

St. John's Primary School



School Handbook
2023 - 2024



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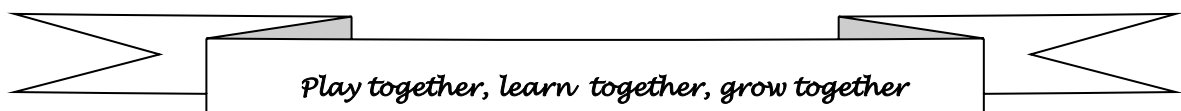
Play together, learn together, grow together

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

Phone: **01555 892491**

Email: office@st-johns-blackwood-pri.s-lanark.sch.uk
headteacher@st-johns-blackwood-pri.s-lanark.sch.uk



Dear Parent/Carer,

Welcome to St. John's Primary School. Some of you are already familiar with our school, others we welcome for the first time. I hope that this handbook provides you with the information you require about us.

As parents, we have the right to expect that all of our children are provided with the highest quality of education in a climate where they are safe, valued and treated with dignity and respect. At St. John's we have a team of dedicated and talented professionals who work together to achieve our aim of providing a happy, stimulating, secure and effective learning environment for our pupils. We provide the highest standard of teaching and learning by providing planned learning experiences matched to the needs of all our pupils.

We support all our pupils; encouraging them to be happy, confident and achieving their potential. We encourage and motivate our pupils to take responsibility for, and have a positive attitude towards, their learning. We strive to ensure that our pupils have opportunities to maximise their achievement and attainment, endeavouring to develop children into mature, health conscious, fit and well-adjusted young people who are fully equipped with the necessary skills and knowledge to successfully enable them to continue their education within the Secondary sector.

We enjoy working in partnership with our parents and carers to enhance our happy learning environment. Many activities are organised throughout the school year, giving you the opportunity to meet and work with school staff. Our home, School, Church Partnership is of great importance. Working together and communicating openly ensures best value for all. Please keep in touch with our school, through our monthly newsletters, website, Twitter and school app which is free to download on android or Apple.

We hope, like us, you will see our school as an integral part of the community and that you will become involved in activities and events within the 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.

Finally, if having read this handbook, you have any questions or queries please do not hesitate to contact me.

I look forward to meeting you in the future.

Mrs. Yvonne McCart
Head Teacher



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2) About our School

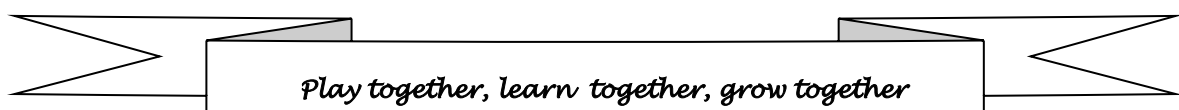
St. John's RC Primary School is a co-educational school, which serves the areas of Blackwood, Kirkmuirhill and Lesmahagow. As part of South Lanarkshire School's Modernisation process we opened the doors to our new school in August 2014, this took over from our former school, which was situated on Carlisle Road for 132 years. The school comprises of 4 classrooms, a GP area, school library and a canteen/gym hall. At present, the roll is 79 pupils. The school currently has a head teacher, 5 full time members of staff, 1 part time member of staff, 6 support staff, 2 canteen staff and 1 janitor.

At St John's we are aware that the education of your child is a most serious responsibility which you have asked us to share. We aim therefore, to make our school a happy, supportive place in which your child will thrive and develop socially, emotionally, academically, physically and spiritually. We are committed to developing the potential of all pupils and staff in a Christian atmosphere of trust, co-operation and mutual respect, in partnership with parents, clergy and the wider community. An awareness of the duties and responsibilities as members of their community is fostered through developing a sense of equal opportunities and social justice, the encouragement and the practice of good manners, a positive attitude to work, initiative and self-reliance.

In an environment such as this, effective learning and teaching will take place in all curricular areas, thus enabling them to learn with understanding and pleasure. We help each child in our school to reach the highest measure of success, which he/she is capable of, and recognising and developing any special skills he/she has, academic, physical or aesthetic.

When young children begin school life they are eager to grasp many new experiences and one of our aims is to preserve this attitude of pleasure and excitement in learning, so that each will become a self-disciplined, independent learner with a positive self-image.

