



**Education Resources**



**Glengowan Primary School  
Handbook 2020**

# Contents

- 1. Introduction**
- 2. About our School**
- 3. Parental Involvement**
- 4. School Ethos**
- 5. The Curriculum**
- 6. Assessment and Tracking Progress**
- 7. Reporting**
- 8. Transitions**
- 9. Support for Pupils (Additional Support Needs)**
- 10. School Improvement**
- 11. School Policies and Practical Information**

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**

Welcome to Glengowan Primary School.

Our school is proud to be part of Larkhall Learning Community and with your continued support we aim to continue to have a high profile within the community. We work as a team to support and challenge our children in order that they are equipped with a range of skills which enable them to become successful learners, confident individuals, effective contributors and responsible citizens.

We are proud of our school's reputation, our achievements and our ethos but most of all we are proud of our pupils.

We hope that you will feel part of our school community and share in our pride and pleasure in all that we achieve in Glengowan Primary.

Mr Graeme Murray  
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.

## Introduction

The context for service delivery in Education Resources takes account of major national and local developments. These include a commitment to implement all aspects of the national programme, Curriculum for Excellence (CfE); a commitment to work in partnership with colleagues to meet the challenges of 'Getting it Right for Every Child; and an awareness of the need to seek continuous improvement as we embark on a Journey to Excellence. Locally, the community plan, Stronger Together, and the ambitious outcomes for children within Education Resources' framework of core policies help to inform the Resources Plan.

The aims of South Lanarkshire Council, Education Resources are shown on the back cover of the handbook.

It is hoped that with your support and the support of other parents that the school can work together in creating an environment where children can be successful learners, confident individuals, effective contributors and responsible citizens.

Curriculum for Excellence has now been introduced across Scotland for all 3-18 year olds – wherever they learn. It aims to raise standards, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world.

Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together. Glow, Scotland's unique, world-leading, online network supports learners and teachers in this and plans are already in place for parents across the country to have access to Glow.

Teachers and practitioners will share information to plan a child's 'learning journey' from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring the change is smooth. They will ensure that children continue to work at a pace they can cope with and addresses challenges that will help them to thrive.

Curriculum for Excellence balances the combination of knowledge and the development of skills.

Every child is entitled to a broad and deep general education, whatever their level and ability. Every single teacher and practitioner will be responsible for literacy and numeracy – the language and numbers skills that unlock other subjects and are vital to everyday life.

The broad general education develops skills for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

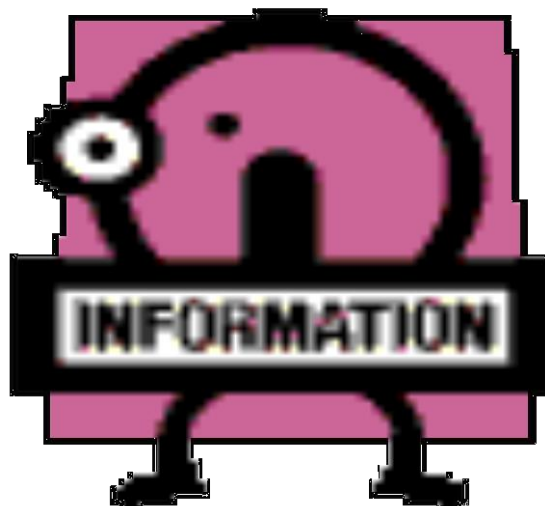
## Changing Qualifications Framework

| <b>SCQF Level</b> | <b>SQA National Qualifications</b> | <b>SQA Standard Grades</b> | <b>New Qualifications</b> |
|-------------------|------------------------------------|----------------------------|---------------------------|
| 7                 | Advanced Higher                    |                            | Advanced Higher           |
| 6                 | Higher                             |                            | Higher                    |
| 5                 | Intermediate 2                     | S G Credit                 | National 5                |
| 4                 | Intermediate 1                     | S G General                | National 4                |
| 3                 | Access 3                           | S G Foundation             | Access 3                  |
| 2                 | Access 2                           |                            | Access 2                  |
| 1                 | Access 1                           |                            | Access 1                  |

There is personal support to help young people fulfill their potential and make the most of their opportunities with additional support wherever that's needed. There will be a new emphasis by all staff on looking after our children's health and wellbeing – to ensure that the school is a place where children feel safe and secure.

