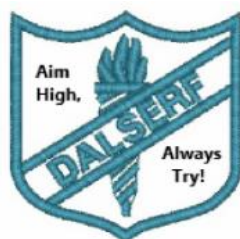




## Education Resources



# Dalsersf Primary School Handbook 2023-2024



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If you need this information in another language or format, please contact us to discuss how we can best meet your needs.

Phone: 0303 123 1023 Email: [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk).

# 1) Introduction by the Head Teacher

Dear Parents/Carers

A very warm welcome to Dalsersf Primary School. As a school we take great pride in ensuring that all pupils, parents/carers and members of the local and wider community feel included and work together to provide the best educational experiences for all learners to be the best they can be.

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

Dalsersf 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 Dalsersf Primary School we work hard to ensure that all children are supported and encouraged to develop skills for learning, life and work which will allow them to flourish to be all they can be.

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

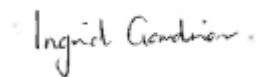
Our aims are to:

- 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 the school.

Best wishes,



Ingrid Gardiner  
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  
School website <http://www.dalserf-pri.s-lanark.sch.uk/>  
Email address [office@dalserf-pri.s-lanark.sch.uk](mailto:office@dalserf-pri.s-lanark.sch.uk)

### Head Teacher

Mrs Ingrid Gardiner

### Class Teachers P1/2

Mrs Thel Barber & Mrs Anne Robb

P3/4

Mrs Jenna Murray

P4/5

Mrs Gayle Cunningham & Mrs Cara Speirs

P6/7

Mrs Elisa Middleton & Mrs Anne Robb

CCC/Early Level Support Teacher

Specialist Support Teacher

Mrs Julie Cowan-Reid

### Educational Psychologist

Ms Madeline Hillman

### Team Leader

Ms Julie Graham

### School Support Assistants

Mrs Suzanne Beattie

Mrs Isobel Cowie

Mrs Jean Taylor

### Facilities Staff

#### School Janitor

Mr Stuart Muir

### Catering Supervisor

Mrs Janet Jamieson

#### Catering Assistant

Mrs Sharon McMahon

### Cleaning Supervisor

Mrs Sharon McMahon

### Music Tutors

Mr Stephen Johnstone (Youth Music Initiative)

Mr Darren Sommerville (Bagpipes)

Mr Stephen Burns (Drums)

### Active Schools Co-ordinator

Mr Keith Glendinning

We currently have 82 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. 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.

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
- 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 phone our school office to request to meet with the teacher.

*Please note that there may be occasions when the class teacher is unavailable and the 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.**

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](mailto:education@southlanarkshire.gov.uk) or by phone 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](http://www.southlanarkshire.gov.uk).

If you would like visit the school then please call the school office and discuss this with the Head Teacher.

### **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, phone 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 phone 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.

### **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/downloads/file/13457/parents\\_as\\_partners\\_-\\_strategy\\_2019](http://www.southlanarkshire.gov.uk/downloads/file/13457/parents_as_partners_-_strategy_2019)

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

As a parents/carers we want you to be:

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

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

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

- Parentzone – [www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk)
- Engage Parent Forum – [www.engageforeducation.org](http://www.engageforeducation.org)
- National Parent Forum for Scotland – [www.educationscotland.gov.uk/parentzone](http://www.educationscotland.gov.uk/parentzone)
- South Lanarkshire Council – [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

In Dalsersf 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 is via the school app, the app also provides the SLC school meals menu and news items. Monthly newsletters are sent out and give more detailed information on past/forthcoming events. Parents/carers are invited into the school often for workshops, parents' meetings, class assemblies, services and concerts. Dalsersf Primary School is a busy place!

## 4) School Ethos

Through consultation with all stakeholders 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 Dalsersf 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

## Promoting Positive Behaviour and Creating a Welcoming Ethos

In Dalsersf Primary School we have a policy of promoting positive behaviour. Staff in school like to be seen as partners with parents in preparing children with skills for life. Prepare your child to be a good citizen by encouraging them to care about others e.g. helping around the house and being valued for doing so. All children love to know how well they are doing.

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



Each week at assembly a child from each class is presented with a Curriculum for Excellence, maths, reading or writing award. Their photograph is then shared on Twitter along with other learning in the school. In our entrance hallway a copy of their certificates will also be displayed for everyone to see and share in their success.

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. There is a Wider Achievements display in 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.