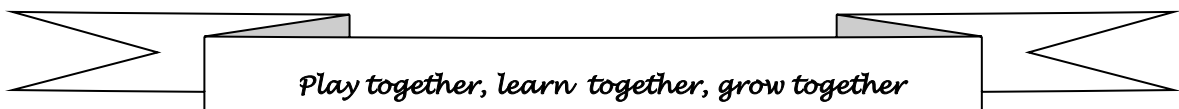
We promote positive relationships within the school and foster an ethos, which encourages all pupils to respect themselves and others.



Name St. John's Primary School
Address Heathfield Drive
Blackwood
ML11 9SR
Phone 01555 892491
Website <http://www.st-johns-blackwood-pri.s-lanark.sch.uk>
Email office@st-johns-blackwood-pri.s-lanark.sch.uk
headteacher@st-johns-blackwood-pri.s-lanark.sch.uk
Twitter @StJohnsBwd
Stages Primary 1 – Primary 7
Present roll 79
Denominational status Roman Catholic

Our School Day

School hours 9.00 am – 3.00 pm
Interval 10.30 am – 10.45 am
Lunch 12.45 pm – 1.30 pm



School Staff

Head Teacher Mrs. Yvonne McCart

Class Teachers 2022/2023:

P1/2 Miss Melissa Mackle

P3/4 Mrs. Louise Kelly

P5 Mrs. Michelle Harris/ Mrs. Ruth Quadrelli

P6/7 Mr. Stephen Hall

CCC Teacher Mrs Lynn McKie

Team Leader: Mrs Isobel Spadaro

Support Staff: Mrs. Rebecca Birtles
Miss Heather Brown
Mrs. Jacqueline Carty
Miss Laura Mackay
Mrs. Elaine Thompson

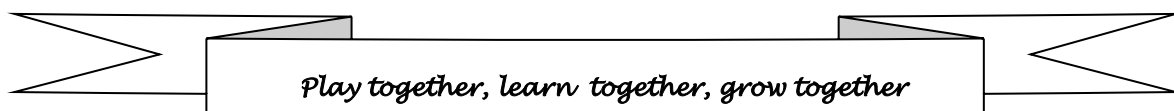
Area Learning Support Mrs. Maria Mulgrew

Janitor Mrs Luminita Hughes

Catering Manager Miss Charlene Reid

Catering Assistant Mrs. Mary Wells

Youth Music Initiative Tutor Mrs. Una Cunningham



Attendance at school

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. It is important for the school to work with parents in encouraging all children to attend school. All absences 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:

- Contact the school by telephone, email or letter, if you know in advance of any reason why your child is likely to be absent from school.
- Notify the school first thing in the morning when your child is going to be absent. Let the school know the likely date of return and keep them informed if the date changes. Please also give your child a note on his/her return to school, telling of the reason for the absence.
- Inform the school of any change to the following:
 - home telephone number
 - mobile number
 - emergency contact details
- If there is no communication to the school, a member of support staff will contact you to enquire why your child is not at school.
- As part of our monitoring attendance procedure, parents will receive a letter if their child's attendance falls below 90%.

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.

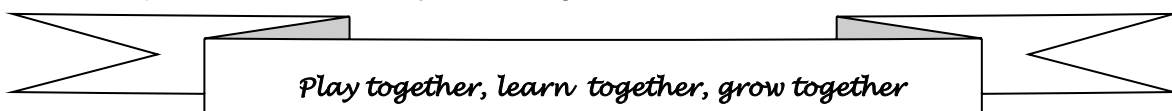
Complaints Procedure

As part of our overall commitment to giving the best possible service and to working in partnership, at St. John's we continually seek feedback. We are, therefore, interested in feedback of all kinds, whether it be compliments, suggestions or complaints. If you want to register a comment about the school, you can do this by completing our suggestion slip on our monthly newsletter, writing, emailing, telephoning or making an appointment to see someone. All feedback is welcome.

If, in particular, you have a complaint about the school, please let us know. It is better that these things are shared openly and resolved fairly, rather than being allowed to damage the relationship between family and school. There will be no negative consequences arising from making a complaint and we will deal with the issue as confidentially as possible.

