more digital cameras, audio equipment, laptops and chromebooks to allow pupils opportunities to use digital literacy across the curriculum.
Our network allows all pupils access to the internet and the security filter means that pupils can access only suitable material. All pupils / families are asked to sign an Internet Access Agreement. Other technology work is undertaken in the context of themed projects or stand-alone units focusing on a particular aspect of design or uses of technology in society. All classrooms in the school have whiteboard screens and we have wireless access throughout the building.

Skills for Learning, Life and Work
Our whole curriculum is geared towards giving our pupils the skills they will need in the ever changing world we live in. Even from an early age we focus on the importance of talking to an audience, our senior pupils are given opportunities for public speaking and even interview skills. We focus on changes in technology and how that will benefit society in the future. Enterprise and the world of work are central to many of our programmes. Teachers consider this aspect of development when they plan experiences and topics for the children.

Using the laptops it helps me find out more information. Lily.

I enjoy playing Easimaths on the laptops. Sam

I like using the computers because it helps me to keep in contact through email. Coral

Nessy online helps me with my spelling. Jonathan
Spiritual, social, moral and cultural values (religious observance)

As a non-denominational school we ensure that our RME programme does not promote one religion to the exclusion of other beliefs. We aim to give children knowledge of the basic tenets of religion, its place in our society and in the wider world.

Class assemblies are led by the children and parents often have the opportunity to join us. Our focus is on working with families to help children develop values such as kindness, honesty, teamwork and respect that will help them to become responsible and caring members of society.

Scottish Government Ministers consider that religious observance complements religious education and is an important contribution to pupils’ development. It should also have a role in promoting the ethos of a school by bringing pupils together and creating a sense of community.

There is a statutory provision for parents to withdraw children from participation in religious observance. This right of parents’ wishes will be respected.

Where a child is withdrawn from religious observance, schools will make suitable arrangements for the child to participate in a worthwhile alternative activity.

Withdrawal from religious observance should be communicated to the Head Teacher in writing.

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.
6) Assessment and tracking progress

In all areas of the curriculum staff use summative assessment (such as diagnostic tests or class assessments), formative assessment strategies, which involve pupils in assessing their own work against given targets, and teacher professional judgement to gather and record evidence of children’s progress. Pupils are regularly encouraged to self and peer assess their work, as well as set future targets.

Regular formal assessment is undertaken to ensure that the work being taught is understood and skills are progressing. We have introduced a number of new assessment procedures, including Early Literacy Screening Assessments (for Primary 1) as well as reading and spelling age assessments for all P2 – P7 pupils. Robust assessment combined with teacher judgement helps to identify any potential areas of difficulty for our pupils and plan appropriate interventions to support them. The development of other assessment procedures is ongoing and will continue to be developed over the coming sessions in line with advice from SLC.

Although assessments are ongoing, we follow an assessment calendar across the year to ensure that due time is given to the three main curricular areas of Literacy, Numeracy and HWB. We are currently developing the use of Learning Logs and Assessment Portfolios to give a full picture of a child’s progress through Curriculum for Excellence levels.

Specific assessment information is recorded on a tracking and monitoring document which enables staff to identify trends and any gaps in learning. This acts as a discussion point when staff and the Head Teacher are discussing attainment and achievement.

Our children complete a Spotlight Jotter during the second week of terms 2, 3 and 4. In order to help to assess and track their progress they complete one piece of Maths work, one piece of Health And Wellbeing work and one piece of creative writing. The children self-assess their work by traffic lighting it and they are also involved in peer assessment.

Staff are also involved in moderation activities across the school and within the wider learning community. This enables teachers to share good practice and ensure that consistent standards are in place across, and beyond, the school setting.

Personal targets are set and evaluated on a weekly basis as part of our Learning Log. At the end of each term we also ask the children to identify a personal achievement that they are proud of. This is recorded and kept throughout their primary education.

As part of our wider tracking and monitoring procedures we record children’s extra-curricular participation in school and non-school based activities. We try to ensure that children have opportunities to participate in a range of extra-curricular activities and regularly seek their opinions on what they would like to see offered by the school.

7) Reporting

We will provide parents with reports so that you can see what your child is doing and how they are progressing. In addition, there will be parents’ meetings which offer you the opportunity to discuss how your child is progressing and how you can contact the school if you wish further information. The school will offer you an appointment time so that you can visit in person to discuss your child’s education.

Our ‘pupil reports’ will help you to get to know more about your child’s strengths, achievements and areas for development within areas of the curriculum 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.

