



Education Resources

Muiredge Primary School Handbook 2019

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

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

1) Introduction by the Head Teacher

In Muiredge we work hard to ensure that all children are supported and encouraged to develop the skills and attributes which will allow them to reach their full potential now and in the future. I hope you find this handbook provides valuable information about our school. Partnership with parents/carers is central to achieving our aims and we look forward to working together with you to provide a rich and stimulating education for all our children.

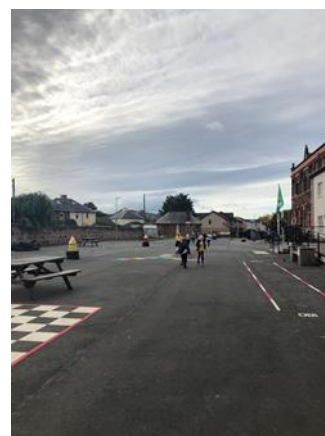
We are extremely fortunate to have a fantastic new school building. It is certainly a building of which we are very proud and are delighted to work and learn within. It mixes old and new extremely well and is a building that is fit for delivering education in the 21st century.

The school has 12 classrooms, a GP room, music studio, a large meeting room, visiting services room, computer suite, library, gym hall, kid's kitchen and a break out area to enhance teaching and learning. The 40/40 nursery is housed within the school but has a separate entrance and secure outside area.

Muiredge Nursery



There is a very well appointed playground, which has a Muga Pitch and which provides a wide range of activities for our pupils.



School lunches are cooked on the premises. We have a state of the art kitchen and the children eat in the school 'Bistro'. A three weekly menu is offered and this can be viewed on the school website or obtained through the school office.





The impressive stained glass window and Legacy Tree in the foyer

Starting school for the first time or transferring to another school can be a daunting prospect for many children. We will do our best to welcome new pupils and to help them settle quickly into the new routine of the classroom and the school. We hope that your child will find Muiredge a pleasant and stimulating experience.

Our aim is to provide quality learning experiences within a secure, happy and safe environment, which enables each child to fulfil his or her potential to develop as a tolerant, understanding and caring individual and ultimately to be a responsible citizen, who can face the challenges of a modern society with confidence.

Muiredge values its close links with you. Parents are welcomed into the school to help teachers, the children and the management team whenever possible. We have established a regular body of parent helpers, who play an important part in the smooth running of the school. All parents interested in helping should contact Mrs Miller, Head Teacher, Mrs Watson, DHT or Mrs Bokas, DHT.

Under new legislation, all parent helpers must be checked under Disclosure Scotland, for security purposes. A PVG proforma requires to be completed. This can be obtained at the school office.

If you have any enquiries or wish to visit the school, we will be happy to make the appropriate arrangements.

Communication between home and school receives a high priority in Muiredge. This will take the form of:

- a regular newsletter
- formal and informal invitations to the school
- information letters (via email 'or hard copy)
- e-mails between school and home
- our school website – please check it out www.muiredge-pri.s-lanark.sch.uk
- Twitter - @muiredgeprimary

You are of course free to make an appointment to see the Head teacher to discuss any matters should you feel it is necessary.

We look forward to celebrating the many successes your child will achieve in Muiredge and within the community. Our links with the community and our neighbouring schools are well established. We aim to maintain and strengthen these links with your help.

Thank you for taking time to read our handbook. We hope that you find this handbook interesting and informative.

Sharon Bokas
Acting Head teacher

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

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

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

2) About our School

Muiredge Primary School
Watson Street
Uddingston
Glasgow
G71 7JL

Phone: 01698 813852

Email : gw14muiredgepsoffice@glow.sch.uk

School Website: www.muiredge-pri.s-lanark.sch.uk

Denominational Status

The school is a non-denominational primary school with a current roll of 338 children between the ages of 5 and 12.

Early Years Education: Muiredge Nursery Class

The school has a nursery which provides broad, balanced and stimulating learning opportunities for young children.

Pre-school education is an important stage in any child's education and helps children to learn as they play. It enriches and extends the valuable learning that goes on in and around the home. It helps to prepare children for primary school and helps to develop the learning skills we all need in later life.

Our nursery class can accommodate 40 children in the morning and 40 in the afternoon.

To find out more about the nursery please contact the school. Please note that if you register your child for our nursery, this does not mean that you will automatically be enrolled at this school when your child is ready to start primary school. All children who move from early years to primary education must register separately for school in the month of January.

Nursery Sessions:

There is a session in the morning and again in the afternoon. The morning session starts at 8.45am and finishes at 11.55am and the afternoon session starts at 1.00pm and finishes at 4.10pm

Nursery Enrolment

Application for the nursery places are accepted from **9.30** am to **2.00** pm. Monday to Friday throughout the year.

