



Machanhill Primary School Handbook 2022





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

Phone: 0303 123 1023 Email: education@southlanarkshire.gov.uk



1) Introduction by the 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.

I am delighted to welcome you to Machanhill Primary School and Nursery Class. Our school has been delivering a high quality service to Larkhall families for 96 years and, with your help, we aim to continue to help our pupils to become successful learners, effective contributors, confident individuals and responsible citizens.

The excellent behaviour and positive attitude of pupils, the support of parents and the caring dedication of staff, all help to create an inspiring environment that supports achievement and attainment and where each child has their individual needs met.

Our Vision:

'Be the Best You Can Be'

At Machanhill Primary School we equip our children with the knowledge and skills to succeed throughout life. We aspire to create happy and inclusive learning environment based on respect, ensuring our children are challenged and achievement is celebrated.

Values:

Happiness, Achievement, Respect, Knowledge

As a member of the Larkhall Learning Community we enjoy close links with our colleagues in Larkhall Academy, the other primary schools and pre-school nurseries to the benefit of our pupils. We readily access the skills and expertise of other professionals when required to support the individual needs of our pupils and their families.

Outwith COVID times, parents and carers are made most welcome at the school. We have a Parent Council which develops and extends the role of parents further in the life of the school community. We also have an active parent helper programme where parents support the work of the school.

Finally, please join our school app for regular updates and if having read this handbook, you have any questions or queries please do not hesitate to get in touch with me or Mrs Tallamy, our Depute HeadTeacher.

I look forward to meeting you in the future.

KIRSTY A BOYLE
Head Teacher



2) **COVID-19 – Keeping children, young people, and staff safe**

At the time of writing this guidance for the Handbook the Scottish Government and Public Health guidance still applies to schools and educational settings until further notice.

On the 19 October 2021 the Scottish Government announced that the existing COVID-19 safety mitigations in schools and educational settings are to remain for now, following the advice from senior

clinicians. It is worth noting that whilst for the general public a number of areas have changed in light of the roll-out of the vaccination programme, there continues to be restrictions in place for schools and educational settings. The public health message is that the safety of children and young people and all education staff, remains the overriding priority. Secondary aged pupils are expected to wear face-coverings and to undertake twice weekly lateral flow tests.

Our main focus remains on learning, teaching and the health and well-being of all learners. Schools/nurseries are adapting their ways of working and outdoor events can now take place without the restrictions that apply indoor. The infection control procedures in our schools such as, hand sanitisation when you arrive and leave, and by washing hands regularly has helped to mitigate against the spread of the virus as has the NHS roll-out of the vaccine to those who are eligible.

If there is a positive case involving a child and/or member of staff at the school then we will let you know by providing you with letter from NHSL Public Health which lets you know what you need to do.

So it is worth noting: -

There are still restrictions on who can visit schools, including parents/carers. In effect, parents/carers are not able to attend events that take place during the day in a school/nursery.

Where virtual arrangements for parental meetings are already in place and working well, then these should continue to be used.

Assemblies and large gatherings are still not permissible under the current guidance. Schools are therefore asked to consider group sizes as bringing large groups together in educational settings is not advisable.

Community Lets are allowed out with the school day in line with COVID-19 guidance. If there is an intention to organise events in the evening by a parent group, they are required to make any booking through the community letting procedures as normal. A risk assessment must be undertaken in advance. This is to take account of the mitigations that require to be taken in what will be a confined space, the need for clear access and egress routes, the wearing of face coverings and infection controls, like hand sanitisation.

If a parent group is planning to host an activity then they are asked to be mindful that current restrictions at present still do not enable parents/carers to meet in a large gathering on school premises during the day.

COVID-related mitigations remain under regular review, and the Advisory Sub-Group on Education and Children's Issues and the COVID-19 Education Recovery Group (CERG) continue to work with Ministers to ensure mitigations in schools and educational settings are proportionate and appropriate.