Ultimately, Curriculum for Excellence aims is to improve our children's life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens, building on Scotland's reputation for great education.

|                |  |
|----------------|--|
| Name           | Glengowan Primary  |
| Address        | Summerlee Road, Larkhall, ML9 2UH  |
| Phone          | 01698 882208   |
| Email          | <a href="mailto:office@glengowan-pri.s-lanark.sch.uk">office@glengowan-pri.s-lanark.sch.uk</a> |
| School Website | <a href="http://www.glengowan-pri.s-lanark.sch.uk">www.glengowan-pri.s-lanark.sch.uk</a>       |
| Stages         | P1 - P7  |
| Present Roll   | 298  |
| Status         | Non-denominational   |



### **Concerns or complaints**

Most concerns about your child can be dealt with by the class teacher. However, Mrs Field or Mr Murray should be contacted if you feel that your concern or complaint requires further action.

### **Absence or sickness**

If your child is unwell, please contact the school office before 9am. It would be helpful to keep us informed if the absence continues longer than one day.

### **(2) About our School**

Head Teacher                      Mr Graeme Murray

#### Senior Management Team

Depute Head                      Mrs Karen Field

Principal Teacher 1              Mrs Lesley Ireland  
Principal Teacher 2              Mr Calum Urquhart

### **Class Teachers**

|      |                |
|------|----------------|
| P1   | Mrs Duff       |
| P1/2 | Mrs Addison    |
| P2/3 | Mrs Warwick    |
| P3   | Mrs Kyle       |
| P3/4 | Mrs Gardiner   |
| P4   | Miss Walsh     |
| P5   | Miss Gilbert   |
| P5/6 | Mr Urquhart    |
| P6   | Miss McConaghy |
| P7A  | Mrs McMillan   |
| P7B  | Miss Harvey    |

|                             |                      |
|-----------------------------|----------------------|
| Teacher Non Class Committed | Mrs Ireland          |
| CCC Teacher                 | Mrs Semple/Mrs Aiken |

|         |                      |
|---------|----------------------|
| Janitor | Mr Robert Richardson |
| Janitor | Mrs Elaine Ramage    |

### **Support Staff**

|             |               |
|-------------|---------------|
| Team Leader | Mrs MacLaren  |
|             | Miss Adnan    |
|             | Mrs Bennett   |
|             | Mrs Brown     |
|             | Mr Gilfillan  |
|             | Mrs Grant     |
|             | Miss Geurtzen |
|             | Mrs Hendry    |
|             | Mrs Speedie   |
|             | Mrs Swan      |

## SCHOOL HOURS

|                  |                     |
|------------------|---------------------|
| Opening          | 9.00 am             |
| Morning Interval | 10.30 am - 10.45 am |
| Lunch            | 12.15 pm - 1.00 pm  |
| Closing Time     | 3.00 pm             |



### (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](http://www.southlanarkshire.gov.uk)

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

As a parent/carer 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 Group just contact the school or visit our website. Our Glengowan Parent Group who meet regularly throughout the school year support the life of the school in many ways. Our school website contains a Parent Group page which is full of useful information. [www.glengowan-pri.s-lanark.sch.uk](http://www.glengowan-pri.s-lanark.sch.uk)

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)



### Values

Respect, Achievement and Resilience.

### Vision

At Glengowan, we want our pupils to become independent learners who reach their full potential.

### Aims

To make learning relevant, active, challenging and enjoyable within a safe, nurturing environment. To enable our pupils to become motivated learners who are confident in their own ability to achieve. To encourage pupils to act responsibly, display initiative, be considerate and respect themselves and others.

We celebrate achievements regularly and as a school we come together on a weekly basis to share our successes both from in and outside of school. This celebration is enjoyed by pupils and staff alike. Achievement awards for Reading, Writing or Maths are presented at our weekly assemblies.

## **(5) The Curriculum**

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

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

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

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

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

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



| <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. |

### **Active Learning**

We endeavour to engage our pupils in their learning by providing active and interactive lessons in all areas of the curriculum.