There are some things which you should take note of in relation to making a complaint:

- It is helpful if complaints are made initially to the Head Teacher. This makes sure that the school knows what is going on and has an opportunity to respond and resolve the issue.
- It is helpful if you can give some details of the issue and ask for an early appointment to discuss it.
- We will try to respond as quickly as possible, but often issues are complex and we need time to investigate.
- If you are still unhappy with the service or with our response, then you will have the right to take up the matter further by contacting South Lanarkshire Council on 0303 123 1023.



4) Parental involvement

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

www.southlanarkshire.gov.uk/downloads/file/13457/parents_as_partners_-_strategy_2019

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

As 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

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 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.



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5) School Ethos

Our School Vision

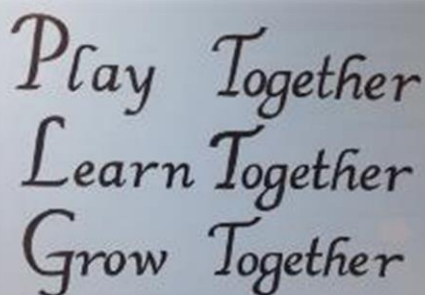
At St. John's Primary School, we strive to create a caring community of faith, where all learners are encouraged to reach their full potential.

Our School Aims

In our school, we aim to:

- ❖ Develop successful learners and effective contributors by carefully planning and teaching interesting and exciting lessons, where pupils work hard, listen to each other, share ideas and try their best.
- ❖ Develop responsible citizens who care for each other and help others in our community and around the world. We will do this through our HEALTH ECO FAIRTRADE group and JRSOs.
- ❖ Develop confident individuals by encouraging all pupils to be positive and not scared to try anything. Our pupils will inspire others through their actions and speaking to others at assemblies.
- ❖ Work in partnership with each other, parents, the church and community by communicating well and listening to the ideas of others.
- ❖ Make sure that everyone is treated equally by treating others the way we would want to be treated.

Our school motto is



Play Together
Learn Together
Grow Together



Play together, learn together, grow together



A Charter for Catholic Schools in Scotland

The mission of the Catholic school is to develop as a community of faith and learning, providing the highest quality of education, and offering formation through the promotion of Gospel values, through celebration and worship, and through service to the common good.

All Catholic schools in Scotland, in honouring Jesus Christ as the Way, the Truth and the Life, will feature the following characteristics:

- a commitment to the integrated education and formation of the whole person, in close partnership with parents as the first educators of their children;
- an inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God;
- a commitment to the search for wisdom in life and to the pursuit of excellence, through the development of each person's unique God-given talents;
- a commitment to the spiritual formation of the school community, through the shared experience of prayer and liturgy, and in partnership with local parishes;
- the provision of religious education programmes which will enable young people to develop their understanding of Gospel values and of how to apply them to life;
- a commitment to uphold the moral teaching, faith tradition and sacramental life of the Catholic Church;
- a commitment to communicate Catholic social teaching and thereby to promote social justice and opportunity for all;
- a commitment to ecumenical action and the unity of Christians;
- the promotion of respect for different beliefs and cultures and for inter-faith dialogue;
- a commitment to support the continuing professional and spiritual development of staff.

All staff appointed to a Catholic school are expected to support and promote the aims, mission, values and ethos of the school, as illustrated in this Charter.

Play together, learn together, grow together

St. John's Primary School has a strong, positive, shared vision and ethos that has the concept of learning at its core. As a Catholic School our ethos is underpinned by the Gospel Values. We provide an inclusive ethos where the dignity and value of each individual is respected and valued.

Our school vision, that we strive to create a caring community of faith, where all learners are enabled to reach their full potential, is closely linked with our approach to promoting positive behaviour.

It is our aim at St John's to promote positive behaviour through a range of strategies, which highlights sound self-esteem for all children. The whole school follows the same approach to managing behaviour within classes and the sanctions are listed below.