3) About our school

School Name	Machanhill Primary School
Address	Machanhill Larkhall ML9 2HG
Phone	01698 882101
Fax	01698 883728
E-mail	office@machanhill-pri.s-lanark.sch.uk
Website	www.machanhill-pri.s-lanark.sch.uk

Present Roll School	300
Total capacity of school	396
*Current operational capacity	317
Present Roll Nursery	48
*Current operational capacity	50
Stages covered	Nursery to Primary 7
Denominational status	Non-Denominational

Teaching Staff

Head Teacher	Mrs. Kirsty Boyle
Depute Head Teacher	Mrs. Vicky Tallamy Mrs. Kirsti Carson
Principal Teacher	Mrs. Lauren Hamilton
P7	Mr. Aaron Hamilton
P6/7	Mrs. Joanne Morrison
P6	Mrs. Jacky Kellachan / Mrs. Robyn MacDonald
P5	Miss. Kate Gavin
P4/5	Miss. Kirsty Thorpe
P4	Miss. Layna Stewart
P3	Mrs. Carol Shilton
P2/3	Miss. Katie Fitzpatrick
P2	Mrs. Lauren Hamilton / Mrs. Alison McGrath
P1	Mrs. Lynsey Jamieson
P1/2	Miss. Rachel Crawford
Class Contact Cover	Mr. Calum Smith

SUPPORT STAFF

Clerical (Team Leader)	Mrs. Annette Wallace
Clerical /Support Assistant	Mrs. Ellis Knox
	Mrs. Mandy Paton
Support Assistant	Mrs. Linda Dawson
Support Assistant	Mrs. Lynne Hillhouse
Support Assistant	Mrs. Sharon Anderson
Support Assistant	Mrs. Morag Weir
Support Assistant	Miss. Claire Clarkson
Support Assistant	Miss. Mary Ellen Campbell
Support Assistant	Miss. Melissa Cornock
Support Assistant	Mrs. Fiona Canning
Support Assistant	Mrs. Suzanne Beattie
Support Assistant	Mrs. Helen Johnson

Nursery

Team Leader	Miss. Lynsey Scott
Early Years Worker	Miss. Laura Cairns
Early Years Worker	Mrs. Lorraine Miller
Early Years Worker	Mrs. Lisa Kenmuir
Early Years Worker	Mrs. Julie McNulty
Early Years Worker	Mrs. Leighann Bryce
Early Years Worker	Mrs. Joyce McGrath
Early Years Worker	Miss. Rachel Law
Early Years Worker	Miss. Nikki Cain

Janitor	Mr Ralph Aubrey
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Class Structures

Within Machanhill Primary we have pupils from Primary 1 to Primary 7. Uneven distribution of the school roll can make it necessary to form a 'Composite Class'. This is a class which has children at 2 or more stages e.g. Primary 3 and Primary 4 pupils.

The formulation of the composite class would be based on pupil working groups. No parent should be concerned that their child's education is being compromised by being in a composite class.

However, if you would like further information regarding this matter, please do not hesitate to contact the school.

Attendance at school

It is important for the school to work with parents in encouraging all children to attend school. All absences from school are required by law to be recorded. Absences will normally fall under two categories – authorised or unauthorised absence. In cases where your child is unable to attend school parents are asked to:-

- if you know in advance of any reason why your child is likely to be absent from school, please tell someone at the school, telephone us or let us know in writing. Please also give your child a note on his/her return to school, telling of the reason for absence;
- notify the school first thing in the morning when your child is going to be absent. Let the school know the likely date of return and keep them informed if the date changes;
- inform the school of any change to the following :-
 - home telephone number
 - mobile number
 - emergency contact details
- requests for your child to be absent from school to make an extended visit to relatives must be made in writing to the head teacher, detailing the reason, destination and duration of absence and arrangements for their continuing education. On these occasions the pupil will be marked as an authorised absentee in the register.

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

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.

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



4) 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



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 parents/carers we want you to be:

- Welcomed and given an opportunity to be involved in the life of the school and nursery;
- 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
- Engage Parent Forum – www.engageforeducation.org
- National Parent Forum for Scotland – www.educationscotland.gov.uk/parentzone
- South Lanarkshire Council – www.southlanarkshire.gov.uk

Machanhill Primary Parent Council

What is the Parent Council?

The Parent Council attend to matters on behalf of the Parent Forum.

Who can become a member of the Parent Council?

Any parent/carer with a child of the school may become a member of the Parent Council. The Chairperson is a parent and there must be a majority of parents. The head teacher has a right and duty to attend meetings and acts as the Principal Advisor.

What are the duties of the Parent Council?