Staff

The staff of Muiredge work together as a team, providing the range of skills and experience we need to support the wide curriculum offered by the school.

For your information and guidance, we have indicated below some of the duties of the teachers and support staff you will meet as your child progresses through the school.

The Senior management team in the school are responsible for administration, learning support, discipline, extra- curricular activities and the welfare of both staff and pupils and the in-service training of staff.

As Head Teacher, Mrs Miller has overall responsibility for pastoral care and welfare of all pupils. Mrs Watson is responsible for P5-7 pastoral care and welfare. Mrs Lee is responsible for P2-P4 and Mrs Bokas is responsible for Nursery-P1.

The Senior Management Team has the Health and Safety remit for the school.

School Staff

Senior Management Team

Mrs Leigh Miller	Head Teacher
Mrs Sharon Bokas	Acting Head Teacher
Mrs Jennifer Watson	Depute Head Teacher
Mrs Lisa Lee	Acting Depute Head Teacher
Mrs Yvonne McKegey	Principal Teacher

Teaching Staff

Mrs Alison Simpson	P1 Teacher
Mrs Hilary Murray/Mrs Linda Rennie	P1 Teachers
Miss Rachel Crawford	P1/2 Teacher
Miss Joanna Cuthbert	P2 Teacher
Mrs Wendy Main	P3 Teacher
Mrs Lynn McAuliffe/Mrs Christina McKechnie	P3/4 Teachers
Mr Chris Osborne	P4 Teacher
Mrs Jo Nicholson	P4/5 Teacher
Mrs Elaine Beattie/Mrs Christine Gray	P5 Teacher
Miss Louise Clarke	P6 Teacher
Mrs Pamela McVey	P6/7 Teacher
Ms Jacqueline Sullivan	P7 Teacher

Nursery Staff

Mrs Claire Urquhart	Teacher
Mrs Linda Barr	Early Years Worker
Miss Lesley Strain	Early Years Worker

Miss Ashley Russell

Early Years Worker

School Support Staff

Mrs Carolyn Muir (Team Leader-Office)

Mrs Isla McLatchie (Office)

Mrs Kate McMorran

Mrs Carol Stewart

Mrs Morag Millar

Mrs Linda Power

Mrs Laura Dunlop

Mrs Susanna Dunnery

Mrs Julie O'Shea

Miss Emma Kelly

Mrs Shona Young

Extended Team

Alison Hepburn (peripatetic 01698 477350)

Lynsey Bryan

Ms Lyn Moore (01236 713982)

Rev F McKibbin (01698 814757)

Mrs K Reilly

Mr G McBretney

Ms S Van Vliet

Mr A Gammie

Mr Stuart Pollock

Specialist Support Teacher

Educational Psychologist

School Nurse

School Chaplain

Active Schools Co-ordinator

Double Bass / Cello Tutor

Violin Tutor

Woodwind Tutor

Brass Tutor

Community Resource Team

Mr Neil Dickson

Mrs Tracy Farquhar

Mr Robert Steven

Mrs Sarah Hayes

Ms Fiona McMillan

Mrs Alison Dickson

Mrs Margaret Stevenson

Ms Dayna McMinn

Mrs Caroline Bell

Janitor

Cleaning Supervisor

Cook in Charge

Catering & Cleaning Assistant

Catering & Cleaning Assistant

Catering & Cleaning Assistant

Catering Assistant

Cleaning Assistant

Cleaning Assistant

Attendance at School

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

- If you know in advance of any reason why your child is likely to be absent from school, let us know in writing.
- Notify the school first thing in the morning when your child is going to be absent and each morning thereafter till their return. Let the school know the likely date of return and keep them informed if the date changes.
- Inform the school of any change to the following:-
 - home telephone number
 - mobile number
 - emergency contact details
 - e-mail details

- Requests for your child to be absent from school to make an extended visit to relatives must be made in writing to the head teacher, detailing the reason, destination and duration of absence and arrangements for their continuing education. On these occasions the pupil will be marked as an authorised absentee in the register.

Information to proposed transfer of school

Children and young people may transfer school for a number of reasons such as families moving house, parental choice etc.

If you are proposing a change of school for your child, please provide as many contact details as possible in relation to the new school, so that we can ensure a smooth transfer of information relating to your child.

This will help us all to ensure the continued wellbeing of your child.

If you wish to arrange a visit to the school because you are seeking a place for your child, please first contact the school office to make an appointment.

