Halfmerke Primary School
Handbook 2018

Halfmerke Primary, learning and working together to achieve excellence for all
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.
1. **Introduction by the Head Teacher**

Situated in the East Mains area of East Kilbride, Halfmerke Primary School enjoys a fantastic building with extensive grounds. The schools shares the facilities with West Mains School (ASN) and with Halfmerke Community Nursery. The pupils in Halfmerke Primary benefit from being in a shared campus, working together with children with Additional Support needs and pre-school children. This building is designed to provide opportunities for pupils to work collaboratively and independently across the schools.

**Our Vision**

**Working and learning together to achieve excellence for all.**

At Halfmerke Primary, in partnership with the wider community, we aim to provide high quality, stimulating learning opportunities, which allow children to develop an excitement for life-long learning. In a safe and happy environment, where every individual is valued and respected, learners are encouraged to achieve their full potential.

We provide a highly positive, inclusive and welcoming ethos which encourages participation of all and which values and embraces diversity. We promote strong positive relationships and foster an ethos where pupils are encouraged to respect themselves and others. We pay close attention to the care and welfare needs of all our children, their families and our staff. Our staff are happy and supportive and they work hard to ensure that all children have access to every area of the curriculum and maximise learning opportunities.

I considerate it a privilege to be Head Teacher in Halfmerke Primary School – a school where people are at the centre of everything we do. Pupils are at the heart of our school and their learning and achievements in all areas is celebrated.

Throughout this handbook, there are quotes from children reflecting on their school.

Staff have high expectations and aspirations for every one of our pupils and are committed to making a difference in their lives.

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

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

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

Halfmerke Primary School
Logie Park
East Mains
East Kilbride
G74 4BU

Phone: 01355 221982
Email: office@halfmerke-pri.s-lanark.sch.uk
Web site: www.halfmerke-pri.s-lanark.sch.uk

Halfmerke Primary is a non-denominational school providing education for both boys and girls from the ages of 4/5 to 12 (P1 - P7). Our current roll is 174. The school shares a campus with West Mains School and Halfmerke Community Nursery. We have close relationships with both and our inclusion policies have a positive impact on the learning of all children.

We are in a fabulous new building, which is designed for a twenty first century education. Our school is situated close to East Kilbride Village and near the Arts Centre and the Village Theatre. Our proximity to the Town Centre means we can easily access the local swimming pool and library.

We have excellent grounds for both play and for learning.

The children in our school are very kind. They will ask if you are OK and if you are hurt, they will go and get an adult.

Dylan P6
Staff - Session 2018-19

Head Teacher  Mrs K Douglas  
Principal Teacher  Miss P Byrne

Class Teachers
Primary 1  Mrs J Hasson  
Primary 2  Mrs Aird / Miss McEwan  
Primary 3  Mrs McAuslan  
Primary 4  Mrs Henderson  
Primary 5  Miss Sillich / Mrs Bonner  
Primary 6  Mr Ramage  
Primary 7  Mrs Neill  
CCC  Mrs Bonner and Miss McEwan  
Mrs McBrearty is currently on maternity leave  
SST  Mrs A Young

Support Services Staff -  
School Office  Mrs Hendry  
Mrs Carson  
Classroom based  Mrs Thomson  
Miss Turner  
Miss Graham  
Mrs Fairley  
Mrs Seils  
Mr Dickson

Janitor (Facilities Management)
Janitor - Mr I Wilson  
Cook in Charge - K Carlin  
Cleaning Supervisor –

School hours
The normal school day is as follows
09:00 – 10:45  Learning time  
10:45 – 11:00 Interval  
11:00 – 12:30 Learning Time  
12:30 – 13:15 Lunch  
13:15 – 15:00 Learning Time  
15:00 Close

Our staff are happy – they always have a smile on their faces.

Rebecca P7
School Uniform
Our school uniform consists of grey skirt or trousers, white shirt and tie or red polo shirts and red sweatshirts. School uniforms can be ordered from our Pop Up School Uniform Shops throughout the year or via the website https://www.academyuniformsltd and selecting Primary Schools and Halfmerke Primary. NB when we moved into our new school we changed the badge and are in the process of phasing out our old style polo shirts and sweat shirts.

Reporting an absence
When children are absent, we ask that parents contact the school by telephone to let staff know. If no contact has been made, office staff will text you informing you that your child has not arrived in school and requesting that you get in touch with the school. This ensures that no child has set off to come to school and has not arrived.

On their return to school, pupils should bring a written absence note confirming the dates of and reason for their absence.

The school cannot generally authorise absences for holidays during term time. In accordance with South Lanarkshire’s guidelines, this will be recorded as ‘an unauthorised absence’. There are only a few exceptional circumstances to this ruling.
Complaints Procedures
All parents and pupils will be treated with respect in our school and will be made feel welcome.

Often a quick chat with a class teacher will clear up any issue and parents are encouraged to put concerns to the class teacher as quickly as possible. This can be done by writing to the teacher or contacting the school office to make an appointment to see them.

If you need to make a complaint, please contact a member of the management team either by letter or by telephone.