## Children's Rights and 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). There is a School Charter which specifies the most important rights to us in Dalsersf 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.

Running alongside our School and Class Charters, we have a 'Time to Reflect, Regulate and Reset' sheet to encourage positive behaviour and choices made in class/school. Children will be given reminders to follow our values and expected behaviours. If this does not happen, staff will implement the 'Time to Reflect, Regulate and Reset' step by step process set out below.

**Step 1** – First Verbal Warning

**Step 2** – Second Verbal Warning

**Step 3** – Time to Reflect and Regulate (and staff signature)





I have been given time to **Reflect** and **Regulate** my emotions because...  
I am now going to use regulation strategies to help me **Reset** my behaviour...

**Steps 4 and 5** will be implemented if the inappropriate behaviour continues.

**Step 4. Parent/Carer signature:** \_\_\_\_\_  
(Please read and discuss with your child before signing and returning to school. Thank you.)

**Step 5. Head Teacher signature:** \_\_\_\_\_  
(Mrs Gardiner will discuss the matter with each child and telephone home if it is required.)

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

## 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. Usually there are events organised by our House Captains, who are elected by their peers.

House points are awarded for a variety of reasons for example, demonstrating any of our school values (Kindness, Teamwork, Hardwork, Honesty and Respect) and/or being a confident individual, responsible citizen, effective contributor or successful learner.

Throughout the year pupils are awarded points for a variety of things like: keeping their cloakrooms tidy, wearing their badges, walking in the corridors, lining up quietly, showing our values, etc. House points are counted weekly and shared at our assemblies. The weekly winning house has their House trophy displayed in the display cabinet at the entrance of the school for everyone to see. This makes us feel very proud.

Each term we take part in a house day event where pupils work together in their houses and complete a range of curricular activities. This provides pupils with the opportunity to work with other children across the school in a variety of contexts demonstrating their teamwork. A House treat is awarded to the House with the most points at the end of each term. So far we have had hot chocolate with smores outside and parachute games.

Pupils also participate in their houses at Sports Day and sponsored events. This enables everyone to feel a sense of pride as they are not just representing/ competing as an individual but as part of a team. Having Houses helps to promote our warm and inclusive ethos that Dalsersf Primary School prides itself on.

## 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 usually participated in 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 Dalsersf Parish Church.



## Leadership Opportunities

In Dalsersf 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 School Leadership Teams.

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

Usually, 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

We have previously offered netball, football, cooking, knitting 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 events such as football tournaments, athletics and netball competitions and K'Nex competitions. Younger children can also take part in a Dance Festival if they wish.

## 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 Dalsersf Primary work with local community organisations Clinton House and Ashlea Nursing Homes. In addition to this we also have close links to Dalsersf 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. Previously, we have had talks from the Community Police, SSPCA and the local library. Each year Room 4 participate in a World of Work day with Netherburn Primary, when a wide range of visitors are arranged to come and speak to our children about their careers.

Dalsersf Primary School is central to the community of Ashgill and we participate in local events. We participate 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 opportunities to engage with the knowledge, skills and attributes they will need to flourish in life, learning and work, now and in the future.

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

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

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

If you want to know more about Curriculum for Excellence, please visit [Scotland's Curriculum for Excellence \(scotlandscurriculum.scot\)](http://scotlandscurriculum.scot)

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

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

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 includes 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 Active 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.

## 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.



Using the laptops it helps me find out more information.

I enjoy playing Easimaths on the laptops.



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

## 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.

## 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**

We want to share with you on how your child's learning is progressing. We do this through our parental meetings (twice yearly) and the sharing of Spotlight Jotters which give a snapshot of your child's work at particular points in the year.

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 a number of 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.

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

Reports are provided so that parents can learn how their child is progressing. In addition, the school offers appointments so that parents can discuss their child's education.

Our 'learner reports' will help parents to get to know more about their child's strengths, achievements and areas for development so they know what encouragement and support they can give. We welcome any comments or additional information from parents to help us provide the best possible education.

## 8) Transitions

Associated Secondary:

Larkhall Academy, Broomhill Road, Larkhall, ML9 1QN

Phone number: 01698 552170

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

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

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

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

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

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

## 9) Support for Pupils

### **Getting it right for every child.**

Getting it right for every child (GIRFEC) supports families by making sure children and young people can receive the right help, at the right time, from the right people. The aim is to help them to grow up feeling loved, safe and respected so that they can realise their full potential.

