



Education Resources



Halfmerke Primary School Handbook 2017



Halfmerke Primary, learning and working together to achieve.....

Contents

1. Introduction
2. About our School
3. Parental Involvement
4. School Ethos
5. The Curriculum
6. Assessment
7. Reporting
8. Transitions
9. Support for Pupils
10. School Improvement
11. School Policies and Practical information
 - Free School Meals
 - School uniform
 - Enrolment
 - Transport
 - Insurance
 - Family holidays during term time
 - Promoting Positive Behaviour
 - Child Protection
 - Emergency
 - Your Commitments
 - Data Protection
12. Holiday Dates
13. Appendix A – Helpful Web sites

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

Phone : 0135 522 1982 Email office@halfmerke-pri.s-lanark.sch.uk

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

1. Introduction by the Head Teacher

Halfmerke Primary School is situated in East Mains in East Kilbride. The school was opened in 1959 and as part of South Lanarkshire's Modernisation programme we are due to move into our new building in February 2017

We share a campus with West Mains School – which caters for children with language and communication difficulties and children with ASD, and with Halfmerke Community Nursery. There is close collaborative working between the schools in a variety of contexts and the school and nursery work closely to ensure that there is a very good transition programme in place. All three schools will move into the new building.

Our Vision

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 very 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 consider myself to be very privileged 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. Our school captains worked with all the pupils to come up with our slogan “Halfmerke Primary, learning and working together to achieve.....” After much deliberation they decided to leave this as an open statement because “we never stop achieving things”. Throughout this handbook there are quotes from children and staff reflecting on their achievements in and out of school.

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

Fax: 01355 579902

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 155. 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.

Although currently in an older building, we provide a 21st Century education. We have watched our new school building developing and our date of entry is 2nd February 2017.



Working and learning together to achieve (good) decision making skills as part of the pupil council (P7 pupil)

Staff - Session 2016 - 17

Head Teacher Mrs K Douglas
Principal Teacher Mrs A Mackie
(Mrs Mackie has responsibility for Early and First Level classes)

Class Teachers

Primary 1 Mrs J Hasson
Primary 2 Mrs Aird
Primary 2/3 Mrs Henderson (NQT) / Mr Ramage
Primary 4 Mrs A McAuslan
Primary 5 Mrs I Munro
Primary 6 Mrs Bonner
Primary 7 Miss P Byrne
CCC Mr Ramage (teaching science and PE throughout the school)
Miss Burke is currently on maternity leave
SST Mrs J Marshall

Support Services Staff - Mrs S Miller (Team Leader)
Mrs I Dickson (office based)
Mrs Hendry (office based Monday – Wednesday)
Mrs C Thomson
Miss K Turner
Miss J Graham
Mrs C Fairley

Janitor (Facilities Management)

Janitor - Mr I Wilson
Cook in Charge - K Carlin
Cleaning Supervisor – J Luke

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

School Uniform

Our school uniform consists of grey skirt or trousers, white shirt and tie or red polo shirts and red sweat shirts. Our Parent Council operate an ordering service for uniforms and also hold “previously – loved “ sales throughout the year.



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 telephone parents during the morning. 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.

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

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

Our Head of Learning can also be contacted. Our Head of Learning is Mr Des Dickson.

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.

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 out 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 either with 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



Halfmerke Parent Council Helping Parents Connect!

The Halfmerke Parent Council are a friendly group of mums / dads/ carers who regularly meet to discuss, support and involve ourselves in our school's busy life. All parents are encouraged to come along and join our meetings held in the school where we learn more about the children's learning environment and decide how best we can support the school and ultimately all the children. We encourage all parents to join us by volunteering a little of their time and skills even if it's for 20 minutes, everything is appreciated. As well as our meetings we communicate with parents /carers via Parent Council members, newsletters and our website page too. From tackling in - school issues, to helping in class and arranging fun fundraising events, our Parent Council members are committed to making a difference in our school and helping make the school a safe, fun, learning environment. And you can help too!

You are welcome to come along to a meeting or contact the school for further information.

M Craigie
Chairperson

“Working and learning together to achieve success in my reading – I’m reading big words now that I couldn’t read before”
(P4 child)

3) Parental Involvement

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

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

As a parents/carers we want you to be:

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

To find out more on how to be a parent helper, or a member of the Parent Council 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 and learning together to achieve the best for our pupils” - a member of staff

4) School Ethos

Working and learning together to achieve success in completing my tasks (a P4 pupil)

“Halfmerke is really great, I really enjoy it.”

“I look forward to coming to school and learning new skills and meeting friends”

“Every day I come to Halfmerke I know I am going to learn something new.”

“I feel challenged and ready to learn new things”

Wisdom, Justice, Compassion and Integrity – Our values echo those of the Curriculum for Excellence.

Staff and pupils 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.