The first duty of the Parent Council is to represent the views of the parents of the school. It supports the work of the school; is involved in the appointment of senior staff; promotes contact between all parents and the rest of the school community and can discuss anything that is of interest to parents.

The Parent Council also fundraise to provide additional activities and resources for all our pupils. To date they have provided discos, a summer fayre and Christmas gifts as well as resources like listening centres and library books.

The membership of the Parent Council is as follows:-

Parent Members: Mrs. Cheryl Marley (Chairperson)
Mrs. Zoe Hughes (Treasurer)
Mr. Stephen Shields (Secretary)

And parent representatives from every stage in the school including the nursery.

Contact: gw20machanhillparentcouncil@glow.sch.uk

Staff Representative: Mrs. Vicky Tallamy , Mrs. Kirsti Carson

Head Teacher/Principal Adviser Mrs. Kirsty Boyle

The Parent Council meets every 4-6 weeks on a Tuesday at 6.30pm in the school.

Everyone is very welcome. Further details about meeting dates and involvement with the council are available from the school office or on the school website.



5) School Ethos

At Machanhill Primary we aim, to make school a happy, supportive place in which your child will thrive and develop socially, emotionally, academically and physically. They will develop social skills, moral and cultural values and the academic skills in language, mathematics and all other curricular areas which will enable them to learn with understanding and pleasure. An awareness of the duties and responsibilities as members of their community is fostered through developing a sense of equal opportunities and social justice, the encouragement and the practice of good manners, a positive attitude to work, initiative and self-reliance.

We promote positive relationships within the school and foster an ethos which encourages all pupils to be tolerant and respectful towards each other.

Developing strong partnership working is a key feature of our school. We are anxious to work with parent's and the local community in helping each child in our school to reach their full potential and recognising and developing any special skills he/she has, academic, physical or aesthetic.

We celebrate achievement through whole school assemblies, booster boards, certificates celebrating the four capacities; Successful Learner, Confident individual, Effective contributor and Responsible citizen and using social media (Twitter), our school app and the local newspaper.

The vision for Machanhill Primary is to create a community for learning where all pupils are empowered, aspirational and enabled to achieve their full potential.



We have a school House System with Captains elected by pupils. Every child belongs to a house and work together by lining up in the playground at lunch time to gain points as well as displaying good manners, hard work and participating in events like quizzes and sports day throughout the session.



6) 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 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 21st century.

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

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

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

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

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

Active Learning

An active approach to learning using the environment and digital technologies is a main principle underpinning 'Curriculum for Excellence' and we are developing this throughout the curriculum at Machanhill Primary School. As developments take place, we will endeavour to involve the children and parents in planning and implementation and to keep parents informed of new strategies. In session 2019-2020, as a result of the global pandemic, we introduced Google Classroom as a platform for learning. Pupils now use this regularly to complete homework and other tasks.

Languages and Literacy

Language and literacy skills are developed within the areas of reading, writing, talking and listening through a diversity of fact and fiction texts. Language skills are highly valued and there is emphasis placed on the necessity for each individual to develop in language ability to his/her maximum potential, whilst working at a pace and level suitable to their individual abilities.



Reading for Enjoyment is encouraged in all stages and promoted through the use of the Pie Corbett reading spine books, visits to the local library, The First Minister's Reading Challenge and celebration of World Book Day. Book studies such as 'Divided City' and 'The Suitcase Kid' are used to offer cross-curricular opportunities with a literacy focus at each stage.

We follow the principles of North Lanarkshire Council (NLC) Active Literacy for Phonics, Spelling and Reading. Children love the active approach to spelling, learning new phonemes and using elkonin boards and diacritical marking to help remember spelling rules. The reading strategies provide consistency of approach to the teaching of reading across all stages and children have commented on how teaching these strategies has left them feeling more confident.

VCOP strategies (vocabulary, connectives, openers and punctuation) are used throughout the school to improve children's writing abilities. We hope to also adapt the NLC, genre focussed approach to writing this session.

French is the language taught throughout the Larkhall Learning Community of Schools and we aim to develop intercultural awareness of different peoples and cultures in order to become a global citizen.

Basic French Language skills are developed through talking, listening, reading and writing activities. Vocabulary is initially taught through interactive activities. Listening and talking is then developed to reading and writing of words and phrases in vocabulary topics and French is now taught throughout the school from Primary 1.