Most children and young people get all the help and support they need from their parent(s), wider family and community but sometimes, perhaps unexpectedly, they may need a bit of extra help. GIRFEC is a way for families to work in partnership with people who can support them, such as teachers.

If you have any concerns about your child's wellbeing, you can speak to the named person who will work with you to provide support and decide how to move forward. Your school will let you know who this is. It is likely to be the Head Teacher in a primary school and a principal teacher (pupil support) in Secondary.

More information can be found on:

[www.scotland.gov.uk/gettingitright](http://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](mailto:info@enquire.org.uk)

Advice and information is also available at [www.enquire.org.uk](http://www.enquire.org.uk)

Enquire provides a range of clear and easy-to-read guides and fact sheets including The parents' guide to additional support for learning.

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

## **Attachment Strategy for Education Resources**

### **Attachment – what we do to support children and young people**

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

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

#### ***What does it set out to do?***

The aim of the strategy is to promote better experiences of attachment for South Lanarkshire's children and young people and to ensure that all education practitioners understand the importance of attachment theory and its application and how positive relationships can make a difference to outcomes.

#### ***How can I find out more?***

South Lanarkshire Council Education Resources have published a series of leaflets and posters for establishments for parents/carers which aim to share information on attachment theory and on how this can inform the ways in which we support children and young people.

These are available in schools and on the SLC Staff Learning Centre Sway accessible by teachers and staff.

## **10) School Improvement**

A Standards and Quality Report is compiled towards the end of each session. Last session's report was written to include the school's main achievements until June 2023, a copy of this can be found under Key Documents.

## 11) School policies and practical information

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

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

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

Milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at morning break or lunchtime. Milk costs 29p.

Pupils in:

- Primary 1 - 5 receive a free school lunch.
- Primary 6 - 7 meal cost is £2.05

In January 2022 Primary 5 pupils also received a free lunch.

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

NB School Meal prices are reviewed annually and may be subject to change

Special diets

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

Free School Meals

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

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

If you are in receipt of Housing Benefit and/or Council Tax Reduction from us there is no need for you to apply online, we will use the information we hold to automatically award free school meals (P6 to S6) and/or school clothing grants (P1 to S6) to eligible families.

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

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

### **School uniform**

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

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

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

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

- the wearing of football colours
- clothing with slogans that may cause offence (anti-religious, symbolism or political slogans)
- 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  
Black sweatshirt  
Black trousers / skirt  
Blazer  
Suitable outdoor jacket

Pupils can wear a blue shirt/blouse and tie with black trousers/skirt.

### **For P.E:**

Gym shoes  
Shorts  
Blue polo shirt/ t-shirt (with short sleeves)

Please note that shorts should be of an appropriate length.

### **Outdoor Learning/P.E:**

Joggers/ leggings  
Suitable outdoor footwear  
Outdoor jacket

Ties are available from the school office. Other items of uniform can be purchased through <http://scotcrestschoools.co.uk> or [www.myclothing.com](http://www.myclothing.com).

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

### **School hours/holiday dates**

School hours	9.00am - 3.00pm
Interval	10.30am - 10.45am
Lunch	12.15pm - 1.00pm

Information on holiday dates (including in-service days) should be provided for the forthcoming session. (Insert list of school holiday dates – see appendices).

See attached list showing school holiday dates.

Enrolment – how to register your child for school

Please provide information to parents on how to register their child for school.

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

[www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/392/enrolling\\_your\\_child\\_for\\_school](http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/392/enrolling_your_child_for_school) If you have any difficulty in identifying your catchment school, please email [Edsuppserv.helpline@southlanarkshire.gov.uk](mailto:Edsuppserv.helpline@southlanarkshire.gov.uk)

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

Proof of where the child lives may also be needed.

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

If your child attends nursery of your catchment school don't assume that they will be automatically transferred. You must register them as normal.

If your child is starting school for the first time you must enrol your child at their catchment school in January. If parents want their child to go to another school, they must enrol in the first instance with their catchment school and ask for an information leaflet that provides details on how to make a placing request. An online placing request form is available from the SLC website – [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or by contacting [edsuppserv.helpline@southlanarkshire.gov.uk](mailto:edsuppserv.helpline@southlanarkshire.gov.uk) or phone 0303 123 1023.

Enrolment date for 2022 is week commencing 16 January 2023.

## **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 complete a form online [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or contact **0303 123 1023**

These forms should be completed and returned before the end of March for those pupils starting the school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year and will be considered by Education Resources.