If you move out-with the catchment of Muiredge Primary, please advise the school office as your child's contact details must be updated and a "request to remain" form completed.

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 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 be 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, 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

Muiredge Primary Parent Council

Our Parent Council meets regularly and makes a valuable contribution to the life and ethos of Muiredge Primary. They support the work of the school. We seek their views on a wide range of issues and benefit from their perspective as parents. The school and Parent Council enjoy very positive relationships and work well together for the good of our school community.

Parent Council

Chairperson	Jill Hambley
Vice Chair	Morven Bell and Laura Devers
Secretary	Gemma Kerr
Treasurer	Kerry Sutcliffe
Parent Representatives	Representation of parents from across the school

(Contact can be made through the school office)

Parental Concerns/ Complaints Procedure

In Muiredge Primary, we have an open door policy.

Parents are encouraged to share any concerns that arise, early, so that problems or issues can be resolved as quickly as possible. Parents can phone the school office and arrange to speak with a member of Senior Management Team or the Class Teacher.

Schools and establishments should be the first point of contact for parents who wish to discuss issues about their child. Other contacts you may find helpful are:

South Lanarkshire Council
Executive Director of Education
Education Resources
Council Offices, Almada Street,
Hamilton ML3 0AE

Education Resources Helpline
0303 123 1023

4) School Ethos

Our school vision at Muiredge Primary and Nursery is to 'Be the Best You Can Bee' and we uphold the values of 'Be Respectful' 'Be Hardworking' 'Be Friendly' and 'Be Happy'.

School Vision Badge



All Staff strive and aim to provide quality-learning experiences within a secure, happy and safe environment, which enables each child to fulfil his or her potential to develop as a tolerant, understanding and caring individual and ultimately to be a responsible citizen, who can face the challenges of a modern society with confidence.

All children learn at a different pace and have individual needs. Consequently, it is our aim that every child is provided with a variety of learning experiences and has access to a full and challenging curriculum, regardless of sex, race, religion, culture or ability.

It is our aim to encourage all of our pupils to have respect and consideration for other people holding different views and having different cultures to their own.

We show a commitment to counteracting prejudice and injustice whatever form it may take and it is the responsibility of the Senior Management Team to investigate and take action on any alleged incident.

How we deliver the curriculum as well as what we deliver has an impact on pupil progress and attainment. We endeavour to use a variety of approaches to suit a range of learning styles, supporting and challenging pupils where appropriate. Children work individually and collaboratively, sharing ideas and helping each other to progress. Through a formative assessment approach, pupils are more aware of what to improve and how to improve their work.



The opinions of our pupils are valued and they are given a voice through a very active Pupil Council, which meets regularly. The agenda is set by the pupils themselves with everyone having the opportunity to have their opinion heard through class representation.

Pupils' school and wider achievements are acknowledged and celebrated within class and at regular assemblies. There is also an achievement wall in the main foyer.



Muiredge promotes active citizenship through a recognised system which acknowledges and celebrates positive attitudes and behaviours.

In our school, we expect the children to act sensibly, show respect for each other as well as for their teachers and other members of staff. We want them to look after the school premises by keeping them tidy, making our school a place of which they are proud.

Promoting positive behaviour is seen as of vital importance. Staff, work as a team to achieve high standards of work and behaviour through promoting positive attitudes in our pupils. Many effective strategies have been developed and are used in class.

At Muiredge, we try to form a close relationship with parents so that they are kept informed of any issues that may develop in the school which affect their child.

As part of 'taking responsibility', we have a Pupil Council, Green Council, Lunch Clubs and Mediators which are run by the pupils for the pupils. In cases of a dispute between pupils, a trained pupil mediator helps the parties involved in the dispute to agree what has happened, what harm has been done and what can be done to put things right. The Senior Management Team are always on hand in the event support is needed.

It is the responsibility of senior staff within the school to ensure that staff, 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 in.

Muiredge is a Rights Respecting School. Pupils and staff are aware of their rights and responsibilities. All classes have a class charter based on this.



The School in the Community

We have a very informative school website where parents can find information, download newsletters and view photographs of recent events and learning in school.

We welcome the help and expertise of parents on school outings and with various other activities. Many parents help on a regular basis throughout the year as part of a rota of helpers. If you feel you can offer support in school we would be pleased to hear from you.

Parent/community helpers are now required to complete a PVG check before being able to help in school on a regular basis. This is part of a nationwide procedure designed to safeguard our children.

The school has close links with the community. There are many opportunities for the children in school to take part in activities and events as members of the local community.