Prior to each Parents’ Evening the children also complete a review of the learning, signposting areas of work that they would like their parent / carer to pay particular attention to. There is also an opportunity for parents and carers to leave some written feedback for their child. The children enjoy reading these on their return to school following the parents’ evening.
8) Transitions

Associated Secondary:

Larkhall Academy, Broomhill Road, Larkhall, ML9 1QN

Phone number: 01698 552170

A Learning Community is made up of local education establishments including a secondary school, the local primary schools, early years establishments, early years partners and bases which provide specialist additional learning services. Establishments work together to plan better outcomes for children and young people. The Learning Community develops ways of working between establishments and with other agencies and organisations to ensure services are responsive, accessible and are delivered as effectively as possible. All the establishments and services in a Learning Community share priorities for improvement and are involved in the deployment of additional support to meet the needs of the child and family.

Dalserf Primary is part of the Larkhall Learning Community. Every effort is made to make this transition as smooth as possible for the pupils with increasing liaison between Primary 7 and S1, both formal and informal. Many different visits are made throughout the Primary 7 year. Pupils normally transfer from primary to secondary school between the ages of 11½ and 12½, so that they will have the opportunity to complete at least 4 years of secondary education. Arrangements are made by the school to transfer children to the associated secondary school as determined by their home address. Parents of P7 children will be informed of the transfer arrangements made for their child to attend secondary school.

We will also provide you with information at this time and on events designed to let P7 children visit the secondary school, meet up with other P7 children from other schools 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.

9) Support for Pupils

Getting it right for every child

Getting it Right for Every Child is a commitment to ensure that your child has the best possible start in life and to improve outcomes based on a shared understanding of their wellbeing. Most children make their journey from birth to the world of work supported by family and the universal services of Health and Education. The Named Person in education helps to make sure that the child’s wellbeing
is developing. The school will let you know the Named Person for your child. This is likely to be the Head Teacher in a primary school and a principal teacher of pupil support in secondary school.

If you have any concerns relating to your child’s wellbeing you can speak to the Named Person who will be happy to work with you to address any issues and to ensure that your child gets help that is needed 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)**

We aim to ensure that each pupil reaches his/her full potential. Our early intervention and assessment aims to point out where pupils need any additional support. The class teacher is responsible for planning and providing appropriate differentiated work for all pupils of all abilities in the class.

However, there are times when extra support is required. A need for additional support can arise for a range of reasons. A member of Larkhall Specialist Support Team, Mrs Julie Cowan, visits Dalsersf every week and assists with individual programmes of study and plans where appropriate. When required, pupils will have an Additional Support Plan (ASP) which highlights individual strategies that are in place within the school.

Plans are drawn up in consultation with parents, pupils and staff. Where there is a need for expert help, we seek, with parental permission, the help of the Educational Psychologist who can help to identify specific learning difficulties and advise the school and family in how to overcome these. We also have many visiting specialists including Occupational Therapy and Speech and Language Therapy.

If a child requires significant additional support from South Lanarkshire Council and at least one other agency, in order to meet their educational needs a Coordinated Support Plan will be put in place (CSP) under the direction of The Inclusive Education Manager. At this time there are no CSPs in place within Dalsersf Primary.

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

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

Enquire – the Scottish advice service for additional support for learning

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

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
10) School Improvement

The School Improvement Plan is an on-going plan for Dalserf Primary, reviewed annually by staff, pupils and parent groups where appropriate. The plan outlines the priorities in maintaining our high standards and sets out priorities for future developments.

Progress of our plan is discussed at each Parent Council meeting, updates are given in our monthly newsletters and we have a visual representation of our progress in our hallway.

Copies of the School Improvement Plan are available through the school office or on our school website.

A Standards and Quality Report is compiled towards the end of each session. This report outlines the main achievements of the school over the last 12 months and a copy of this can also be obtained from the school office.

Key priorities for session 2018/19 are:

To raise attainment in Literacy, implementing new and revised approaches to planning, teaching and assessment P1-7.

Develop Pupil Leadership opportunities within the classroom and across the school.

Improve current provision of HWB education particularly within mental, social and emotional wellbeing.

11) School policies and practical information

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 £6,515 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.

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

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.

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 breakfast service, where applicable, morning break and lunchtime (20p).

Pupils in:
- Primary 1 - 3 receive a free school lunch.
- Primary 4 - 7 meal cost is £1.65
School uniform
We ask all parents/carers to support the school by encouraging your child(ren) to adhere to the agreed dress code and the wearing of our school uniform. The wearing of a school uniform helps promote the identity of the school in the local community and helps create an ethos of sharing and pride in the school.