Complaints will be investigated and the Head Teacher or, in her absence, the Principal Teacher will respond to you.

You can also contact our Head of Learning who is Mrs Lynn Sherry.

Prospective Parents
We are always happy to talk with prospective parents and enjoy showing off our school. Any prospective parents wishing to visit the school should contact the office to make an appointment. This ensures that a member of the management team is available to show them round and to answer any questions they may have.

On my first day I was so nervous I cried. But when I got into class and the parents went away I was all right. It’s good now and I’ve made lots of friends.
Emma P1

I loved starting P1. I loved I was going to learn new sounds.
Aaron P1
3) Parental Involvement

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

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

As parents/carers we want you to be:

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

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

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

• Parentzone – www.parentzonescotland.gov.uk
• Engage Parent Forum – www.engageforeducation.org
• National Parent Forum for Scotland www.educationscotland.gov.uk/parentzone
• South Lanarkshire Council – www.southlanarkshire.gov.uk

Working with Parents

At Halfmerke Primary we believe in working in partnership with parents. This brings benefits throughout our school community. We encourage you to become part of our school community and invite your comments and suggestions on how we can continue to improve.

There are opportunities to become a parent helper and we are grateful for parents who are able to give up some of their time to help in the classes and with educational visits out of school. All our parent helpers have undergone PVG checks.

If a parent has a concern about their child, they are encouraged to get in touch with either the class teacher or a member of management. Working together will ensure that any potential barriers to children’s learning will be dealt with as soon as possible.
**Parent Council**
Every parent in Halfmerke Primary is a member of the Forum from which a Parent Council is elected.

Halfmerke Primary has a very active Parent Council who meet regularly. Staff and pupils are very grateful for the support they offer. Their advice on policies such as homework and behaviour are invaluable.

Our Parent Council run discos for all the children – including children in West Mains. They have also organised family quiz nights and our Christmas Fayre and a Car Boot Sale and have lots of events planned for the future.

---

A message from our Parent Council

The Halfmerke Parent Council is a friendly group of parents and carers who come together to meet and discuss current topics of interest around the children and the school and plan for fun exciting events for both the children and you as a family.

Our meetings are held approximately every 6 – 8 weeks in the evening and last about an hour. Tea, coffee and refreshments are provided at it provides an opportunity to meet other parents and carers who have children within the school. We welcome any new faces throughout the year and we understand life gets busy so while we encourage regular attendance at meetings we know that it is not always possible.

We run regular events within the school including discos, family events as well as supporting the school with any endeavours they undertake like shows or trips. We ask that parents or carers help out if they can at these events even if it is for just half an hour as every little bit helps and means the events can run smoothly and be well supervised.

We communicate through newsletter and you can find us on Facebook where we post regular updates and reminders about dress down days, events and fund raising activities. Please take the time to go and have a look at all the wonderful things we have been involved in.

Ultimately, we are here to support the school and the children. If you require any further information please contact the school or drop us a message on Facebook and we can answer any questions.

Kirsty McCracken
ChairPerson

---

Our staff are caring – if you have a problem you feel fine going to them. You feel comfortable doing it and they usually make you feel better as well. Sofia P7

The children are very friendly - they are always there for you. I think our school rules the world.

Brooke P6
4) School Ethos

*Wisdom, Justice, Compassion and Integrity* – Our values echo those of the Curriculum for Excellence. We value respect and believe that everyone in our school should be respected.

Staff work to provide a motivating, engaging and caring environment and set high expectations for all learners. As a staff, we believe in motivating pupils to be the best they can be and encourage creativity, honesty, empathy, fairness and independent learners.

Every pupil in Halfmerke Primary is important. Pupils are at the heart of everything we do and our pupils never fail to amaze me with what they achieve. In school, they are constantly challenged and supported to be the best they can be. A ‘can do’ attitude is encouraged.

Our school encourages children to share their achievements from in and outside of school with achievements being celebrated in assembly, on our achievement wall and in the newsletters as well as on our new app.

Our pupils are given opportunities to participate and learn with other children from other schools e.g. by participating in inter schools festivals- netball, football, K’Nex, Euro Quiz, curling and orienteering to name a few regulars.

Learning takes place in and out of the school. We now have almost all of our school grounds completed and are looking forward to implementing a rich programme of outdoor learning.

I like when people (adults) pay attention when we get really good ideas.
Nathan P4

My favourite thing is learning about science and making potions.
Lucy P2

I love learning about words.
Andrew P2
Educational visits take place to enhance children’s learning. These include part day visits within the local area, day visits further afield and residential visits for our Primary 7 children.

Having fun together at the Safari Park  
Learning about animals

From Primary 1 through to Primary 7 we aim to give our children a wide variety of learning experiences in and out of school. It would be impossible to write about them all here. For more photographs and information on our curriculum, please visit our web site – www.halfmerke-pri.s-lanark.sch.uk.

“Dragon’s Den” Fun with P4.

Our creative entrepreneurs of the future invented and made a prototype of their product and faced 4 fierce “dragons” in a bid for funding!