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.

We look for opportunities for our children to use their skills and learning in real life situations. This group had to use all their skills learned in technology, literacy, science, maths and numeracy to design a gadget for a national competition. We were delighted when they won but the learning which took place through this was excellent.



Learning takes place in and out of the school. Before our new building was started we had extensive grounds which were used to full advantage. Eventually we will have the grounds back – we can't wait!



Problem solving in the sun



cooking by fire

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. Last year the whole school visited the Safari Park – educational and lots of fun!



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.

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 and Car Boot Sale are attended by many members from our local community and we enjoy excellent relationships with our local residents.

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).

Celebrating Behaviour in Halfmerke Primary

In Halfmerke Primary we have high expectations of behaviour. Our rules have been made up 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

DO NOT hurt others

DO NOT destroy property

DO NOT tell lies

DO NOT take things without asking

DO NOT interrupt

DO be kind and helpful

DO look after our school and other people's property

DO tell the truth

DO return items you borrow first

DO be polite

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 teddies (P1-3) and House Points.

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.

Working and learning together to achieve the success of being the group to build the tallest tower from paper (1m10cm) (P5 pupils)

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 the Head 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 :

Lewis Craigie and Leona Main - School Captains

Kirsty Whyte, Chloe Burke, Hayden Legowski, Carly Barrett, Keavy McHugh and Nicholas Fawbert - House Leaders

This year we started “Halfmerke Voices” with every child being 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

“I was a bit worried about (starting) school because I didn’t know what it would be like. I like school now.” A P1 pupil

Inclusion in Halfmerke Primary

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. This is most common during Expressive Arts lessons and parts of Health and Wellbeing with some classes integrating for other areas.

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 also come together for events such as Sports Day and Charity Days. All pupils enjoy monthly Dress Down Days which are themed and have included Odd shoe Day, Bad Hair Day and Onesie Day (a great favourite with the children!).

“Working and learning together to achieve success being the only Scottish pupil to be asked to the GB talent camp because of my hard work and achievements in diving.” (a former pupil)

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 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 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.

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.

"I like ICT – you can draw things on Colour Magic" P1 child

"I like using the computer to play Maths Games" P1 child

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.

"I enjoy working with the big white board, doing maths and language. History is really fun." ~P7 pupil

Curriculum for Excellence in Action

Amongst other learning our classes have learned about World War II - it was a pleasure to listen to the P7 children talk about a piece of independent research about an aspect of the war which interested them. We had a model Anderson Shelter and samples of baking World War II. This year I have been astounded by the learning of our younger children as they have talked knowledgably about volcanoes, space and the make- up of our own planet. It is a pleasure to listen to them talk enthusiastically about their learning.

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.

Our teachers plan activities which allow the children to apply the skills they learn in a practical and realistic way.

In PE we used maths and numeracy as well as learning new golf skills. This piece of work culminated in the Halfmerke House Ryder Cup.



In science the children have used their learning to make ice cream without the use of a freezer – it tasted delicious.



After carrying out research into European landmarks one class had to find a way to bring the building into the classroom. Another had to find creative ways to present their learning and research about life in the war to others. When asked to work like this the children never cease to amaze me with their learning and creativity.

For more photographs of our curriculum in action please visit our web site – www.halfmerke-pri.s-lanark.sch.uk

“Working and learning together to achieve lots of learning about European countries” (P6 pupil)



Learning takes place outside the classroom as well as inside. A recent snow fall saw 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? When we unpack our all-weather onsies we will be able to go out more often

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

“I enjoy maths the most because the teachers know what level you are and put you in the right group. I am quite good at it.” - P7 pupil

Musical tuition

All our classes enjoy participating in musical activities and are following the ABC Music programme. 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.

Music tuition in the past included mandolin and guitar with many children going on to join MANGO group.



After School Clubs and Lunch Time Clubs

This year we have been able to offer Football, and Netball, Multi sports and “Tottie Bumpkin” after school. Our Web Site is maintained by the children who meet regularly at lunch time. We also run Lego club at lunch time and are looking at suggestions made by the children to run other clubs. Our sound technicians, trained by former pupils, are very much in demand for assemblies and it is a pleasure to watch them go about their business making sure that everyone’s microphone is working.

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

Visiting Theatre Companies

From time to time we bring live theatre to our children and have recently enjoyed productions such as “The Railway Children” and “A Twist in Time”

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.

Dress down for a Pound days are organised every month with most of the money going towards school funds and activities.

A super fund raising effort two years ago saw us able to take the whole school to the Safari Park at no extra charge!

We believe that our children deserve an enriching learning experience in our school.

“Working and learning together to achieve the winning trophy in a Hand Ball Tournament” (p7 pupil)

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

Rights of Parents / Carers

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

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, schools will make suitable arrangements for the child to participate in a worthwhile alternative activity.