Mathematics and Numeracy



Since Mathematics enables us to make sense of patterns and processes in the world around us, we aim to give our learners access to a progressive programme in the areas of Number, Money and Measure, Shape, Position and Movement, Information Handling and Problem Solving. Through adopting a topic approach, children share common learning opportunities which are differentiated to individual ability.

Emphasis is placed on Active Learning in Mathematics throughout the school, including the use of computing technology. Children in Primary 1-3 use the Numicon resource to deepen their number knowledge through a problem solving approach and find the tiles very helpful with place value. Written activities are based on Heinemann Active Maths, Scottish Heinemann Maths, and TJ Maths and additional material is available at all stages to support children who may need additional input at any time.

Social studies, sciences and technologies

Through practical investigations and research, pupils are given a broad understanding of Social Studies, Science and Technologies. Machanhill offers a large, well-equipped suite for class I.C.T. lessons, supported by independent computing stations and C- Touches in all classes. We also have Chrome books and I-Pads that are timetabled for class use. Technology and computing skills are taught alongside cross-curricular opportunities to develop skills.



At Machanhill Primary, our programmes of studies in science and technologies reflect the outcomes and ethos of a Curriculum for Excellence and we are developing materials which involve the children in cross-curricular activities that are both challenging and fun.

Each year pupils will participate in a main topic focusing on each of:

1. People, Past Events and Society,
2. People, Place and Environment,
3. People in Society, Economy and Business.

They will participate in a main topic focusing on each of Planet Earth, Forces and Electricity, Biological Systems and Materials. All topics are based on Curriculum for Excellence guidelines and outcomes and take account of individual needs of the pupils.

Expressive Arts

Using CfE guidelines, learners have rich opportunities to become confident and creative, develop expressive skills and techniques and understand the capacity to enjoy the expressive arts through performance.

Our programmes of study in Art and Design, Dance and Drama have been revised in line with the Curriculum for Excellence Guidelines to ensure a progressive skills based approach.



Art activities consist of an existing skills building programme and inter disciplinary learning opportunities which encourage creativity and self-expression. A wide variety of two and three dimensional media are used to create, express and communicate ideas. Throughout the school, established artists and elements are studied to enhance an enjoyment in this area.

Drama and Dance skills are developed using established conventions in dance, role playing, movement, voice and stage craft.

Music activities include invention, performing, listening and notation and include opportunities like Scottish Opera and a visiting music specialist. A few of our pupils also participate in learning a musical instrument.

Throughout all areas of Expressive Arts, learners are encouraged to respond to Art pieces and performances using appropriate ways to express their feelings.

Health and Wellbeing

Our programmes of study involve the children in a range of activities aimed at developing their understanding of the importance of making the correct choices for their physical and emotional well-being.

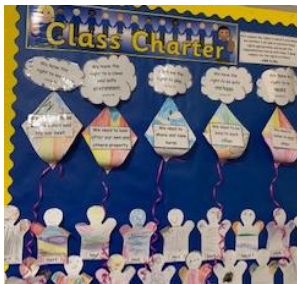
Our established programme of work in P.E. consists of body conditioning, gymnastics, games and dance, following the Borders Council P.E. Programme and other resources. In addition to building skills in physical activities, the course focuses on developing personal, social and life skills.

Throughout the year, each stage will be offered a topic based on Health and The Human Body which includes investigation into the effects of harmful substances on the body.

There is a Scottish Government expectation that all schools will address Relationships, sexual health and parenthood. At Machanhill Primary we consulted with parents and developed a suitable programme of lessons to share at an age appropriate level with pupils. In the senior stages these classes are taught separately to the boys and girls.

Mental, emotional and social wellbeing is addressed through a school devised programme of work. Planning for choices and changes are part of this programme of work, however, particular focus is given in Primaries 1 and 7 to the transition of the children moving into and out of these important stages. A transition programme is also in place at these stages, with close liaison with other agencies and parents.

Religious and Moral Education



Our Religious and Moral Education Programme enables pupils to develop their own values and beliefs whilst learning about other cultures and religions in order to demonstrate respect for others. Our learners are encouraged to develop their questioning skills and to express their personal opinions. Inter disciplinary learning opportunities are used throughout the lessons to encourage pupils to develop responsible, caring and informed attitudes to all members of society and to appreciate moral values such as honesty, respect, fairness and concern for others.