The staff always encourage you to keep trying and won't let you give up.  
Paige P6

The children are creative. When we do art tasks we create our own designs. 
Ethan P6
Halfmerke Primary has a role within the local community.

Our P6 pupils sang to the residents at a local sheltered housing complex. Our Christmas Fayre organised by our Parent Council is attended by many members from our local community and we enjoy excellent relationships with our local residents. With the support of our Parent Council, we are looking at ways to further develop links with the local community.

Wherever our pupils have been, they have been complimented on their behaviour and positive attitudes to learning.

‘The pupils “manning” the stalls were so helpful, organised, confident and just so POLITE!!!!’ (A comment from a member of the public who came along to our school fayre).

Our new building is admired by the whole community with one grandparent commenting, “I think the building is wonderful now. The weans must find it a lot more comfortable than the old one.”

We aim to welcome everyone into our school - whether it is an official visit to a parents evening, an event or just popping in to speak to a member of SMT or the class teacher.

“I enjoy coming here - it is always so welcoming” - a grand parent

Some pupils were asked what made our school special.

- We don’t really bully each other and we’re all friendly. Mack P5
- We have two schools in 1. We can make friends from both schools. Sorcha P5
- We have a huge playground. Reuben P5
- The children are fun and we have stuff in common. They helped me at a difficult time when I couldn’t be active. Reuben P6
- Our classroom is good – there is lots of room for learning and we get help in the classroom when we need it. Gregg P5
Celebrating Behaviour in Halfmerke Primary

In Halfmerke Primary, we have high expectations of behaviour. Our rules have been compiled by the pupils and underpinning them is the need for everyone to show respect to all our community.

Behaviour for Excellence in Halfmerke Primary

RESPECT OTHERS AT ALL TIMES

<table>
<thead>
<tr>
<th>DON'T</th>
<th>DO</th>
</tr>
</thead>
<tbody>
<tr>
<td>hurt others</td>
<td>be kind and helpful</td>
</tr>
<tr>
<td>destroy property</td>
<td>look after our school and other people's property</td>
</tr>
<tr>
<td>tell lies</td>
<td>tell the truth</td>
</tr>
<tr>
<td>take things without asking</td>
<td>return items you borrow first</td>
</tr>
<tr>
<td>interrupt</td>
<td>be polite</td>
</tr>
</tbody>
</table>

Keep hands and feet and unkind words to yourself

We firmly believe that better behaviour by all, results in better learning and attainment for everyone. Pupils and staff are expected to be mannerly and polite to all. When our pupils have been out of school, the feedback from members of the public has been very positive.

We have a policy of promoting positive behaviour and in school; we celebrate good behaviour with certificates, golden tickets (P4-7) and rockets (P1-3) and House Points. They negotiate rewards with the teacher and it has been a pleasure to see the teachers having their lunch with the child who has chosen that for their reward. It is not only the adults who are on the lookout for children who deserve an award - our School Captains and House Leaders are superb at identifying worthy recipients of their special certificates.

Our behaviour policy promotes the rights of every child. Children are supported to make better choices in their behaviour and we believe in Restorative Practice when working through squabbles and arguments in the playground. Parents are informed when behaviour is impacting negatively with learning and with relationships.

At Halfmerke Primary, we want our pupils to be happy. Happy pupils are more likely to learn and attain high standards.

The people in our school are nice. In the playground, they share the building blocks most of the time.
Mary P6

The children are very helpful – they made it easy for me when I came to Halfmerke.
Maya P6
House System

Every pupil in Halfmerke Primary is a member of a House – Stirling, Elgin or Kelso. Various events throughout the year earn points for the House. Points are also given out for good manners and excellent behaviour. The House with the most points at the end of June is awarded the House Shield.

House Leaders are elected from the pupils to lead their House and they meet regularly with our Principal Teacher. They are an important part of our pupil voice.

Pupil Voice

Pupils in Halfmerke have an active voice in the school. Our pupil leaders are:
Anna Paton and Finlay Watson - School Captains
Pip Keogh-McLeod, Oliver Findlater, Rachel Elliot, Connor Kelly, Alex Aiton and Ben Buchanan - House Leaders.

“Halfmerke Voices” means that every child is involved in a group, which meets regularly. This year the groups are Pupil Council, Eco, Health, Outdoors, Community and Rights made Real. Our older pupils have responsibilities ranging from Playground leaders, to Web team. All pupils are encouraged to support the younger children particularly when they first start school and with activities such as paired reading it is great to watch the older pupils support our younger pupils in their social skills as well as their learning.

I like listening to other people’s ideas. Staff take the time to listen to me.
Morgan P4

I like Halmerke Voice Groups. I like the ideas we share and that people listen
Scott P4

A message from our School Captains

This is a message from the two Halfmerke School Captains (Finlay and Anna.) We enjoy working in Halfmerke because everyone looks out for each other and our school is friendly and caring. We enjoy working in the many open areas of the school, which means you are not always confined to your classroom. Our personal favourite is GP2/one at the “Oscar Stairs.” All classes work with a class from West Mains School one of the other schools in our building, we also take part in some activities with the nursery e.g. the nativity narrators. Our playground is now fully complete and is home to many of our clubs. There is cross-country events that many of us take part in, our netball team undergoes competitions quite frequently, this year we have taking part in three athletics competitions and done well in all of them and our football team takes part in competitions regularly. Each year we have an election to vote on our house leaders, which is good because pupils have a say on who leads their house (Elgin, Kelso and Stirling.) We both really enjoy being school captain and like the opportunities that come with it and really like working with house leaders. Being school captain is a great and exciting opportunity but it can be challenging.
Inclusion in Halfmerke Primary

Inclusion is at the heart of our school. Children of all ages work together. Whether it is the older children working with the younger ones or children supporting each other in their learning.