We believe that children learn best when they are really involved in their own learning and so we provide many opportunities for our pupils to talk, listen, work collaboratively, observe, create, experiment, record and assess.

Active learning approaches help our pupils to become independent learners.

### **Languages and Literacy**

Language and literacy skills are developed within the areas of reading, writing, talking and listening. We use a wide range of resources and texts to deliver our planned programmes of study. Digital Technology is used regularly to support the delivery of literacy.

The skills of literacy are also taught through many of our cross curricular studies or inter-disciplinary approaches.

French is the language taught in all Learning Community schools. We are in the process of enhancing the provision of teaching French across our school. The approach we use to deliver modern languages is very interactive and also gives our pupils an awareness of the culture of France. We are fortunate to have strong links with Jules Verne primary school in Seclin, France which is Larkhall's twin town. Our senior pupils write to their French counterparts in English and in French.

### **Mathematics and Numeracy**

In Mathematics, we provide our pupils with a progressive programme of study which develops their skills and understanding of Number, Money and Measure, Shape, Position and Movement, Information Handling and Problem Solving.

We encourage our pupils to see the connections between their school based learning in Mathematics and real life. We do this on an ongoing basis but also deliver focus weeks of 'Contextualised Maths' where all the work is linked to a particular theme e.g. Planning and Budgeting for a Holiday.

Our pupils enjoy using Digital Technology to support their learning and teachers are able to use programmes such as EasiMaths to assess pupil progress as well as its use as a diagnostic tool.

## **Social Studies, Sciences and Technologies**

Each year our pupils participate in topics/studies based on People and Place, Past Events and Society, Place and Environment and People in Society and Economic and Business. All topics/studies are based on Curriculum for Excellence experiences and outcomes and are planned to take account of pupil needs. We regularly share the learning in Social Studies with our parent/carers through 'Showcase' sessions.

We are fortunate to have a well equipped IT Suite as well as interactive whiteboards in every classroom and teaching area. We also have a set of wireless laptops as well as a class set of netbooks. Through a generous donation from our Glengowan Parent Group we also have sets of iPads which are timetabled across the school. School activities and events are often captured and shared using digital cameras.

Our programme of study in Science is developing and offers a series of progressive discrete lessons to all pupils. As well as this we utilise many opportunities to deliver Science through inter-disciplinary learning.

## **Expressive Arts**

Through the delivery of planned and progressive programmes of study based on Curriculum for Excellence guidelines we offer our pupils many opportunities to explore their creativity and develop their skills and confidence through their participation in expressive arts lessons and performances.

## **Health and Wellbeing**

We involve our pupils in a range of activities which help to develop their understanding of the importance of making the correct choices for their own physical and emotional well-being.

All pupils are offered two weekly sessions of Physical Education, generally one indoors and a stamina building session outdoors in our MUGA pitch. We work with a range of partners and specialists who provide taster sessions in a variety of activities e.g. Rugby, Street Dance and Tae Kwando. Our primary five pupils are offered a block of swimming lessons at Larkhall Leisure Centre.

Through our planning approaches and programmes of study we offer our pupils opportunities to explore the themes of the well-being indicators as they are identified in GIRFEC (Getting It Right For Every Child). We want our pupils to have an understanding of what it means to be Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included. These are often referred to as the SHANARRI indicators.

## **Music Tuition**

Instrumental music lessons are offered to children in a number of primary schools across South Lanarkshire Council through our Instrumental Music Service (IMS). Tuition is offered (based on capacity) on a variety of musical instruments, for example brass, strings, percussion, guitar or voice.

Participation in a programme of instrumental music study can help children develop as successful learners, confident individuals, responsible citizens and effective contributors. Children who participate in instrumental music through tuition are often offered opportunities to further develop their playing by participating in extra-curricular activities through bands, orchestras and other ensembles.

Parents/carers, who wish their child to receive instrumental music tuition are required to make an annual contribution which is currently £180 based on a minimum of 30 lessons per academic year.

Following a musical aptitude/suitability assessment, pupils entering P4 or P5 may be offered the opportunity to study a musical instrument. Through Youth Music Initiative funding, these pupils are exempt from playing the annual contribution detailed above for one academic year. Thereafter the annual contribution will apply for each consecutive year.