Our programme focuses on Christianity and other World religions and has been reviewed in the light of Curriculum for Excellence developments.

The school has links with St Machan's Church, which is used for some assemblies, and also with the Machan Trust a local charity organisation who run after school activities in the local area.

Spiritual, social, moral and cultural values (religious observance) Rights of Parents / Carers

The Education (Scotland) Act 1980 states that there is a statutory obligation on local authorities to provide religious observance and religious education in schools. Religious and moral education is a statutory core subject for all pupils attending primary and secondary education, and it is their entitlement to have this taught in a meaningful and progressive way. National guidance advises schools that they should plan and deliver religious and moral education as both a specific subject discipline and one which contributes to high quality interdisciplinary learning. Religious and moral education should, therefore, also contribute to learning and development through the other contexts for learning, that is the ethos and life of the school community and the opportunities provided for personal achievement.

The programme and content for religious education in all South Lanarkshire schools are developed by staff working groups following the national guidance set out in Curriculum for Excellence. In shaping our programme, the national advice for primary schools is that we should teach well planned experiences across Christianity, world religions and developing beliefs and values.

Parents have a statutory right to withdraw children from participation in religious and moral education. This should be done in writing. However, national guidance also indicates that without

this aspect of their education, learners will not enjoy the full benefits of Curriculum for Excellence since this area of their education contributes to pupils thinking for themselves and making their own decisions about what they believe to be true about human living. Where a child is withdrawn from religious observance, schools will make suitable arrangements for the child to participate in a worthwhile alternative activity.

Government guidelines indicate that in non-denominational schools religious observance should be of a “broadly Christian character”. It should reflect the broad consensus of Christian beliefs and values without being specific to any one denomination and the form it takes may vary from school to school. This does not exclude the possibility of drawing on other religious traditions at times. Religious observance should be inclusive, not exclusive, and should allow pupils from various religious backgrounds, or none, to take part. The Scottish Government letter, “Curriculum for Excellence – provision of Religious Observance in schools” (22 February 2011) states that, „Scottish Government Ministers consider religious observance to be an important educational experience for young people at all stages of primary and secondary school.”

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.



7) Assessment and tracking progress

In Machanhill Primary School, we offer a differentiated curriculum to our pupils and continually assess their progress using a number of resources and assessment methods. Pupils are involved in informal AIFL strategies (assessment is for learning) daily and are familiar with peer and self-assessment, traffic lighting their work to indicate their evaluation of learning.

We also formally assess pupils in reading, writing, spelling and maths. The results of these assessments are recorded, assessments kept and the information used to plan for the following term. We use these assessments and tracking sheets in reading, writing, talking & listening and in maths to ensure and evidence progress for all our pupils.

We carry out a baseline assessment for pupils in P1 to track development across the session. We also have standardised assessments in reading, maths and spelling in P2,P3, P4,P5, P6 and P7.

As we continue to implement Curriculum for Excellence, we will further enhance and improve our assessment and tracking to cover all areas of the curriculum so that we can fully monitor and support progress through confirming the strengths and development needs, and identifying the next steps for all our pupils.



8) Reporting

Reporting will be ongoing and comprise of a range of activities which will include children presenting their learning at showcase events, open afternoons, monthly newsletters and ongoing oral discussions. Parents are very welcome to contact the school for feedback on their child at any point in the session.

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

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

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

9) 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 support P7 children before they move on to secondary school.

Change of School / Placing Request

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

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

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



10) 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

Support for All (Additional Support Needs)

In Machanhill Primary School, we aim to give every child the opportunity to achieve his / her full potential through a challenging and supportive curriculum and by setting appropriate targets with pupils. It is our experience that many children may encounter barriers to learning and may need additional support in school, some for a short period of time and others for an extended period of time.

The reasons for additional support needs are wide and varied and can arise from a range of circumstances including: Learning Environment, Disability or Health need, Social or Emotional Factors and Family Circumstances.