Our shared campus with West Mains School enhances the education of pupils from both schools. The two schools have a policy of working together and inclusion is put in place in classes where there will be a benefit to all. Pupils in both schools benefit from working with a smaller pupil / teacher ratio in these classes as well as benefitting from the expertise of our colleagues. The schools come together for sports day - a great event with pupils supporting each other to win points for their house. Our playground and our cafeteria is fully inclusive with children from both schools playing and eating together.

And talking about our cafeteria ………

I like the spaghetti. I like that all my friends can fit in.
Mia P3

I like the mac and cheese and bananas. I like that there are loads of tables so we can sit with our friends.
Filip P3

I like how there is hot meals and a snack selection. I like that it is healthy.
Elliot P3

I like that the décor is nice and colourful and that the nursery can use our dining room too.
Sam P3
5) The Curriculum

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

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

In taking this forward our school will work closely with South Lanarkshire Education Resources and other services to 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.

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

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

At Halfmerke Primary School, we aim to provide the highest quality of education and provision. Children’s attainment and achievements are regularly recognised and celebrated. We constantly strive to find new, interesting and exciting ways to bring the curriculum to life in a way, which motivates our learners and ensures that all learners achieve to their maximum potential. We encourage you to become part of our school community and invite your comments and suggestions on how we can continue to improve. Evaluations with pupils, staff and parents inform us of the areas we need to improve and I am confident that we will continue to build on our considerable strengths within the school as we continue to improve our curriculum.
Curriculum for Excellence in Action
Amongst other learning our classes have learned about World War II, The Farm, Russia and developed their knowledge of Scotland’s geography, culture and language. Literacy, Numeracy and Mathematics and Health and Well Being are a central part of our curriculum with children being supported and challenged in these areas throughout the curriculum. From early reading skills to reciprocal reading strategies, our teachers have high expectations for our pupils and seek ways to raise attainment in these key areas.

Do you recognise the Glasgow skyline by P7?

For more photographs of our curriculum in action, please visit our web site – www.halfmerke-pri.s-lanark.sch.uk
Learning takes place outside the classroom as well as inside. Our P1 and P2 children outside experimenting in the snow and posing the question will a smaller snowball travel further than a larger one and is there a best way to throw it to make sure you can hit the target. With one of our teachers trained as a Forest School teacher, we are looking at using Calderglen Park to develop our skills in this area.

Throughout the year, our children have taken part in activities such as swimming, cycling, curling, rugby, basketball, science workshops, electricity workshops and many more.

Our teacher's and pupils have made use of their kitchenette area by making Fruit Smoothies, Pancakes and pizzas.

I like how our dinner hall has a wee kitchen that classes can use.
Eva P3

I liked the learning about the shapes and sizes of dinosaurs.
Natalie P1

Musical tuition
All our classes enjoy participating in musical activities following the experiences and outcomes in Curriculum for Excellence. In addition, Primary 5 receive a block of music from a visiting music teacher. Primaries 6 and 7 have the opportunity to learn how to play the violin by a visiting specialist.

After School Clubs and Lunch Time Clubs
This year we have been able to offer Football, and Netball and Multi-sports after school. Our Web Site is maintained by the children who meet regularly at lunchtime. We have also ran Lego club at lunch time and we have been lucky enough to enjoy the support of our Active School's Co-ordinator and his team to run lunch time clubs including a sports leader club and P4 basketball. This year we have also made use of our kitchenette and run a cooking club.

With a brand new school, we have a brand new sound system. It is great to hear the children clearly after all their hard work. The comment made a few years ago by one of our tech team however still remains true today!

“Teaching our Head Teacher how to use a microphone is really hard but the P1’s are very good!”

We believe that our children deserve an enriching learning experience in our school and seize opportunities to make this happen.
Learning through Visitors

This year the pop group “Single by Sunday” has enhanced our anti-bullying message. The group came in and treated us to a pop concert as well as getting an important message across. Together with West Mains and Bosfield House we are about to embark on a project with Scottish Opera.

Educational Outings

Opportunities are sought to take learning out of the school building. Educational outings are arranged when teachers feel the learning will be enhanced by taking the children out of school.

Enterprising Pupils

We do our very best to keep costs for outings at a minimum and provide activities for children at low or no cost. Throughout the year, our children do enterprising activities and profits are put towards activities for our pupils.

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

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. We currently have three school chaplains Anne Paton (Church of Scotland), Mark Cairnie and Ruari Obrien (Baptist Church). Together they support us in delivering religious observance.