A privilege transport scheme is operated for mainstream school contracts where a pupil is not entitled to free school transport. Privilege transport will only be granted providing there is spare capacity on an existing school contract and will be from and to designated pick up and drop off points. Privilege transport will not be provided where a service bus is used on the school run. Any spare capacity will be allocated using agreed priorities. More information on school transport is available

[www.southlanarkshire.gov.uk/info/200188/secondary\\_school\\_information/545/school\\_transport](http://www.southlanarkshire.gov.uk/info/200188/secondary_school_information/545/school_transport) or **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](http://www.southlanarkshire.gov.uk)

### **Promoting positive behaviour**

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

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

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

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

### **Child Protection**

All staff in educational establishments in South Lanarkshire Council receive an annual Child Protection update and are required to follow the advice and guidance contained within relevant the Education Operating Procedures. They must also complete a mandatory Learn on Line Course "Child Protection in Education".

South Lanarkshire's children's services partnership works together to support children, young people and their families so that children grow up in communities where they are safe, healthy, active, achieving, respected, responsible and included, and have the opportunity to achieve their full potential. They are committed to continuously improve our services to ensure children, young people and their families get the right support at the right time.

Sometimes children and young people need additional help to make sure that they are “*cared for and protected from abuse and harm in a safe environment in which their rights are respected*” (CPC South Lanarkshire Child Protection shared vision). The Child Protection Committee has the overarching responsibility to ensure that agencies individually and collectively work to protect children and young people as effectively as possible.

All staff have a responsibility to report any suspicions that a child has been abused or is at risk of harm, abuse, or neglect. Robust procedures and guidance are in place to support education staff to: -

- be alert to signs that a child may be experiencing risks to their wellbeing,
- report concerns to the head of establishment or the child protection coordinator without delay.
- be actively engaged in support and protection and development of wellbeing.

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

The Child Protection Committee’s website has a range of useful information for parents/carers to help them keep their children safe: [www.childprotectionsouthlanarkshire.org.uk](http://www.childprotectionsouthlanarkshire.org.uk)

### **Information on emergencies**

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

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

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

### **Your commitments**

We ask that you:

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

## **General Data Protection Regulation as supplemented by the Data Protection Act 2018 (GDPR)**

Information on pupils, parents and guardians is held by the school to enable the teaching, registration and assessment of pupils as well as associated administrative duties. The information is stored and used as per the requirements of the GDPR, with South Lanarkshire Council defined as the data controller. The Council have established a data protection policy that applies to all of its school.

Education Resources has also prepared a privacy notice (below) which sets out how we will deal with personal information as part of our statutory function as an education authority. For more information please contact the school.

## **Privacy Notice**

### **Introduction**

In line with the General Data Protection Regulation (GDPR) we have produced this privacy notice to inform you how we deal with personal information as part of our statutory function as an education authority.

The Council has a legal obligation to deliver effective education services to children, young people and adult learners in South Lanarkshire. In order to do this we need to collect personal information about children, young people and their families so that we can help them to learn and keep them safe.

### **Using your personal information**

The Council is a “controller” of the personal information you provide when enrolling for a nursery or school, applying for an education service or participating in groups or activities provided by Education Resources.

### **Information we collect from you about you and your child at enrolment**

When you enrol for a nursery or school, we ask for the following information:

- parent/carer contact details (name, address, phone, email);
- the child’s name, date of birth, gender and address;
- information about medical conditions, additional support needs, religion and ethnicity;
- any information you may wish to provide about family circumstances.

### **Information we collect at other times**

We will also collect information at other times such as when you apply for a benefit, request a services or other support. We will provide an additional privacy notice at these times.

- If you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.
- If you make a request for additional support such as an educational psychologist or other support for learning we will ask for more detailed information to allow us to provide the most appropriate support for your family. This may include information about family circumstances or medical conditions.
- If there are concerns about your child’s wellbeing and/or your child has needs that may require additional support, we will wish to work with you to collect and consider information to enable us to help you get the right support at the right time in line with the Getting it right for every child approach.

We require this information to ensure that children and young people are educated appropriately, supported, and that we take account of their health and wellbeing. We will also ask you to update this information annually and to tell us when there are changes to your details.

### **Information that we collect from other sources**

As an education authority and as part of our statutory function in accordance with our legal obligations, we receive information from other sources such as the SQA, the NHS or Social Work about you or your child, this includes:

- exam results and assessment information;
- information about health, wellbeing or child protection.