The school has links with the local churches. The school chaplain is Rev. Fiona McKibbin of Uddingston Old Parish, who links in to support us with our RME programme of study and takes services both in school and at the end of term in Uddingston Old Parish. School services at Christmas, Easter and summer are open to all members of the community. We also have links with Park Church through our RME curriculum and Scripture Union.

During various social studies projects and Interdisciplinary learning, the children look at aspects of the village and village life. We often make use of local expertise with invited speakers from the community.

A range of extra-curricular activities are offered to pupils from P1-P7 over the course of the year. Sports coaches from the community's local clubs bring their expertise to teach a range of games within the PE curriculum.

We have close links with many local businesses, groups and individuals within the community, School Health Service and Community Police Service.

We are involved in liaison with local Pre-5 Centres and Secondary school and maintain useful links with other Primary schools in the area.

Pupils visit the local library and we advertise all the activities organised locally for young people.

We like to encourage our pupils to take pride in their community and to contribute in any way possible. We welcome community members who are willing to share their particular expertise with our children. This is a valuable community resource and it helps build mutual respect between our children and other adults in the community.



I love the new ICT area and learning new technology skills.

It's a really good school and I really enjoy being here. I keep having to pinch myself because it's that good!

Being a pupil at Muiredge Primary is very good especially now that we have all the great new equipment. It's a great building to learn in.

I like doing my number work. We have lots of work on the wall in my classroom.

We have a great playground with lots in it to do.

I like it when we join up with other school for projects too.

5) The Curriculum

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

Challenge and enjoyment

Children and young people should find their learning challenging, engaging and motivating. The curriculum should encourage high aspirations and ambitions for all. At all stages, learners of all aptitudes and abilities should experience an appropriate level of challenge, to enable each individual to achieve his or her potential. They should be active in their learning and have opportunities to develop and demonstrate their creativity. There should be support to enable children and young people to sustain their best effort.

Breadth The curriculum should provide opportunity for learning within and beyond the classroom, in a variety of learning contexts. Learning through a wide range of well-designed activities will also offer relevance, coherence and breadth.

Progression Children and young people should experience continuous progression in their learning from 3 to 18 within a single curriculum framework provided by Curriculum for Excellence.

Each stage should build upon prior knowledge and achievements and children should be able to progress at a rate, which meets their needs and aptitudes. Active learning will promote the development of logical and creative thinking and encourage a problem-solving approach.

Depth The encouragement of depth of learning challenges us to think beyond the notion of progression as moving quickly from one topic or level to the next. The time spent on discussion of learning, explaining it to others, applying what has been learned in different contexts, spending time to probe and research a particular issue adds depth to learning. There should be opportunities for children to develop their full capacity for different types of thinking and learning, applying increasing intellectual rigour and exploring and achieving more advanced levels of understanding.

Personalisation and choice The curriculum should respond to individual needs and support particular aptitudes and talents. It should give each child and young person increasing opportunities for exercising responsible personal choice as they move through their school career. Approaches, which involve children in planning and respond flexibly to their interests and needs also contribute to personalisation and choice.

Coherence Taken as a whole, children and young people's learning activities should combine to form a coherent experience. There should be clear links between the different aspects of children and young people's learning, including opportunities for extended activities, which draw different strands of learning together. Activities planned in this way and which build on what is familiar, should enable children to make connections, give coherence to their learning and enable them to understand enable them to understand the relevance of what they are learning.

Relevance Children and young people should understand the purposes of their activities. They should see the value of what they are learning and its relevance to their lives, present and future. Curriculum for Excellence identifies three core aspects that should be developed across all learning and these will continue to be an integral part of your child's education in Muiredge Primary.

The Curricular Areas

Languages and Literacy

Languages and Literacy includes reading, writing, listening and talking. As well as being a main focus area, Literacy and English skills are also developed across all other learning areas. A modern language is also taught, which in Muiredge, is French.

Reading



In the early stages, our aim is to teach children to read. We achieve this through the reading scheme, Oxford Reading Tree. This scheme aids the children towards independence in four areas; decoding the printed word, this also includes the teaching of phonics, understanding of reading, gaining information through reading and enjoyment of reading. As children move from learning to read to reading to learn, children's novels, class texts and non-fiction texts are used to develop a range of skills. Throughout all stages Higher Order Reading Skills are being developed through different types of questioning and tasks. Children will also carry out book studies to develop critical and analytical skills and encourage discussion about different types of

literature.

Writing



In Muiredge we provide a range of opportunities to develop children's writing skills. Imaginative writing tasks take the form of stories, poems and scripts and non-fiction writing includes giving personal accounts, writing reports, explaining how things work, writing instructions and being persuasive. Throughout the different writing styles, pupils' 'tools for writing' skills are developed through VCOP. This approach looks at **V**ocabulary, **C**onnectives, **O**peners, and **P**unctuation.