Our school has a principal 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.

In Halfmerke Primary, religious observance takes place as part of regular assemblies when we are joined by one or more of our school chaplains. They are Rev Anne Paton (Old Parish Church) and Mark Cairnie and Ruari Obrien (Baptist Church). These assemblies contribute to the ethos of our school by bringing the school community together and providing a time for reflection. As we recognise that in Halfmerke Primary there are pupils and staff from faiths other than Christianity or with no faith commitment these assemblies are planned in a way that allows all pupils to be able to participate in them without compromise to their personal faith.

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.

There is a statutory provision for parents to withdraw children from participation in religious observance. This right of parents’ wishes will be respected. Parents wishing to withdraw their child(ren) from religious observance should inform the Head Teacher in writing.

Where a child is withdrawn from religious observance, the school will make suitable arrangements for the child to participate in a worthwhile alternative activity.
6) **Assessment and tracking progress**

Assessment of pupils is on-going and takes the form of both summative and formative assessment. Assessment can take the form of written work or from observation of how a pupil carries out a piece of work. We may film a piece of talking and listening to assess the pupil’s progress in this area.

The school makes use of Standardised Tests in Literacy and Numeracy and Mathematics as one means to track the progress of pupils in these areas. In April / May each year, our P1, P4 and P7 pupils take part in the Scottish National Standardised Assessments (SNSA).

Class teachers use assessment to plan the next steps in the learning. The Head Teacher tracks the progress of pupils throughout the Levels of Curriculum for Excellence. Progress is monitored with the class teachers through planning information, learning and teaching discussions and direct observations of pupil’s work. Parents will be informed if there is a cause for concern in the progress of their child.

Where progress is not as expected our Specialist Support Teacher may administer other assessments to help in the planning of work.
Where children are not working at the same level as their peers and are working as an individual an Additional Support Plan (ASP) will be put in place to ensure that their needs are being met.

7) **Reporting**

We will provide parents with reports so that you can see what your child is doing and how they are progressing. In addition, there will be parents’ meetings, which offer you the opportunity to discuss how your child’s progressing and 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.

**Working together**

Over the session, we report in a variety of ways. We hope that in this way you will have a clear picture of how your child is progressing in their learning.

- Snap shot jotters are sent home once a term with all the work for that week in them.
- Interim reports are sent out on a regular basis
- An open evening hosted by the pupils is held in October / November
- Class assemblies and showcasing our learning form part of our reporting procedures
- In February parent interview, involve teachers reporting on children’s progress.
- Annual reports are given out in May.
Parents with concerns regarding any aspect of their child’s school life are requested to get in touch with the school as soon as possible either by letter or by phoning the school to speak to a member of management or by making an appointment to see the class teacher or a member of the SMT.

Parents will always be welcomed into the school and their concerns treated timeously and with sensitivity.

Teachers are always happy to discuss any concerns regarding progress and behaviour and parents are always welcome to ask for an appointment to speak with the class teacher.

There are also many opportunities throughout the session for parents to come up to the school and see for themselves learning in action. Each class takes responsibility to showcase their learning either at an assembly by inviting parents to see learning in action in the classroom.

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.

Our staff are helpful – when I needed help in maths one of our Support Assistants was there for me. Liana P7

Our staff are creative – they always think of different ways to do things. Zac P7
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, (GIRFEC)

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

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

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

The Named Person for children in Halfmerke Primary is Mrs. K Douglas – Head Teacher
Support for All (Additional Support Needs)
The learning and progress of all our pupils is reviewed regularly by the class teacher and the head teacher.

All children may require some support with their learning at some time in their education. The Head Teacher is the Support for Learning Co-ordinator.

When a pupil is having trouble in learning in any area of the curriculum, they will initially receive extra support from the class teacher and/or support assistant. Our Principal Teacher oversees the support in literacy, manages and trains our support staff in the delivery of 5 min boxes, Catch up Literacy and computer programmes designed to support pupils in literacy. Our Specialist Support Teacher is in the school one day a week to provide advice and support for the class teacher and may work with pupils in a targeted support. Parents of pupils who are receiving this level of support will be notified and will be given the opportunity to discuss and review the needs of their child with the class teacher, the SST and the Head Teacher.

Where a child continues to experience difficulties and is not making progress in learning a Well Being Assessment will be completed. This will be done in consultation with parents and the child. Appropriate assistance may be sought from other agencies such as speech and language or our Educational Psychologist.

Pupils with additional support needs may have an Additional Support Plan (ASP) and will have regular reviews with the parents.

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

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

Enquire – the Scottish advice service for additional support for learning

Enquire offers independent, confidential advice and information on additional support for learning through:
Phone Helpline: 0345 123 2302

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

Email enquiry service: info@enquire.org.uk
Advice and information is also available at www.enquire.org.uk

Enquire provides a range of clear and easy-to-read guides and fact sheets including The Parents’ Guide to Additional Support for Learning.
10. School Improvement

Throughout the last twelve months, our focus has been on improving literacy, health and wellbeing, improving digital technology and improving inclusive work between West Mains and ourselves. With PEF (Pupil Equity Funding), we are working hard to close the gap in Reading, Writing and Numeracy and building resilience in all of our pupils.