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.

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.

In Halfmerke Primary religious observance takes place as part of our assemblies once a month when we are joined by one or more of our school chaplains. They are Rev Anne Paton (Old Parish Church) Jim McGillvray and Mark Cairnie (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 are always welcome to come along to Christmas, Easter and the end of year Services

6) Assessment

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 at key stages. These are currently carried out at the end of P1, P4 and P7 for literacy and at the beginning of P2, P5 and P7 for numeracy. We also participate in the SSLN (Scottish Survey of Literacy and Numeracy) each year.

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.

Where progress is not as expected our Specialist Support Teacher may administer other assessments to help in the planning of work.

“Working and learning together to achieve success in telling the time.” (P4 pupil)

7) Reporting

Working together

Reporting children's progress is an area which we are continuing to improve in Halfmerke Primary School.

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.

- Class Dojo provides instant reporting from the class teacher.
- 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 November
- Class assemblies and showcasing our learning form part of our reporting procedures
- Annual reports and an annual parent interview involve teachers reporting on children's progress.

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, Mrs Mackie (PT) or Mrs Douglas.

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

Photographs published by kind permission of the parents.



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 lots of 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 at an assembly and many of our classes enjoy showing learning from an interdisciplinary topic in the class.



P5 reporting on their learning about the fire of London

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.

“Working and learning together to achieve a great power point with my group.” (p 7 pupil)

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) was promoted and endorsed by the Scottish Government at the Children's Summit in 2010. There is a commitment to ensure that your child has the best possible start in life and to improve outcomes for children and families based on a shared understanding of their wellbeing. Most children make their journey from birth to the world of work supported by family and the universal services of Health and Education. The Named Person in education helps to make sure that the child's wellbeing is developing. The school will let you know the named person for your child. This is likely to be the head teacher in a primary school and the pupil support teacher in a secondary.

If you have any concerns you should speak to the Named Person who will work with you to address any issues and to ensure that your child gets any help 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)

Pupils learning and progress 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 experiencing difficulties in learning in any area of the curriculum they will initially receive extra support from the class teacher and /or support assistant. They may also receive support from our Specialist Support Teacher who is on hand to provide advice and support for the class teacher. 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.

South Lanarkshire Education Resources have published a series of leaflets available which cover information for parents and carers about 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

We have spent time building our capacity and capability for change and improvement and over the last two years we have introduced different strategies in learning and teaching of literacy. As part of our self evaluation we will be seeking views of pupils and parents on the impact of the new strategies we have introduced.

The teaching of reading has improved throughout the school and children are being challenged in their learning in this area.

We have continued to improve learning strategies and have improved the children's ability to work co-operatively as well as individually.

We have improved enterprise throughout the curriculum and show case learning through assemblies led by the pupils. Parents are invited to attend the assembly of their child's class. Our staff and pupils are encouraged to have a can do attitude.

Our science programme throughout the school has been improved and all children are able to talk knowledgeably about their learning in science.

This session we are continuing to focus on improving Literacy and literacy throughout the curriculum. New learning and teaching strategies are improving standards in reading and writing throughout the school and we have introduced a new way to teach spelling throughout the school this session.

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.

A new and more robust way to track individuals progress, attainment and achievements has been introduced.

Our main priority this session is the move to our new school. This will ensure a smooth transition for all pupils and ensure that the new building is used in a creative and innovative way to continue to improve our learning and teaching. As part of this we will develop closer links with the other two schools in the building – improving inclusion and transition between nursery and P1.

Other priorities this year include:-

Improving attainment in numeracy and mathematics and writing .

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.

We will continue to develop our communication with parents.

We will work with 21st Century families

Over subsequent sessions we will develop Technologies, Sciences, Social subjects

Expressive arts and Religious and Moral Education

“Working and learning together to achieve a safe and happy school” (whole school target)

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, Income-based Job Seeker's Allowance, Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your income does not exceed £6,420 gross per annum as assessed by the HM Revenues and Customs), Child Tax Credit only (where your income does not exceed £16,105 as assessed by the HM Revenues and Customs) or receive support under Part VI of the immigration and Asylum Act 1999.

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

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

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

Pupils in:

- Primary 1 – 3 receive a free school lunch
- Primary 4 -7 meal cost is £1.60

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.

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.southhlanarkshire.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

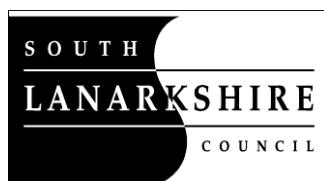
School starts at 09:00 with lunch at 12:30 – 13:15. School finishes at 15:00.