### **Religious and Moral Education**

Our Religious and Moral Education programme gives our pupils opportunities to develop their knowledge and understanding of the religious and cultural beliefs of the Christian faith and of other world faiths.

We celebrate key Christian festivals such as Christmas and Easter and often tie in an element of moral education with related charitable fundraisers. Our school community has raised many thousands of pounds for worthwhile charities such as Poppy Scotland, Cancer Research, Mary's Meals and Children In Need. We have also supported the efforts of the Larkhall Foodbank.

Since moving to our new school we have retained a link with Trinity Church in Larkhall and continue to work in partnership with the Machan Trust group.

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

#### **Rights of Parents / Carers**

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.

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.

#### **Extra Curricular Activities**

We run a variety of extra curricular clubs for pupils at various stages in the school. These clubs are run for the main part by our teachers who volunteer their own time to work on a more informal basis with our pupils. We also have taster sessions which are led by partner agencies such as Active Schools, Larkhall Harriers and Sport Worx.

#### **Equalities**

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

## **(6) Assessment and Tracking Progress**

The process of assessment involves staff and young people gathering, reflecting on, and evaluating evidence of learning, so they can judge which skills learners are developing and how well they are learning. Curriculum, learning and teaching and assessment are interdependent, so assessment of skills should be part of, rather than separate from, assessment in different areas of the curriculum. Assessment should be an integral part of day-to-day learning and teaching, carefully planned at the same time as programmes and experiences, so that it reflects the learning, provides an emerging picture of progress and achievement in skills for all learners, and enables both staff and learners to play a full part in gathering and evaluating evidence and planning next steps in learning.

## **(7) Reporting**

Reporting will be ongoing and comprise of a range of activities which can include children presenting their learning, newsletters, and ongoing oral discussions. Once a year parent/carers are invited to share in pupil learning at our Friends and Family morning. This is very well attended and much enjoyed by parents and pupils alike.

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

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

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

## **(8) Transitions**

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

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

If you have any concerns about your child's wellbeing, you can speak to the named person who will work with you to ensure that your child gets the right help from the right person at the right time. 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.girfecinlanarkshire.co.uk](http://www.girfecinlanarkshire.co.uk) and [www.scotland.gov.uk/gettingitright](http://www.scotland.gov.uk/gettingitright)

### **Support for All (Additional Support Needs)**

Our whole school philosophy is to try to offer each child an appropriate education according to age and ability and we recognise that there are times when some children need extra support. This is offered whenever possible within a group situation and parents are always kept informed and involved.

Sometimes, extra help is given by promoted staff or outside agencies. However the class teacher is always consulted and plays the lead role in planning the child's learning programme. To ensure smooth organisation within the school, our Depute Head, co-ordinates these programmes and works closely with class teachers and a member of the Area Learning Support Team. As always, we try to keep parents well informed and value their support in ensuring that their child receives the best possible education. Similarly, able children are catered for and are encouraged and supported to achieve their full potential. In some instances it may be necessary to prepare an Additional Support Plan or a Co-ordinated Support Plan for a pupil. These plans are prepared, implemented and reviewed in consultation with parent/carers, pupils and all key staff.

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. These are available through the school or on the South Lanarkshire Council website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk). The leaflets available are;

- The Additional Support for Learning Act
- Requesting an Assessment
- Planning for Learning – ASP
- Planning for Learning – CSP
- Transitions
- Future Planning
- Information for Parents and Carers about moving on from school.

#### Inclusive Education

- ICT Assessment
- Visual Impairment Support
- Early Years Specialist Support
- Independent Adjudication

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 was launched in March 2019 and supports the action in the Getting It Right for Every Child in South Lanarkshire's Children Services Plan 2017-20 – 'Develop an attachment strategy and to inform training for staff working with early years to secondary aged children and young people on attachment-informed practice'.

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

The aim of the strategy is to promote better experiences of attachment for South Lanarkshire's children and young people and to ensure that all education practitioners understand the importance of attachment and 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 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 from schools and we have plans to make them available on-line.

### **(10) School improvement**

Our school Improvement Plan is shared with our Glengowan Parent Group at the beginning of each school year. The Improvement Plan is also on our website for all parents to access.