The teaching of reading has improved throughout the school and children are being challenged in their learning in this area. We are working on ensuring that pupils have a high level of understanding of the texts they read and are developing higher reading skills.

The use of digital technology is being embedded into our curriculum. We have continued to work on a more robust way to track the progress of all individuals. This is having an impact on the attainment and ensuring that some children are challenged, and those who need support receive this when they need it.

In accordance with Scottish Government guidelines, all children now have 2 hours of quality PE.

In preparation for the implementation of 2 + 1 languages in 2020, we have introduced French across the school. French is being embedded into our classrooms and teachers are supporting each other. Together with West Mains School, our pupils and staff are learning to sign in Makaton.

We are continuing to develop stronger links with West Mains School to ensure that our practice is fully inclusive. Teachers plan together across the schools, pupil voice is across the schools with House activities being across the two schools.

Our pupils have taken part in Football, Netball and Cross Country competitions, with one pupil making it to the South Lanarkshire finals of the Cross Country.

Other priorities this year include-
- Improving writing P1-P7
- Improved Teaching throughout the school with all teaching staff participating in Professional Learning in this area.
- Improving Numeracy in Early and First Levels
- Raising attainment through developing a mindfulness culture.

Over the next few sessions, our main priorities will be to develop all areas of languages and literacy throughout the curriculum.

We will continue to develop Health and Well Being

We will continue to develop methods of planning, tracking progress and reporting in other areas of the curriculum.

We will develop our digital Education

Over subsequent sessions, we will develop Technologies, Science and Social subjects

Expressive Arts and Religious and Moral Education

When I have an idea, my teacher listens and writes it on the board. I like it when people pay attention to me.

Kaitlyn P3
11. School policies and practical information

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

- Income Support
- Universal Credit (where your take home pay is less than £610 per month)
- Job Seeker’s Allowance, (income based)
- Employment and Support Allowance (income related),
- Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £6,515 as assessed by 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),
- Receive support under Part VI of the immigration and Asylum Act 1999.

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

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

All meals include fresh chilled drinking water and milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at lunch time. Milk is also available for purchase to those pupils wishing to buy at lunchtime.

Pupils in:
- Primary 1 – 3 receive a free school lunch
- Primary 4 -7 meal cost is £1.65

Milk is available free of charge to all nursery age children and is provided by the establishment. South Lanarkshire Council provides fruit to P1 and P2 children 3 days a week to a selection of schools within the South Lanarkshire area.

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.

**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 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 / Free School Meals**

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

Applications can be made online at [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk). If you are required to submit evidence of your Tax Credit income it is important that a copy of this evidence is attached to your online application. Should you require further information or you are unable to submit an application online then please contact the helpline number 0303 123 1011 (option 5).
School hours/holiday dates
Halfmerke Primary starts at 09:00 and closes at 15:00 Lunch is from 12:30 to 13:15.

<table>
<thead>
<tr>
<th>Break</th>
<th>Holiday dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Term</strong></td>
<td></td>
</tr>
<tr>
<td>Teachers In-service</td>
<td>Tuesday 14 August 2018</td>
</tr>
<tr>
<td>In-service day</td>
<td>Wednesday 15 August 2018</td>
</tr>
<tr>
<td>Pupils return</td>
<td>Thursday 16 August 2018</td>
</tr>
<tr>
<td>September Weekend</td>
<td></td>
</tr>
<tr>
<td>Close on</td>
<td>September 2018</td>
</tr>
<tr>
<td>Re-open</td>
<td>Tuesday 20 September 2018</td>
</tr>
<tr>
<td></td>
<td>September 2018</td>
</tr>
<tr>
<td>October Break</td>
<td></td>
</tr>
<tr>
<td>Close on</td>
<td>Friday 12 October 2018</td>
</tr>
<tr>
<td>Re-open</td>
<td>Monday 22 October 2018</td>
</tr>
<tr>
<td>In-service day</td>
<td>Monday 19 November 2018</td>
</tr>
<tr>
<td>Christmas</td>
<td>Close on Re-open</td>
</tr>
<tr>
<td></td>
<td>Friday 21 December 2018</td>
</tr>
<tr>
<td></td>
<td>Monday 7 January 2019</td>
</tr>
<tr>
<td><strong>Second Term</strong></td>
<td></td>
</tr>
<tr>
<td>February break</td>
<td>Close on Closed on</td>
</tr>
<tr>
<td></td>
<td>Friday 8 February 2019</td>
</tr>
<tr>
<td></td>
<td>Monday and Tuesday 11 February 2019</td>
</tr>
<tr>
<td></td>
<td>12 February 2019</td>
</tr>
<tr>
<td>In-service day</td>
<td>Wednesday 13 February 2019</td>
</tr>
<tr>
<td>Spring break/Easter</td>
<td>Close on Re-open</td>
</tr>
<tr>
<td></td>
<td>Friday 29 March 2019</td>
</tr>
<tr>
<td>Third Term</td>
<td>Close on Re-open</td>
</tr>
<tr>
<td></td>
<td>Thursday 18 April 2019</td>
</tr>
<tr>
<td></td>
<td>Tuesday 23 April 2019</td>
</tr>
<tr>
<td>Local Holiday</td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td>Monday 6 May 2019</td>
</tr>
<tr>
<td>In-service day</td>
<td>Tuesday 7 May 2019</td>
</tr>
<tr>
<td>Local Holiday</td>
<td>Close on Re-open</td>
</tr>
<tr>
<td></td>
<td>Thursday 23 May 2019</td>
</tr>
<tr>
<td>Summer break</td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td>Friday 28 June 2019</td>
</tr>
<tr>
<td>Proposed in-service days</td>
<td>*Proposed date for teachers return (subject to consultation)</td>
</tr>
</tbody>
</table>