Our class teachers are experienced in supporting a child with additional needs and have access to other professionals to support pupils' learning. We currently benefit from weekly visits from a Specialist Support Teacher and have access to the skills of the Educational Psychologist, inclusion services, Occupational Health, Speech and Language, Women's Aid and other agencies and professionals.

We believe in the full involvement of parents and work closely with them and the child to ensure equality of opportunity. Parents will be invited to meet with the professionals who work with their child and be involved in setting targets.

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

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
EH125EZ

Email Enquiry service: info@enquire.org.uk

Advice and information is also available at www.enquire.org.uk

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

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

Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

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

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

What does it set out to do?

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

How can I find out more?

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

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



11) School Improvement

Despite the challenges of session 2020/2021 we have continued to move our school forward and strive to deliver the highest quality of educational experience for our children. Our current Standard and Quality report and School Improvement Plan are available to read online via our website.

12) School policies and practical information

Nursery

All children attending a local authority nursery will be provided with a free lunch. In addition, if your child attends long mornings or afternoons e.g., over 4 hours 30 minutes they will be provided with a 'brunch' or 'afternoon tea'.

Nursery lunches and snacks are based on nutritional requirements from the NHS "Setting the Table" guidance.

Nursery age children will also receive milk and a healthy snack free of charge under the Milk and Healthy Snack scheme 2021. This will be provided by the establishment

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

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

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

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

Pupils in:

- Primary 1 - 4 receive a free school lunch.
- Primary 5 - 7 meal cost is £1.95

In January 2022 Primary 5 pupils will also receive a free lunch and by August 2022 all primary school pupils will be eligible for a free lunch.

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

Free School Meals

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

- Income Support, Universal Credit (where your take home pay is less than £610 per month), Job Seeker's Allowance (income based), Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £7,330 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £16,105 as assessed by the HM

Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

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

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

South Lanarkshire Council also offers a free Breakfast service. Check your child's school for details:- 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.

We would encourage pupils at Machanhill Primary School to wear the following items of uniform:

Girls

Blue blouse
School tie
Royal blue cardigan
Royal blue school cardigan/sweatshirt
Grey skirt
Pale blue polo shirt (**for PE only**)

Boys

Blue shirt
School tie
Royal blue pullover
Royal blue school sweatshirt
Grey trousers
Pale blue polo shirt (**for PE only**)



School uniform is available from School Wear Made Easy (schoolwearmadeeasy.com) and from Scotcrest Uniforms who have a shop in Hamilton.

Allergies

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

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

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

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

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

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

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

Support for parent/carers

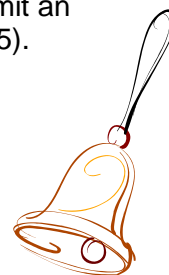
Clothing grant

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

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

School hours/holiday dates

School begins	9.00am
Interval	10.30-10.45am
Lunch	12.15pm-1pm
School closes	3.00pm



School holidays and In-service days are available on the council website and a list is provided. www.southlanarkshire.gov.uk

See attached list showing school holiday dates.

Enrolment – how to register your child for school

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

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

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

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

Proof of where the child lives may also be needed.

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

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

Enrolment date for 2022 is week commencing **17 January 2022**.

New Admissions

A series of meetings and visits are planned for the summer term which are designed to introduce parents and children to Machanhill Primary and to the staff, who will support the children, in moving easily from early years education to primary school.

Any child joining Machanhill Primary from outside the area or starting school at a different stage is invited to visit the school with their parents prior to starting. Individual arrangements are made with the head teacher by contacting her at the school.

When enrolling your child it is necessary to bring a copy of their full birth certificate and two proofs of address e.g. Utility bill and bank statement.

School transport

South Lanarkshire Council has a policy of providing school transport to primary pupils who live more than one mile by the recognised shortest walking route from their catchment school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should complete a form online www.southlanarkshire.gov.uk or contact **0303 123 1023** These forms should be completed and returned before the end of March for those pupils starting the school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year and will be considered by Education Resources.

A privilege transport scheme is operated for mainstream school contracts where a pupil is not entitled to free school transport. Privilege transport will only be granted providing there is spare capacity on an existing school contract and will be from and to designated pick up and drop off points. Privilege transport will not be provided where a service bus is used on the school run. Any spare capacity will be allocated using agreed priorities. More information on school transport is available www.southlanarkshire.gov.uk/info/200188/secondary_school_information/545/school_transport or phone **0303 123 1023**.