[www.glengowan-pri.s-lanark.sch.uk](http://www.glengowan-pri.s-lanark.sch.uk)

### **(11) School policies and practical information**

#### **School Meals**

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

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

Pupils in:

- Primary 1 - 3 receive a free school lunch.
- Primary 4 - 7 meal cost is £1.70

Milk is available free of charge to all nursery age children and is provided by the establishment.

#### **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 £6,900 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £16,105 as assessed by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

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

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

South Lanarkshire Council also offers a free Breakfast service, 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.

Our uniform is very smart and very much supported by our parents. In a survey - only one parent was not in favour of school uniform.

#### **Our Uniform**

- Grey/Black Trousers
- Grey/Black Skirt
- White shirt with Tie
- White polo shirt
- Red Sweatshirt/Cardigan
- Black Blazer with Badge (optional)

Checked gingham dresses are available from local stockists for the summer months.

School fleeces/waterproofs are also available.

We would ask that all clothing is labelled so that we can return lost items to their owners.

If at all possible, children should have shorts and a school polo shirt for gym - more comfortable and hygienic.

Children also require gym shoes and we would be very grateful if younger children were provided with 'slip-on' shoes and gym shoes until they can cope with laces.



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

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

### **Allergies**

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

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

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

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

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

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

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

## **Support for parent/carers**

### **Clothing grant**

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

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



## Education Resources

### School holiday Dates Session 2019/2020

| Break                    | Holiday dates  |                       |                                      |
|--------------------------|--|-----------------------|--------------------------------------|
| <b>First Term</b>        | <b>Teachers In-service</b>   | <b>Tuesday</b>        | <b>13 August 2019</b>                |
|                          | <b>In-service day</b>  | <b>Wednesday</b>      | <b>14 August 2019</b>                |
|                          | Pupils return  | Thursday              | 15 August 2019                       |
| September Weekend        | Close on<br>Re-open  | Thursday<br>Tuesday   | 26 September 2019<br>1 October 2019  |
| October Break            | Close on<br>Re-open  | Friday<br>Monday      | 11 October 2019<br>21 October 2019   |
|                          | <b>In-service day</b>  | <b>Monday</b>         | <b>18 November 2019</b>              |
|                          | <b>In-service day</b>  | <b>Tuesday</b>        | <b>19 November 2019</b>              |
| Christmas                | Close on<br>Re-open  | Friday<br>Monday      | 20 December 2019<br>6 January 2020   |
| <b>Second Term</b>       |  |                       |                                      |
|                          | <b>In-Service day</b>  | <b>Friday</b>         | <b>7 February 2020</b>               |
| February break           | Closed on  | Monday and<br>Tuesday | 10 February 2020<br>11 February 2020 |
|                          | <b>In-service day</b>  | <b>Wednesday</b>      | <b>12 February 2020</b>              |
| Spring break/Easter      | Close on<br>Re-open  | Friday<br>Monday      | 3 April 2020<br>20 April 2020        |
| <b>Third Term</b>        |  |                       |                                      |
|                          | <b>In-service day</b>  | <b>Thursday</b>       | <b>7 May 2020</b>                    |
| Local Holiday            | Closed   | Friday                | 8 May 2020                           |
| Local Holiday            | Close on<br>Re-open  | Thursday<br>Tuesday   | 21 May 2020<br>26 May 2020           |
| Summer break             | Close on   | Wednesday             | 24 June 2020                         |
| Proposed in-service days | Tuesday 11 August 2020 and Wednesday 12 August 2020<br>Pupils return Thursday 13 August 2020 |                       |                                      |

#### Notes

- ◆ Good Friday falls on Friday, 10 April 2020
- ◆ *Lanark schools will close Thursday, 11 June 2020 and Friday, 12 June 2020*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 20 December 2019 and Friday, 3 April 2020)
- ◆ Schools will close at 1pm on the last day of term 3 Wednesday, 24 June 2020