Education Resources**School holiday Dates Session 2016/2017**

Break	Holiday dates		
First Term	Teachers return	Thursday	11 August 2016
	Pupils return	Monday	15 August 2016
September Weekend	Close	Thursday	22 September 2016
	Re-open	Tuesday	27 September 2016
October Break	Close on	Friday	14 October 2016
	Re-open	Monday	24 October 2016
Christmas	Close on	Thursday	22 December 2016
Second Term	Re-open	Monday	9 January 2017
February break	Close on	Friday	10 February 2017
	Re-open	Wednesday	15 February 2017
Spring break/Easter	Close on	Friday	31 March 2017
	Re-open	Tuesday	18 April 2017
Third Term			
Local Holiday	Closed	Monday	1 May 2017
Local Holiday	Close on	Thursday	25 May 2017
	Re-open on	Tuesday	30 May 2017
Summer break	Close on	Tuesday	27 June 2017
Proposed in-service days	*Proposed date for teachers return (subject to consultation)		

Notes

- ◆ Good Friday falls on Friday, 14 April 2017
- ◆ *Lanark schools will close 8 and 9 June 2017*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Thursday, 22 December 2016 and Friday 31 March 2017)
- ◆ Schools will close at 1pm on the last day of term 3 (Tuesday 27 June 2017)
*Two in-service days proposed for August 2017 to be confirmed.



Education Resources

School holiday Dates Session 2017/2018

Break	Holiday dates		
First Term	Teachers return	Tuesday	15 August 2017
	Pupils return	Thursday	17 August 2017
September Weekend	Close	Thursday	21 September 2017
	Re-open	Tuesday	26 September 2017
October Break	Close on	Friday	13 October 2017
	Re-open	Monday	23 October 2017
Christmas	Close on	Friday	22 December 2017
Second Term	Re-open	Monday	8 January 2018
February break	Close on	Friday	9 February 2018
	Re-open	Wednesday	14 February 2018
Spring break/Easter	Close on	Thursday	29 March 2018
	Re-open	Monday	16 April 2018
Third Term			
Local Holiday	Closed	Monday	7 May 2018
Local Holiday	Close on	Thursday	24 May 2018
	Re-open	Tuesday	29 May 2018
Summer break	Close on	Thursday	28 June 2018

Notes

- ◆ Good Friday falls on Friday, 30 March 2018
- ◆ *Lanark schools will close 7 and 8 June 2018*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 22 December 2017 and Thursday 29 March 2018)
- ◆ Schools will close at 1pm on the last day of term 3 (Thursday, 28 June 2018)

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 2016 is week commencing 16 January 2017.

Enrolling your child in Halfmerke Primary

Enrolment will take place between 16th and 20th January 2017 9:30am – 11:00 am. 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.

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.

P1 - Flying Start Date

In line with many other authorities and to support our strategy to raise attainment, it is felt that the educational benefits of children attending for a full day outweigh the reasons to continue with the practice of a half day start.

In 2017, Primary 1 children will attend for a full day from Thursday 17th August 2017.

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) Only school transport is currently allowed in the car park. 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 Club. Currently the club organises collection from the school.

HAPPY DAYS OUT OF SCHOOL CARE
WESTWOOD PARISH CHURCH

AFTER SCHOOL CARE 3 :00pm – 6:00pm

CONTACT 07808 284446
WEB SITE : www.happydaysout ofschoolcare.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

Promoting positive behaviour

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

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

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

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

Child Protection

All staff in educational establishments in South Lanarkshire Council are required to attend training annually and follow the advice and guidance contained within the Education Operating Procedures.

The shared vision for Lanarkshire's children is: "all children and young people in Lanarkshire have the right to be cared for and protected from abuse and harm in a safe environment in which their rights are respected." All agencies will work together in a collaborative way to promote the safety and wellbeing of children and young people in Lanarkshire.

The Chief Officers and Child Protection Committees of North and South Lanarkshire Council's 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.

Keeping Safe online

The Council has produced an information leaflet – ‘stay safe’ for parents/carers on how to help ensure their child is safe when using the internet and mobile devices.

Copies are available from the school or the web: www.southlanarkshire.gov.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.

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.

Data Protection Act 1998

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 Data Protection Act 1998 with South Lanarkshire Council defined as the data controller. The Council have established a data protection policy that applies to all of its schools. For more information please contact the school.

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

School Ethos

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

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

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

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

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

Curriculum

Information about how the curriculum is structured and curriculum planning

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

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

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

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

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

Assessment and Reporting

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

Transitions

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

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

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

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

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

Enquire is the Scottish advice service for additional support for learning

Parenting Across Scotland offers support to children and families in Scotland

Support for Pupils

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

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

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

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

School Improvement

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

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

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

Scottish Credit and Qualifications Framework (SCQF)

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

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

School Policies and Practical Information

National policies, information and guidance can be accessed on the following:

Education

Health

Young People

Children (Scotland) Act 1995

Standards in Scotland's Schools (Scotland) Act 2000