Ongoing assessment of pupils' writing skills is through 'formative assessment'. By sharing criteria, modelling good examples, providing feedback and giving pupils the opportunity to comment on their own and each others' work, children are helped to develop their writing skills. Children's progress in writing is assessed against the Scottish Criterion Scale for writing.

Listening



Children need to be taught to listen. In class, quiet times are necessary in order that the children can listen to stories, be read to by the teacher or listen to various types of media. We also try to encourage pupils to listen to each other. Listening in groups, listening to respond to others, listening to instructions and directions and listening for information all form part of programmes of study across the curriculum.

Talking



In an effort to enable children to express themselves clearly and with confidence, we develop their skills in spoken language. Children are asked to discuss with each other or within groups, to report back to their peer group about specific incidents and to debate pros and cons of certain arguments. Children in P4-7 will also be asked to present a short solo talk to the class on a chosen or given subject. In line with a formative assessment approach, criteria are shared with pupils, goals are set and

pupils work towards these.

By teaching spoken language in this way, we are encouraging our children to express their own views and where appropriate challenge the views of others.

Pupils develop listening and talking skills as they work together co-operatively and through our active learning approach, across all areas of the curriculum.

French



Muireidge Primary and the other associated primaries for Uddingston Grammar School teach French. In Muireidge Primary, pupils in Primaries 5, 6 and 7 learn French. As part of the government's 1+2 programme, French is being spoken and developed from Primary 1, on a rolling programme. The teaching of French involves the four areas of language: listening, talking, reading and writing. There is a focus on a more active approach with games

and songs being a part of this.

Mathematics and Numeracy



We aim to link mathematics to ordinary life, by making children aware of the different uses of mathematics and numeracy by providing meaningful contexts in which they can use what they have learned. Number, money and measurement as well as information handling all contain the numeracy component. Shape position and movement form the maths component of Mathematics.

Within mathematics and numeracy we have many aims for our pupils, such as being able to tackle practical problems, to work with one another, to use information appropriately and to acquire knowledge and understanding of the many mathematical processes.

We use an active learning approach in maths and numeracy involving careful questioning, which encourages pupils to think deeply and explain the thinking behind their results. Through this process children are enabled to build up mathematical language, knowledge and skills.



Social Studies

Social Studies bring together the main ways in which pupils learn about the world. In the course of their exploration in Social Studies, pupils will encounter aspects of a range of subjects. These not only include maths and language skills, but the development of skills in science, history and geography, technology, health education and expressive arts.

Within various topics our pupils learn about themselves, their community and the wider world and universe.

Social Studies is a practical subject and involves the children regularly going on field trips, visiting places of interest and surveying the community.



Our curriculum enables our pupils to develop an understanding of various concepts; how things change, how some things happen as a consequence of others and why an understanding of time is important. They also find out about their own heritage, other places and other people throughout the world. Children use and develop reference skills and use and develop their ability to read and process information. They will apply their reading, writing, listening and talking skills to prepare for, carry out and review and report aspects of their study. Often pupils will work collaboratively on tasks.

A very important aspect of this is helping children to develop informed attitudes about the world in which they live and how to care for it.

We continually encourage children to bin their litter; we encourage recycling and reduction of waste; we encourage the conserving of energy; we teach our pupils to respect all living things; we promote healthy living by encouraging children to take regular exercise and eat healthily. These topics are developed through our Eco School and Health Promoting School programme.



Science

Through learning in the sciences, children and young people develop their interest in, and understanding of, the living, material and physical world. They engage in a wide range of collaborative investigative tasks, which allows them to develop important skills to become creative, inventive and enterprising adults in a world where the skills and knowledge of the sciences are needed across all sectors of the economy.

The science curriculum includes investigations in the following areas:

- Planet Earth
- Forces, electricity and waves
- Biological systems
- Materials
- Topical science



In Muiredge, the science curriculum is being developed through a discrete programme of study. Children also get the opportunity to carry out investigations and experience some aspects of science through interdisciplinary topics, where science occurs as a natural link.

ICT/Technologies

Children are taught ICT skills from nursery through to P7. Initially skills are taught through particular programmes of work and are then developed through other curricular areas.

ICT is used to enhance the curriculum and we make use of a range of software and media technology, aimed to motivate, support and challenge pupils through all learning areas. All classes have a C-Touch, which enhances learning in the classroom.



Expressive Arts

This area of the curriculum includes drama, art and music.