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

If your child is starting school for the first time you must enrol your child at their catchment school in January. If parents want their child to go to another school, they must enrol in the first instance with their catchment school and ask for an information leaflet that provides details on how to make a placing request. Forms are available from the SLC website – www.southlanarkshire.gov.uk, schools, Q and A offices or by contacting Education Resources, Almada Street, Hamilton, phone 01698 454102. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

Enrolment date for 2018 is week commencing 14 January 2018.

Enrolling your child in Halfmerke Primary

Enrolment will take place between 14th and 18th January 2019 09:30 – 11:00 and between 13:30 and 15:00 by appointment. Please contact the school office (01355 221982) to make an appointment.

When you enrol your child we need a full birth certificate and 2 proofs of address e.g. tenancy agreement or utilities bill.

In the summer term, a programme of events is arranged for pre-entrant children and their parents. This continues to be developed to promote partnership and to allow our new pupils to become familiar with the school and school adults and includes information about starting school successfully. Liaison with nurseries is undertaken during the summer term with the aim to provide a smooth transition from Nursery to Primary.

Transport

(i) School transport

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

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

There is a bus allocated to Halfmerke Primary. Children are dropped off and picked up in the bus lane in the car park. Parents are requested to notify the school if their child is not travelling home on the bus on any day.

(iii) Pupils are supervised as they are getting off the bus. At home, time a member of staff checks that children are seated and their belts are properly fitted.

**After School Care**
The school has an arrangement with the following After School Care. Staff from Happy Days collect the children and generally walk them to the Village Centre.

**HAPPY DAYS OUT OF SCHOOL CARE**
**VILLAGE CENTRE**
**AFTER SCHOOL CARE 3:00pm – 6:00pm**

**CONTACT 07808 284446**
**WEB SITE: www.happydaysoutofschoolcare.co.uk**
**Insurance for schools – pupils’ personal effects**

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

**(i) Theft/loss of personal effects**

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

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

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

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

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

**(ii) Damage to clothing**

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

**Family holidays during term time**

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

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

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

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

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

The school holiday dates and in-service dates are available from the website [www.southlanarkshire.gov.uk](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**

*The child Protection officer in Halfmerke Primary is  K Douglas*

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

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

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

The Council has a duty in law to report suspicions that a child has been abused or is at risk of harm, abuse or neglect. Therefore, Council staff have a professional and contractual obligation to report concerns to the head of establishment or the child protection 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 phone, text, where appropriate, letters, web news and through local radio stations particularly if there are prolonged periods of severe weather. The Council’s website **www.southlanarkshire.gov.uk** will be used to let you know if the school is closed and when it will re-open.

**Our school also alerts parents through our School App.**

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 contact the school or Education Resources, Operations Service, Almada Street, Hamilton. (phone 01698 454545) or 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 it’s commitment to care for and educate your child.
General Data Protection Regulation as supplemented by the Data Protection Act 2018 (GDPR)

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

Privacy Notice

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

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

Information we collect from you about you and your child at enrolment
When you enrol for a nursery or school, we ask for the following information:
- parent/carer contact details (name, address, phone, email);
- the child’s name, date of birth, gender and address;
- information about medical conditions, additional support needs, religion and ethnicity;
- any information you may wish to provide about family circumstances.

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

- When you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.

- If you make a request for additional support such as an educational psychologist or other support for learning we will ask for more detailed information to allow us to provide the most appropriate support for your family. This may include information about family circumstances or medical conditions.

- If you wish to participate in activities or support for young people through our youth centres, or through adult learning programmes within the community, we will also ask for your personal information to support your application. This may include information about family circumstances or medical conditions.

We require this information to ensure that children and young people are educated appropriately, supported, and that we take account of their health and wellbeing. We will also ask you to update this information annually and to tell us when there are changes to your details.
**Information that we collect from other sources**
As an education authority and as part of our statutory function in accordance with our legal obligations, we receive information from other sources such as the SQA, the NHS or Social Work about you or your child, this includes:
- exam results and assessment information;
- information about health, wellbeing or child protection.

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

**We will share your information with:**
As an education authority and as part of our statutory function in accordance with our legal obligations we will share information with other bodies or parts of the Council, including:
- The Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland and other organisations that support children and young people’s learning;
- Other parts of the Council when required for services such as school meals, school transport, education benefits and with Social work in connection with any child protection concerns we become aware of;
- South Lanarkshire Leisure and Culture Limited, where children and young people are participating in sports and leisure activities;
- Other schools/local authorities – if a child moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school/local authority.