- a) Verbal warning
- b) Yellow warning card
- c) Loss of 5 minutes activity time per warning
- d) Engage with Head Teacher
- e) Notifying parents

If poor behaviour should continue, the support of the parents will be sought. If this fails it may be necessary to seek assistance from our Educational Psychologist, Annie Smith, who works closely with the school. Continuous, intolerable behaviour may involve temporary exclusion until parental guarantees of support are forthcoming. Should this prove unsuccessful however, the Education Manager will be notified.

Since the relationship between pupil and teacher is similar to that between the child and his/her own parents, mutual consideration is required so that serious disruptions do not occur.

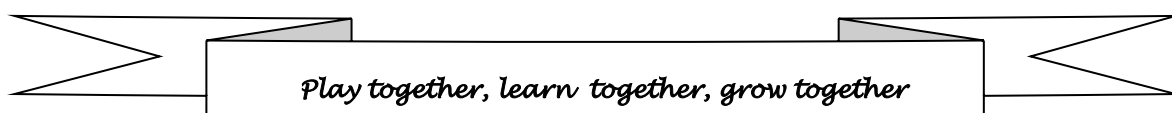
It is usually very worthwhile to discuss any difficulties, which may arise, before a pattern of bad behaviour can be formed. Should there be any reason for disquiet regarding a change in a child's behaviour, parents will be informed since most children respond well when they realise that parents and teachers support one another in expecting acceptable 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 of 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 (Management of Challenging 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.



*Pope Francis Faith Award candidates
2022-23*

St. John's Primary School has a strong, positive, shared vision and ethos that has the concept of learning at its core. As a Catholic School our ethos is underpinned by the Gospel Values. We provide an inclusive ethos where the dignity and value of each individual is respected and valued.

Our school House System is led by their Captain and Vice-Captain who are elected annually by the pupils. Every child belongs to a House and they all work together to earn points when lining up in the yard, in the classrooms and when sitting as a house group at assemblies. The House which has the most points at the end of term receives a reward, which is chosen by members of the winning House. The overall winners are presented with the House shield at the end of the school year.



*House and Vice
House and Vice-Captain
Craignethan
2022-2023*



*House and Vice-Captain De
Vere
2022-2023*



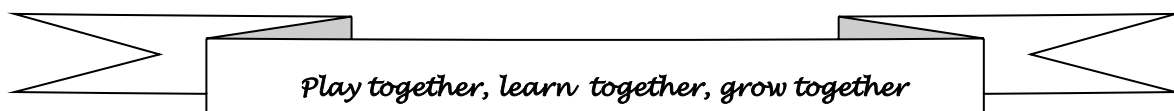
*House and Vice-Captain
Heathfield
2022-2023*



*House and Vice-Captains
Lancaster
2022-2023*

In St. John's all pupil achievements are regularly celebrated. At the entrance to our school, we have our Achievement Tree. This display celebrates the achievements of all of our pupils outside of school. Any child who receives a certificate, takes part in an event or has an achievement can share it with the rest of the school at assemblies.

In the dining hall, we also have our Achievement Wall, which recognises children's' success in school. Children's achievements are also celebrated at school assemblies, on our school website, SLC education newsletter and in the local press.



Working in Partnership

Within our school, an emphasis is placed on our school being a community of Faith. Our charity work is an important part of school life; we encourage children to be responsible citizens by teaching them about those less fortunate than ourselves. We support many charities throughout the session.



Girls in P5 to P7 took part in Women in Engineering event hosted by Vital Energi

We are business partners with St. Andrew's Hospice. We raise money when we have our Teddy Bear's picnic and dress up in yellow and walk around the park. We also fundraise at St. Andrew's Day and Christmas.



Our children enjoy a visit to our local library every year

Pupils work hard to keep their local community tidy by holding litter picks.

Working in Partnership with Our Lady and St. John's Parish

The faith life of our school is enriched by whole school attendance at Mass on a regular basis, where family and friends are invited to join us.

As a parish community, we celebrate the Sacraments of First Confession, First Holy Communion and Confirmation.