Pick-up points

Where school transport is provided it may be necessary for pupils to walk a certain distance to the vehicle pick-up point. Walking distance in total, including the distance from home to the pick-up point and from the drop-off point to the school in any one direction, will not exceed the authority's distance limit for school transport.

It should be noted that it is the parent's responsibility to ensure their child behaves in a safe and acceptable manner while travelling in and alighting from the vehicle. Misbehaviour can result in your child losing the right to school transport.

Parents are asked to note that South Lanarkshire Council does not provide transport for those pupils who attend school via a placing request.

Insurance for schools – pupils' personal effects

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

(i) Theft/loss of personal effects

The Council is not liable for the loss or theft of pupils' clothing or personal effects and any items are therefore brought into the school at the pupil/parents' own risk.

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

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

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

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

(ii) Damage to clothing

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

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.



We are enhancing this through involvement in the Rights Respecting School award programme. Pupils have created class charters and created a playground charter to encourage and enhance the profile of rights and respecting other's rights.

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 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

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 suspicions that a child has been abused or is at risk of harm, in terms of the Children (Scotland) Act 1995. Therefore, Council staff have a professional and contractual obligation to report concerns to the head of establishment or the child protection coordinator immediately.

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

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

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

Information on emergencies

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

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



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

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

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

Using your personal information

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

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

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

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

Information we collect at other times

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

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

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

Information that we collect from other sources

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

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

Why do we need this information?

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

- for the education of children, young people and adult learners;
- for teaching, enrolment and assessment purposes and to monitor the educational progress of children, young people and adult learners ;

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

We will share your information with:

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

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

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

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



Education Resources

School Holiday Dates Session 2022/2023

Break	Holiday dates		
First Term	<i>Teachers In-service</i>	<i>Monday</i>	<i>15 August 2022</i>
	<i>In-service day</i>	<i>Tuesday</i>	<i>16 August 2022</i>
	Pupils return	Wednesday	17 August 2022
September Weekend	Closed on Re-open	Friday Tuesday	23 September 2022 27 September 2022
October Break	Closed on Re-open	Monday Monday	17 October 2022 24 October 2022
	<i>In-service day</i>	<i>Monday</i>	<i>14 November 2022</i>
Christmas	Close on Re-open	Friday Monday	23 December 2022 (2.30pm) 9 January 2023
Second Term			
February break	Closed on	Monday and Tuesday	13 February 2023 14 February 2023
	<i>In-service day</i>	<i>Wednesday</i>	<i>15 February 2023</i>
Spring break/Easter	Close on Re-open	Friday Monday	31 March 2023 (2.30pm) 17 April 2023
Third Term			
Local Holiday	Closed	Monday	1 May 2023
	<i>In-service day</i>	<i>Tuesday</i>	<i>2 May 2023</i>
Local Holiday	Closed on Re-open	Friday Tuesday	26 May 2023 30 May 2023
Summer break	Close on	Tuesday	27 June 2023 (1pm)
Proposed in-service days	Monday 14 August 2023 Tuesday 15 August 2023		

Notes

- ◆ Good Friday falls on Friday, 7 April 2023
 - ◆ *Lanark schools will close Thursday, 8 June 2023 and Friday, 9 June 2023*
 - ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 23 December 2022 and Friday, 31 March 2023)
 - ◆ Schools will close at 1pm on the last day of term 3 Tuesday, 27 June 2023)
- *Two in-service days proposed for August 2023 to be confirmed.

Appendix A

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

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

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

Contact Details

Education Scotland's Communication Toolkit for engaging with parents

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

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

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

Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils

National aren't Forum for Scotland ; www.npfs.org.uk

School Ethos

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

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

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

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

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

Curriculum

Information about how the curriculum is structured and curriculum planning

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

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

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

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

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

Assessment and Reporting

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

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

Transitions

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

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

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

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

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

Enquire is the Scottish advice service for additional support for learning

Parenting Across Scotland offers support to children and families in Scotland

Support for Pupils

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

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

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

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

School Improvement

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

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

Scottish Credit and Qualifications Framework (SCQF)

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

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

School Policies and Practical Information

National policies, information and guidance can be accessed from the Scottish Government website on www.gov.scot