### **Why do we need this information?**

We need this information so the Council can ensure it is delivering education services appropriately to all learners:

- for the education of children, young people and adult learners;
- for teaching, enrolment and assessment purposes and to monitor the educational progress of children, young people and adult learners ;
- to keep children and young people safe and provide guidance services in school;
- to identify where additional support is needed to help children, young people and adult learners with their learning;
- to maintain records of attendance, absence and behaviour of children and young people (including exclusions);
- to support children and young people moving on each year from nursery to primary, primary to secondary and when they move or leave school;
- to help us develop and improve education services provided for young people, adult learners or families
- In accordance with our legitimate interests as an education authority we will also use your information to create statistical reports.

### **We will share your information with:**

As an education authority and as part of our statutory function in accordance with our legal obligations we will share information with other bodies or parts of the Council, including:

- The Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland and other organisations that support children and young people's learning;
- Other parts of the Council when required for services such as school meals, school transport, education benefits and with Social work in connection with any child protection concerns we become aware of;
- The NHS, to support health initiatives in accordance with the legal obligation on the Council in terms of section 39(3) of the National Health Service (Scotland Act 1978);
- South Lanarkshire Leisure and Culture Limited, where children and young people are participating in sports and leisure activities;
- Other schools/local authorities – if a child moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school/local authority.

You have the right to access your personal information as well as the rights of rectification, erasure, restriction and the right to object. For information on these rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice from our website: ([https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general\\_privacy](https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general_privacy)).

Our full privacy notice will also provide information on how to make a complaint or to request a paper copy of the privacy notice from the Data Protection Officer.





## Education Resources

# School Holidays 2023/2024

Types of holiday listed by month	Holiday dates
<b>August 2023</b>	
Teachers return on Monday 14 August 2023	
In-service days - all schools	Monday 14 and Tuesday 15 August 2023
Pupils return to school	Wednesday 16 August 2023
<b>September 2023</b>	
September weekend	Friday 22 and Monday 25 September 2023
<b>October 2023</b>	
October break	Monday 16 to Friday 20 October 2023  Pupils return on Monday 23 October 2023
<b>November 2023</b>	
In-service day - all schools	Monday 13 November 2023
<b>December 2023 and January 2024</b>	
Christmas/New Year	Schools close at 2.30pm on Friday 22 December 2023  Schools re-open on Monday 8 January 2024

Types of holiday listed by month	Holiday dates
<b>February 2024</b>	
February break	Monday 12 and Tuesday 13 February 2024
In-service day - all schools	Wednesday 14 February 2024
<b>March/April 2024</b>	
Spring break/Easter	Schools close at 2.30pm on Thursday 28 March 2024*  Schools re-open on Monday 15 April 2024
<b>May 2024</b>	
In-service day - all schools	Thursday 2 May 2024
May day	Monday 6 May 2024
Local holiday	Friday 24 and Monday 27 May 2024**
<b>June 2024</b>	
Summer break	Schools close at 1pm on Wednesday 26 June 2024

\* Good Friday falls on Friday 29 March 2024

\*\* Lanark schools will close on 6 and 7 June 2024

Pupils attend school for 190 days and teachers attend for 195 days.



## **Appendix A**

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

[http://www.southlanarkshire.gov.uk/info/200186/primary\\_school\\_information/1264/curriculum\\_for\\_excellence/3](http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_for_excellence/3)

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

### **Contact Details**

Education Scotland's Communication Toolkit for engaging with parents

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

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

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

### **Parental Involvement**

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

Parentzone provide information and resource for parents and Parent Councils  
National Parent Forum for Scotland; [www.npfs.org.uk](http://www.npfs.org.uk)

### **School Ethos**

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

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

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

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

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

## **Curriculum**

Information about how the curriculum is structured and curriculum planning

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

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

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

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

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

## **Assessment and Reporting**

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

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

## **Transitions**

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

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

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

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

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

Enquire is the Scottish advice service for additional support for learning

Parenting Across Scotland offers support to children and families in Scotland

## **Support for Pupils**

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

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

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

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

## **School Improvement**

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

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

Scottish Credit and Qualifications Framework (SCQF)

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

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

## **School Policies and Practical Information**

**National policies, information and guidance can be accessed: from the Scottish Government website on [www.gov.scot](http://www.gov.scot)**