## Education Resources

### School holiday Dates Session 2020/2021

| Break                    | Holiday dates  |                                 |   |
|--------------------------|--|---------------------------------|---|
| <b>First Term</b>        | <b>Teachers In-service</b>   | <b>Tuesday</b>                  | <b>11 August 2020</b>                                 |
|                          | <b>In-service day</b>  | <b>Wednesday</b>                | <b>12 August 2020</b>                                 |
|                          | Pupils return  | Thursday                        | 13 August 2020  |
| September Weekend        | Close on<br>Re-open  | Thursday<br>Tuesday             | 24 September 2020<br>29 September 2020                |
| October Break            | Close on<br>Re-open  | Friday<br>Monday                | 09 October 2020<br>19 October 2020                    |
|                          | <b>In-service day</b>  | <b>Monday</b>                   | <b>16 November 2020</b>                               |
| Christmas                | Close on<br>Re-open  | Tuesday<br>Wednesday            | 22 December 2020<br>6 January 2021                    |
| <b>Second Term</b>       |  |                                 |   |
| February break           | Close on<br>Closed on  | Friday<br>Monday and<br>Tuesday | 5 February 2021<br>8 February 2021<br>9 February 2021 |
|                          | <b>In-service day</b>  | <b>Wednesday</b>                | <b>10 February 2021</b>                               |
| Spring break/Easter      | Close on<br>Re-open  | Thursday<br>Monday              | 1 April 2021<br>19 April 2021                         |
| <b>Third Term</b>        |  |                                 |   |
| Local Holiday            | Closed   | Monday                          | 3 May 2021  |
|                          | <b>In-service day</b>  | <b>Thursday</b>                 | <b>6 May 2021</b>                                     |
| Local Holiday            | Close on<br>Re-open  | Thursday<br>Tuesday             | 27 May 2021<br>1 June 2021                            |
| Summer break             | Close on   | Thursday                        | 24 June 2021  |
| Proposed in-service days | Tuesday 10 and Wednesday 11 August 2021<br>Pupils return Thursday 12 August 2021 |                                 |   |

#### Notes

- ◆ Good Friday falls on Friday, 2 April 2021
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- ◆ Schools will close at 1pm on the last day of term 3 Thursday, 24 June 2021.

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

P1 enrolments generally take place in January and you should watch the press for details. You will be invited to visit the school and to meet with teachers involved and with promoted staff. Please bring the child's birth certificate with you, so that we can officially enrol your child. Two proofs of residency are also required. If you have any queries, please do not hesitate to contact the 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 SLC website – [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk), schools Q and A offices or by contacting Education Resources, Almada Street, Hamilton, phone 0303 123 1023. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

Enrolment date for 2020 is week commencing **13 January 2020**.

If you are interested in sending your child to Glengowan, we will be delighted to show you around and explain our policies to you.

Although we do not have a nursery class within our building, we liaise closely with all our partner nurseries to ensure that children's pre-school experience is valued and taken into account in planning their continued learning. Children are always supported in making a successful transition to Glengowan, and we have experienced no problems in providing a continuous educational experience.

A series of meetings and visits are planned for the summer term and these are designed to introduce new parent/carers and children to Glengowan Primary. We introduce parents and pupils to key staff who will support the children in their transition from early years education to primary school.

When enrolling your child it is necessary to bring a copy of their full birth certificate as well as two proofs of address e.g. bank statement, utility bill, drivers licence.

## **Transport**

### **School transport**

South Lanarkshire Council has a policy of providing school transport to primary pupils who live more than one mile by the recognised shortest walking route from their catchment school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should obtain an application form from the school or Education Resources, Hamilton, phone 0303 123 1023 or web [www.southlanarkshire.gov.uk](http://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](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 are required to receive an annual update and follow the advice and guidance contained within the Education Operating Procedures. All staff must also complete a Learn on Line Course "Child Protection in Education".

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

The Chief Officers and Child Protection 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](http://www.childprotectionsouthlanarkshire.org.uk)

### **Information on emergencies**

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

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

If for any reason, you are unsure if the school is open, please 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/telephone number and/or address
- enjoy and take part in school activities
- accept your responsibility to respect staff who work in the school and for the school to be proactive in taking forward its commitment to care for and educate your child.

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

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

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

## **Privacy Notice**

### **Introduction**

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.

- 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](https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general_privacy)).