We are very fortunate to have a music specialist at Muiredge, who delivers an exciting curriculum, which provides a great range of musical experiences and opportunities to all of our pupils.

Muiredge has a choir for pupils from Primary 4 to Primary 7, which is run by one of our class teachers Christina McKechnie.

If children show an interest or special aptitude we can offer some music tuition, provided by specialist tutors. At present our instrumental tuition includes violin, cello, double bass, guitar and woodwind.



Our pupils demonstrate their confidence as individuals and success as learners, through the many performances that occur throughout the year.

Art and design is taught throughout the school from P1 – P7. The results of this work can be seen around the school within our many displays. We value our pupils' art work. Children are provided with a range of opportunities and experiences to develop art skills. Through art and design, pupils also have opportunities to be creative and to experience inspiration and enjoyment. They can explore a wide range of two- and three-dimensional media and technologies through practical activities, and create, express, and communicate ideas.





Drama is also taught throughout the school and develops a range of skills which include language and movement, performance skills and working collaboratively.

Health and Wellbeing

We have an important role to play in promoting the health and wellbeing of children and young people and of all of those in the educational communities to which they belong.

Learning in health and wellbeing ensures that children and young people develop the knowledge and understanding, skills, capabilities and attributes which they need for mental, emotional, social and physical wellbeing now and in the future. Learning through health and wellbeing enables children and young people to:

- Make informed decisions in order to improve their mental, emotional, social and physical wellbeing
- Experience challenge and enjoyment
- Experience positive aspects of healthy living and activity for themselves
- Apply their mental, emotional, social and physical skills to pursue a healthy lifestyle
- Make a successful move to the next stage of education or work
- Establish a pattern of health and wellbeing which will be sustained into adult life, and which will help to promote the health and wellbeing of the next generation of Scottish children.

In Muiredge we aim to ensure that children feel happy, safe, respected included and supported in the school environment and that all staff are proactive in promoting positive behaviour in the classroom, playground and the wider school community. We encourage our pupils to be responsible for their own behaviour.



We aim to promote physical wellbeing through our Physical Education programme. Our PE programme of study includes a wide range of activities, which help to promote stamina, agility and physical wellbeing. We are fortunate to be supported in these by our Active School Co-ordinator Katy Reilly. Swimming tuition and cycling proficiency lessons are offered each year to P5 and P6 pupils respectively. Our pupils also benefit from coaching sessions in a variety of sporting activities.

Inter Disciplinary Learning (IDL): Pupils' skills and learning are developed through a range of interdisciplinary learning contexts. Interdisciplinary studies, based upon groupings of experiences and outcomes from within and across curriculum areas, can provide relevant, challenging and enjoyable learning experiences and stimulating contexts to meet the varied needs of pupils.

Revisiting a concept or skill from different perspectives deepens understanding and can also make the curriculum more coherent and meaningful from the learner's point of view.

Interdisciplinary studies can also take advantage of opportunities to work with partners who are able to offer and support enriched learning experiences and opportunities for young people's wider involvement in society.



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

The policy in Muiredge is to hold weekly assemblies in which the pupils take an active part.

Within the RME programme the children learn about life within the world religions of Christianity, Islam and Judaism.

Children make visits to the Mosque, the Synagogue and the Church to learn about different forms of worship.

Fiona McKibbin from Uddingston Old Parish is our local minister. Fiona visits the school regularly to take assemblies and she visits classes to support teachers in delivering some aspects of the RME programme. We also have links with Park Church in Uddingston.



A Scripture Union group also meets once a week. Children from primary 5-7 are welcome to attend.

Education Resources has produced guidelines on Religious Observance Policies and these are available in all establishments.

Rights of Parents/Carers

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

There is a statutory provision for parents to withdraw children from participation in religious observance. This right of parents' wishes will be respected.

Where a child is withdrawn from religious observance, schools will make suitable arrangements for the child to participate in a worthwhile alternative activity.

Equalities

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

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.

Pupil Leadership

Our pupils are encouraged to take part in a range of opportunities where they can develop leadership skills:

House Captains/Vice Captains: We have Captains and Vice-Captains for each of our four houses

- Clydeneuk- blue
- Kylepark - yellow
- Porterswell - red
- Spindlehowe – green

School Houses



Throughout the year pupils can gain house points. Rewards for the winning houses are given monthly and a trophy is awarded to the house that has accumulated the most points at the end of the year.

Primary 5-7 pupils help out as mediators, supervising lines coming in and out of the school and during wet interval times.