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

Equality of opportunity is an important aspect of the life of the school. Any proposals on the dress code and on what constitutes the school uniform will be the subject of discussion with the Parent Council and where appropriate consultation with parents, pupils and staff.

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

Dalserf Primary Uniform:
Blue polo shirt (with Dalserf logo)
Black sweatshirt (with Dalserf logo)
Black trousers / skirt
Blazer / fleece jacket

For special occasions, we expect pupils to wear their blue shirt/blouse and tie with black trousers/skirt.

For P.E:  Gym shoes
          Black shorts
          Blue polo shirt/ t-shirt (with short sleeves)

Please note that shorts should be of an appropriate length and t-shirts should have capped or short sleeves.

Ties are available from the school office. Other items of uniform can be purchased through http://www.schoolwaramdeeasy.com or http://scotcrestschools.co.uk. Online purchases made through www.tesco.com/ues help to raise money for school funds.

To protect our carpeted areas in the school we request that all pupils wear gym shoes inside the school building.

Please label all children’s clothing clearly.

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

<table>
<thead>
<tr>
<th>Time</th>
<th>9.00am - 3.00pm</th>
<th>10.30am - 10.45am</th>
<th>12.15pm - 1.00pm</th>
</tr>
</thead>
</table>

Information on holiday dates (including in-service days) is provided for the forthcoming session at the back on the handbook.

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 2019 is week commencing 14 January 2019. Parents should bring their child’s full birth certificate and two proofs of residence (dated within the last six months) when they come to register their child for school. It must be a parent or legal guardian who is present at enrolment.
**Transport**
Most of our children live within Ashgill and are able to walk to school. As part of our health and wellbeing programme we encourage children to walk at least part of the way to school if possible. We have a shelter where children are able to store their bikes and scooters during the school day. We have limited parking for cars and vehicles, however we do operate a drop-off system with spaces immediately outside the main entrance of the school.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Incidents of bullying should be reported to the school immediately so that each alleged incident can be looked at. Together we can work towards creating a safer school for children and staff.

In addition, a guideline (Promoting Positive Relationships and Behaviour) has been produced to support all teaching and support staff and inform them of their roles and responsibilities in respect of dealing with the small number of children and young people who display challenging behaviour. Early identification is crucial so that intervention can be provided to support children and young people to help them address their issues and concerns. Staff training is provided to help develop the skills needed to respond to and manage challenging behaviour. A wide range of appropriate staff development opportunities has been developed for this purpose.

Child Protection
All staff in educational establishments in South Lanarkshire Council are required to receive an annual update and follow the advice and guidance contained within the Education Operating Procedures.

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 Committee 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 any 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 coordinator 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 occasions circumstances may arise which can affect the school. Schools may be affected by, for example, severe weather, power failures or through any other circumstances that may impact on the school day. In such cases we shall do all we can to let you know if this happens. We shall keep you in touch by telephone, text, where appropriate, letters, web news and through local radio stations particularly if there are prolonged periods of severe weather. The Council’s website www.southlanarkshire.gov.uk 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 schools policies and guidance
- let the school know if you change your mobile/telephone number and/or address
- enjoy and take part in school activities
- accept your responsibility to respect staff who work in the school and for the school to be proactive in taking forward it’s commitment to care for and educate your child.
General Data Protection Regulation as supplemented by the Data Protection Act 2018 (GDPR)

Information on pupils, parents and guardians is held by the school to enable the teaching, registration and assessment of pupils as well as associated administrative duties. The information is stored and used as per the requirements of the GDPR, with South Lanarkshire Council defined as the data controller. The Council have established a data protection policy that applies to all of its school. Education Resources has also prepared a privacy notice (below) which sets out how we will deal with personal information as part of our statutory function as an education authority. For more information please contact the school.

Privacy Notice

Introduction
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 service or other support. We will provide an additional privacy notice at these times.
- When 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 you wish to participate in activities or support for young people through our youth centres, or through adult learning programmes within the community, we will also ask for your personal information to support your application. This may include information about family circumstances or medical conditions.