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



Education Resources

School holiday Dates Session 2019/2020

| Break                    | Holiday dates  |                                 |   |
|--------------------------|--|---------------------------------|---|
| <b>First Term</b>        | <b>Teachers In-service</b>   | <b>Tuesday</b>                  | <b>13 August 2019</b>                                   |
|                          | <b>In-service day</b>  | <b>Wednesday</b>                | <b>14 August 2019</b>                                   |
|                          | Pupils return  | Thursday                        | 15 August 2019  |
| September Weekend        | Close on<br>Re-open  | Thursday<br>Tuesday             | 26 September 2019<br>1 October 2019                     |
| October Break            | Close on<br>Re-open  | Friday<br>Monday                | 11 October 2019<br>21 October 2019                      |
|                          | <b>In-service day</b>  | <b>Monday</b>                   | <b>18 November 2019</b>                                 |
| Christmas                | Close on<br>Re-open  | Friday<br>Monday                | 20 December 2019<br>6 January 2020                      |
| <b>Second Term</b>       |  |                                 |   |
| February break           | Close on<br>Closed on  | Friday<br>Monday and<br>Tuesday | 7 February 2020<br>10 February 2020<br>11 February 2020 |
|                          | <b>In-service day</b>  | <b>Wednesday</b>                | <b>12 February 2020</b>                                 |
| Spring break/Easter      | Close on<br>Re-open  | Friday<br>Monday                | 3 April 2020<br>20 April 2020                           |
| <b>Third Term</b>        |  |                                 |   |
| Local Holiday            | Closed   | Monday                          | 4 May 2020  |
|                          | <b>In-service day</b>  | <b>Tuesday</b>                  | <b>5 May 2020</b>                                       |
| Local Holiday            | Close on<br>Re-open  | Thursday<br>Tuesday             | 21 May 2020<br>26 May 2020                              |
| Summer break             | Close on   | Wednesday                       | 24 June 2020  |
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Notes

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## Education Resources

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| Break                    | Holiday dates  |                                 |   |
|--------------------------|--|---------------------------------|---|
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|                          | <b>In-service day</b>  | <b>Wednesday</b>                | <b>12 August 2020</b>                                 |
|                          | Pupils return  | Thursday                        | 13 August 2020  |
| September Weekend        | Close on<br>Re-open  | Thursday<br>Tuesday             | 24 September 2020<br>29 September 2020                |
| October Break            | Close on<br>Re-open  | Friday<br>Monday                | 09 October 2020<br>19 October 2020                    |
|                          | <b>In-service day</b>  | <b>Monday</b>                   | <b>16 November 2020</b>                               |
| Christmas                | Close on<br>Re-open  | Tuesday<br>Wednesday            | 22 December 2020<br>6 January 2021                    |
| <b>Second Term</b>       |  |                                 |   |
| February break           | Close on<br>Closed on  | Friday<br>Monday and<br>Tuesday | 5 February 2021<br>8 February 2021<br>9 February 2021 |
|                          | <b>In-service day</b>  | <b>Wednesday</b>                | <b>10 February 2021</b>                               |
| Spring break/Easter      | Close on<br>Re-open  | Thursday<br>Monday              | 1 April 2021<br>19 April 2021                         |
| <b>Third Term</b>        |  |                                 |   |
| Local Holiday            | Closed   | Monday                          | 3 May 2021  |
|                          | <b>In-service day</b>  | <b>Thursday</b>                 | <b>6 May 2021</b>                                     |
| Local Holiday            | Close on<br>Re-open  | Thursday<br>Tuesday             | 20 May 2021<br>25 May 2021                            |
| Summer break             | Close on   | Thursday                        | 24 June 2021  |
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**This annex gives a list of useful information and the links to the content is now available from the Council's website by accessing the following link**

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

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

### **Contact Details**

Education Scotland's Communication Toolkit for engaging with parents

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

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

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

### **Parental Involvement**

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

Parentzone provide information and resource for parents and Parent Councils

### **School Ethos**

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

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

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

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

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

### **Curriculum**

Information about how the curriculum is structured and curriculum planning

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

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

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

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

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

### **Assessment and Reporting**

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

### **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

The Scottish Survey of Literacy and Numeracy (SSLN) is an annual sample survey which will monitor national performance in literacy and numeracy

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