6) Assessment and tracking progress

Children and parents are introduced to assessment through our pre-entry programme. By assessing the stage of development of your child, we are able to 'tailor' the curriculum to suit the needs of individuals. Thereafter assessment plays an integral part of teaching and learning and will continue throughout your child's school career.

As learners move through the curriculum, they will experience a range of approaches to assessment. Assessment is not just about tests, levels and grades. Formative assessment allows teachers, on a daily basis, to help your children to develop their learning and skills. It allows class

teachers to ascertain children's understanding, knowledge and skills and consequently formulate what the next steps in learning should be. Assessment is part of teachers' planning and is measured against the Experiences and Outcomes of Curriculum for Excellence at Early, First and Second levels. The process of planning, assessing, recording and recognising achievements can help learners to understand the skills and attributes they have developed through their planned learning and enable them to build on these.

Learners should be engaged in all aspects of assessment processes and be afforded an element of choice and personalisation in showing that they have achieved the intended outcomes.

Learners' progress is tracked through pupils achieving successes within the Learning Criteria of each curricular area.

This is an ongoing process but with additional summative assessments of class work at particular times of year.

Evidence folders are kept to show examples of pupils' work that attain set learning criterion within and across levels. Pupils will regularly talk about their learning and a profile of pupil progress will be built up over a period of time.

7) Reporting

Reporting will be ongoing and comprise of a range of activities which can include children presenting their learning, newsletters and ongoing oral discussions.

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

Our '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.

In Muiredge aspects of children's learning will also be reported through the school website, showcased through class assemblies and 'Snapshot Weeks'. Snapshot Week allows learning across the curriculum to be profiled and provides opportunities for pupils, parents and teachers to talk about learning and next steps. Snapshot work is then sent home and pupils can engage in a learning dialogue with parents and go on to set targets for the term ahead.

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 P6 & P7 children visit the secondary school, meet up with other P6 & P7 children from other cluster schools so that the transition period is as smooth as possible.

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

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

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

9) Support for Pupils

Getting it right for Every Child

Getting it Right for Every Child is a commitment to ensure your child has the best possible start in life and to improve outcomes 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 a principal teacher of pupil support in secondary.

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

Support for All (Additional Support Needs)

At any time in a child's learning he or she may need support. Through early identification of those children in most need of support and through careful assessment and monitoring we are able to alter, pace or change the curriculum to suit the needs of those pupils who require support.

Children may require support through resources other than the core resources used and therefore if necessary alternatives will be provided, such as precision teaching programmes like RM Easimaths.

The senior management team have the remit for learning support. Additional support is available from members of our extended team.

We also have school educational psychologist Lynsey Bryan (South Lanarkshire Council) and a clinical associate in applied psychology, Lian Hay, who can provide additional support for children's health and wellbeing.

We have access to speech and language therapists and occupational therapists if it is deemed necessary.

By following a carefully planned and paced curriculum we try to ensure that all children will reach their full potential.

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

Enquire: The Scottish Advice service for additional Support for Learning

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 offers independent, confidential advice and information on additional support for learning through:

Phone helpline: 0345 123 2303 email: info@enquire.org.uk

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

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

Enquire provides a range of clear and easy to read guides and fact sheets including 'The Parents' Guide to Additional Support for Learning'

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

10) School Improvement

In Muiredge Primary we are proud of our achievements in terms of school improvement and continue to strive to raise attainment and improve outcomes for learners. We are doing this through:

- Continuing to work on improving achievement and attainment outcomes through target setting.
- Monitoring and tracking progress for all pupils
- Continuing to improve and implement a whole school approach to literacy through the introduction of a reading spine, developing Reading skills linking to opportunities for extended writing.
- Closing the attainment gap through the use of our 'Hive' nurture base to support targeted pupils and nursery children in developing reading and numeracy skills.
- Continuing to provide staff development opportunities to assist staff in the implementation of new developments.
- Provision of quality resources which effectively support the curriculum and encourage participation from parents.

(For further clarification and detail of how we intend to make these improvements, please refer to the school's Standard and Quality Report and School Improvement Plan which can be accessed on the school website)

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), Income-based Job Seeker's Allowance, Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £6,515 gross per annum as assessed by the HM Revenues and Customs), Child Tax Credit only (where your gross annual income does not exceed £16,105 gross per annum 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 lunchtimes that meet the school's (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 lunchtime. Milk is also available for purchase at a cost of 20p to those pupils wishing to buy at morning break and 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 per week to a selection of schools with 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.