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

Our full privacy notice will also provide information on how to make a complaint or to request a paper copy of the privacy notice from the Data Protection Officer.
<table>
<thead>
<tr>
<th>Break</th>
<th>Holiday dates</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Term</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teachers In-service</td>
<td>Tuesday 14 August 2018</td>
<td>*Proposed date for teachers return (subject to consultation)</td>
</tr>
<tr>
<td>In-service day</td>
<td>Wednesday 15 August 2018</td>
<td></td>
</tr>
<tr>
<td>Pupils return</td>
<td>Thursday 16 August 2018</td>
<td></td>
</tr>
<tr>
<td>September Weekend</td>
<td>Close on Re-open</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thursday 20 September 2018</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tuesday 25 September 2018</td>
<td></td>
</tr>
<tr>
<td>October Break</td>
<td>Close on Re-open</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Friday 12 October 2018</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday 22 October 2018</td>
<td></td>
</tr>
<tr>
<td><strong>Second Term</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February break</td>
<td>March 2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Closed on Re-open</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Friday 8 February 2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday 11 February 2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tuesday 12 February 2019</td>
<td></td>
</tr>
<tr>
<td>Spring break/Easter</td>
<td>Close on Re-open</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Friday 29 March 2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday 15 April 2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thursday 18 April 2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tuesday 23 April 2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td>29 March 2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15 April 2019</td>
<td></td>
</tr>
<tr>
<td>Third Term</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Holiday</td>
<td>Closed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday 6 May 2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>In-service day</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tuesday 7 May 2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Holiday</td>
<td>Close on Re-open</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tuesday 23 May 2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thursday 28 May 2019</td>
<td></td>
</tr>
<tr>
<td>Summer break</td>
<td>Closed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Friday 28 June 2019</td>
<td></td>
</tr>
<tr>
<td>Proposed in-service days</td>
<td>*Proposed date for teachers return (subject to consultation)</td>
<td></td>
</tr>
</tbody>
</table>

Notes

♦ Good Friday falls on Friday, 19 April 2019

♦ *Lanark schools will close 6 and 7 June 2019*

♦ Schools will close at 2.30pm on the last day of terms 1 and 2
  (Thursday, 21 December 2018 and Friday 29 March 2019)

♦ Schools will close at 1pm on the last day of term 3 (Friday 28 June 2019)
  *Two in-service days proposed for August 2019 to be confirmed.*
## School holiday Dates Session 2019/2020

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

### 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
## School holiday Dates Session 2020/2021

<table>
<thead>
<tr>
<th>Break</th>
<th>Holiday dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Term</strong></td>
<td></td>
</tr>
<tr>
<td><em>Teachers In-service</em></td>
<td><em>Tuesday</em></td>
</tr>
<tr>
<td><em>In-service day</em></td>
<td><em>Wednesday</em></td>
</tr>
<tr>
<td>Pupils return</td>
<td><em>Thursday</em></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>September Weekend</td>
<td></td>
</tr>
<tr>
<td>Close on</td>
<td><em>Thursday</em></td>
</tr>
<tr>
<td>Re-open</td>
<td><em>Tuesday</em></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>October Break</td>
<td></td>
</tr>
<tr>
<td>Close on</td>
<td><em>Friday</em></td>
</tr>
<tr>
<td>Re-open</td>
<td><em>Monday</em></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Christmas</td>
<td></td>
</tr>
<tr>
<td>Close on</td>
<td><em>Tuesday</em></td>
</tr>
<tr>
<td>Re-open</td>
<td><em>Wednesday</em></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Second Term</strong></td>
<td></td>
</tr>
<tr>
<td>February break</td>
<td></td>
</tr>
<tr>
<td>Close on</td>
<td><em>Friday</em></td>
</tr>
<tr>
<td>Closed on</td>
<td><em>Monday</em> and <em>Tuesday</em></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring break/Easter</td>
<td></td>
</tr>
<tr>
<td>Close on</td>
<td><em>Thursday</em></td>
</tr>
<tr>
<td>Re-open</td>
<td><em>Monday</em></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Third Term</strong></td>
<td></td>
</tr>
<tr>
<td>Local Holiday</td>
<td></td>
</tr>
<tr>
<td>Closed</td>
<td><em>Monday</em></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Holiday</td>
<td></td>
</tr>
<tr>
<td>Close on</td>
<td><em>Thursday</em></td>
</tr>
<tr>
<td>Re-open</td>
<td><em>Tuesday</em></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer break</td>
<td></td>
</tr>
<tr>
<td>Close on</td>
<td><em>Thursday</em></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed in-service</td>
<td></td>
</tr>
<tr>
<td>days</td>
<td><em>Tuesday</em> 10 and <em>Wednesday</em> 11 August 2021</td>
</tr>
<tr>
<td></td>
<td><em>Pupils return Thursday 12 August 2021</em></td>
</tr>
</tbody>
</table>

### Notes

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

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
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_