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;
- 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.
<table>
<thead>
<tr>
<th>Break</th>
<th>Holiday dates</th>
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<tbody>
<tr>
<td><strong>First Term</strong></td>
<td></td>
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<tr>
<td>Teachers In-service</td>
<td>Tuesday 14 August 2018</td>
</tr>
<tr>
<td>In-service day</td>
<td>Wednesday 15 August 2018</td>
</tr>
<tr>
<td>Pupils return</td>
<td>Thursday 16 August 2018</td>
</tr>
<tr>
<td>September Weekend</td>
<td>Close on Re-open Thursday 20 September 2018</td>
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<tr>
<td></td>
<td>Re-open Tuesday 25 September 2018</td>
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<tr>
<td>October Break</td>
<td>Close on Re-open Friday 12 October 2018</td>
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<tr>
<td></td>
<td>Monday 22 October 2018</td>
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<tr>
<td>In-service day</td>
<td>Monday 19 November 2018</td>
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<tr>
<td>Christmas</td>
<td>Close on Re-open Friday 21 December 2018</td>
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<tr>
<td></td>
<td>Monday 7 January 2019</td>
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<tr>
<td><strong>Second Term</strong></td>
<td></td>
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<tr>
<td>February break</td>
<td>Closed Friday 8 February 2019</td>
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<tr>
<td></td>
<td>Tuesday 12 February 2019</td>
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<tr>
<td>In-service day</td>
<td>Wednesday 13 February 2019</td>
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<tr>
<td>Spring break/Easter</td>
<td>Close on Re-open Friday 29 March 2019</td>
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<td></td>
<td>Monday 15 April 2019</td>
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<td></td>
<td>Close on Re-open Thursday 18 April 2019</td>
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<td></td>
<td>Tuesday 23 April 2019</td>
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<tr>
<td><strong>Third Term</strong></td>
<td></td>
</tr>
<tr>
<td>Local Holiday</td>
<td>Closed Monday 6 May 2019</td>
</tr>
<tr>
<td>In-service day</td>
<td>Tuesday 7 May 2019</td>
</tr>
<tr>
<td>Local Holiday</td>
<td>Close on Re-open Thursday 23 May 2019</td>
</tr>
<tr>
<td></td>
<td>Tuesday 28 May 2019</td>
</tr>
<tr>
<td>Summer break</td>
<td>Close on Friday 28 June 2019</td>
</tr>
</tbody>
</table>

**Notes**

- Good Friday falls on Friday, 19 April 2019
- *Lanark schools will close 6 and 7 June 2019*
- Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 21 December 2018 and Friday 29 March 2019)
- Schools will close at 1pm on the last day of term 3 (Friday 28 June 2019)
  *Two in-service days proposed for August 2019 to be confirmed.*
Contact Details

Education Scotland’s Communication Toolkit for engaging with parents

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

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

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

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

Parentzone provide information and resource for parents and Parent Councils

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

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

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

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

Scottish Catholic Education Service’s resource ‘This is Our Faith’ which supports the teaching and learning of Catholic religious education
Curriculum
Information about how the curriculum is structured and curriculum planning
Information about the outcomes a learner can expect to experience and achieve across literacy, numeracy and health and wellbeing, as well as the 8 curricular areas
Advice, practice and resources to support the experiences and outcomes on literary, numeracy and health and wellbeing

Broad General Education in the Secondary School – A Guide for Parents and Carers
Information on the Senior Phase
Information on Skills for learning, life and work
Information around the Scottish Government’s ‘Opportunities for All’ programme
Information for organisations responsible for the planning, management and delivery of career information, advice and guidance services
The Skills Development Scotland website ‘My World of Work’ offers a number of tools to support career planning

Assessment and Reporting
Building the Curriculum 5: a framework for assessment provides guidance around the assessment framework
Information about Curriculum for Excellence levels and how progress is assessed
Curriculum for Excellence factfile - Assessment and qualifications
Information on recognising achievement, reporting and profiling
The Scottish National Standardised Assessment- in Scotland, pupils in P1, P4, P7 and S3 complete online standardised assessments in literacy and numeracy as part of their everyday learning and teaching.

Transitions
Curriculum for Excellence factfile - 3-18 Transitions - provides information on the transitions children and young people will face throughout their education and beyond
Career Information, Advice and Guidance in Scotland - A Framework for Service Redesign and Improvement provides guidance on career information, advice and guidance strategy
Choices and changes provides information about choices made at various stages of learning
The Additional support for learning page provides links to relevant legislation and guidance, including the arrangements that should be in place to support pupils with additional support needs
Supporting Children's Learning Code of Practice includes specific requirements on education authorities and others under the new legislation in relation to transition
Enquire is the Scottish advice service for additional support for learning
Parenting Across Scotland offers support to children and families in Scotland
Support for Pupils
The Additional support for learning page provides links to relevant legislation and guidance, including the arrangements that should be in place to support pupils with additional support needs.

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


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