Our School Uniform is:

White blouse/shirt and/or yellow polo shirt with school badge

Black skirt/trousers/pinafore Black cardigan/sweater Yellow/Black School tie (available to purchase from the school office)

Black Sweatshirt with optional school badge

Black blazer with school badge

Indoor black shoes

Gym Kit

Yellow Polo with school badge

Black joggers/shorts

Gym shoes or similar footwear are essential for P.E.

Great care is taken to protect children's clothing in school, but accidents sometimes happen. Please provide an old overall or old shirt which can be left in school to be used for messy activities when needed.



Please mark all items of clothing, including footwear, with your child's name.

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 Health Care Plan is not in place, parents should still continue to liaise regularly with the school on any new trigger, 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 additional specialist training required.

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

Support for parent/carers

Clothing Grant

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

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

School hours/holiday dates

Morning	9.00 - 12.35
Interval	10.40 – 10.55
Lunch	12.35 – 1.20
Afternoon	1.20 – 3.00

See attached list showing holiday dates.

Enrolment – how to register your child for school

If you would like to enrol your child in our school, you are most welcome to visit the school. Please make arrangements through the office staff.

After your child has enrolled at school, as part of our pre-entry programme, we will invite you and your child to return to school in May. We will organise a workshop for the parents and a time to be in class for the children. This will give both parents and pupils a chance to prepare for starting school in August.

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 0303 123 1023. 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 2019.

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 to the address noted on the form 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.

Insurance for schools – pupils' personal effects

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

(i) Theft/loss of personal effects

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

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

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

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

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

(ii) Damage to clothing

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

Family Holidays During Term Time

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

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

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

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

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

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

Promoting positive behaviour

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

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

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

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

Child Protection

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

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

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

The Council has a duty in law to report any suspicions that a child has been abused or is at risk of harm, abuse or neglect. Therefore, Council staff have a professional and contractual obligation to report concerns to the head of establishment or the child protection coordinator immediately.

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

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

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

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 informed by telephone, text, where appropriate, letters, web news and through local radio stations particularly if there are prolonged periods of severe weather. The Council's website www.southlanarkshire.gov.uk will be used to let you know if the school is closed and when it will re-open.

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

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

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

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

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

Privacy Notice

Introduction

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

Using your personal information

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

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

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

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

Information we collect at other times

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

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

- If you make a request for additional support such as an educational psychologist or other support for learning we will ask for more detailed information to allow us to provide the most appropriate support for your family. This may include information about family circumstances or medical conditions.
- If you wish to participate in activities or support for young people through our youth centres, or through adult learning programmes within the community, we will also ask for your personal information to support your application. This may include information about family circumstances or medical conditions.

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

Information that we collect from other sources

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

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

Why do we need this information?

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

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

We will share your information with:

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

- The Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland and other organisations that support children and young people's learning;
- Other parts of the Council when required for services such as school meals, school transport, education benefits and with Social work in connection with any child protection concerns we become aware of;

- South Lanarkshire Leisure and Culture Limited, where children and young people are participating in sports and leisure activities;
- Other schools/local authorities – if a child moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school/local authority.

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

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



Education Resources

Proposed

School holiday Dates Session 2019/2020

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

Notes

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



Education Resources

Proposed

School holiday Dates Session 2020/2021

Break	Holiday dates		
First Term	<i>Teachers In-service</i>	<i>Tuesday</i>	<i>11 August 2020</i>
	<i>In-service day</i>	<i>Wednesday</i>	<i>12 August 2020</i>
	Pupils return	Thursday	13 August 2020
September Weekend	Close on Re-open	Thursday Tuesday	24 September 2020 29 September 2020
October Break	Close on Re-open	Friday Monday	09 October 2020 19 October 2020
	<i>In-service day</i>	<i>Monday</i>	<i>16 November 2020</i>
Christmas	Close on Re-open	Tuesday Wednesday	22 December 2020 6 January 2021
Second Term			
February break	Close on Closed on	Friday Monday and Tuesday	5 February 2021 8 February 2021 9 February 2021
	<i>In-service day</i>	<i>Wednesday</i>	<i>10 February 2021</i>
Spring break/Easter	Close on Re-open	Thursday Monday	1 April 2021 19 April 2021
Third Term			
Local Holiday	Closed	Monday	3 May 2021
	<i>In-service day</i>	<i>Thursday</i>	<i>6 May 2021</i>
Local Holiday	Close on Re-open	Thursday Tuesday	20 May 2021 25 May 2021
Summer break	Close on	Thursday	24 June 2021
Proposed in-service days	Tuesday 10 and Wednesday 11 August 2021 Pupils return Thursday 12 August 2021		

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.

Appendix A

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

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

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

Contact Details

Education Scotland's Communication Toolkit for engaging with parents

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

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

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

Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils

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