Play together, learn together, grow together



Sacrament of First Confession 2022



First Communicants 2022



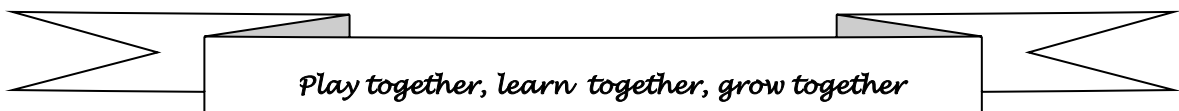
Sacrament of Confirmation 2022

Each year we have a Nativity performance in the school as well as a Christmas Carol Service, to celebrate the holy season with family and friends.



Working in Partnership with the Community

The school encourages children to participate in all aspects of the community, as today's children are tomorrow's citizens. We have close links with local Nurseries, St. Vincent de Paul, Community Police, Health Visitors, and associated Secondary Schools, Parishioners, School Nurses and a number of visiting specialists. We also enjoy using our talents to work with others.





SCIAF Cheque presentation



Visiting the local Men's Shed



Children enjoy learning in lots of different ways.

We learn about helping others in the local community and being global citizens.



Senior pupils modelling their writing skills and supporting younger children.



Opportunities for children to share their learning with the rest of the school at assembly.



A treat for the last day of term!

Christmas Craft Fair



Play together, learn together, grow together

6) The Curriculum

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

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

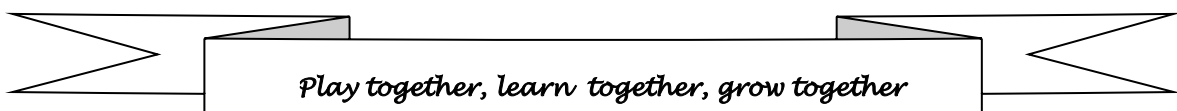
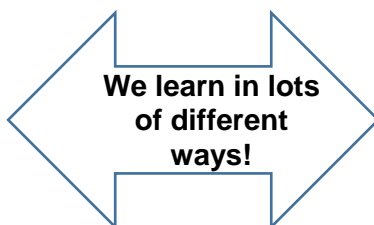
In taking this forward our school will work closely with South Lanarkshire Education Resources and other services to enable Curriculum for Excellence to be fully embedded, ensuring the best possible education for all children and young people. We wish you to feel confident that your child is encouraged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

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

If you want to know more about Curriculum for Excellence, please visit website [Scotland's Curriculum for Excellence \(scotlandscurriculum.scot\)](http://Scotland's Curriculum for Excellence (scotlandscurriculum.scot))

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.



In St. John's Primary School, we actively embrace the principles within Curriculum for Excellence. In planning stimulating and motivating activities for our pupils, we actively seek out links within and across a variety of curricular areas, particularly Literacy and Numeracy, providing meaningful contexts for learning.



The boys and girls have lots of fun during outdoor learning activities at Loch Wood.

We promote a love of books and reading for enjoyment through events such as Scottish Book Week and World Book Day

Active learning strategies, cooperative learning approaches and interdisciplinary learning are key features of all learning in our school.



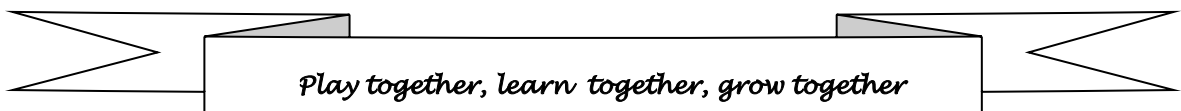
Opportunities for celebrating achievements in and out of school.

Learning how to work together as a team.



World of Work Week

Educational excursions enhance learning and bring it to life.



Pupils have access to a variety of technological equipment, which supports their learning across all curricular areas. The focus on STEM subjects gives our young people the skills for learning and work that they will need for the jobs of the future.



Water filtering in the River Nethan



We use our iPads, Chrome Books and interactive whiteboards to help us with our Literacy and Numeracy & Mathematics work.



Children and staff do the Daily Mile around Blackwood Park, every day!



Members of our Eco Committee took part in SLC's COS1 Event at Hamilton Palace Grounds



Play together, learn together, grow together

Teachers plan meaningful, challenging tasks for pupils, taking into account prior learning. Pupils may work individually, in pairs or in groups. Often many curricular areas and activities are linked to 'topic work' e.g. Technology and Science tasks are incorporated into a 'Health and Wellbeing' topic. In our school we have a dedicated 'Kid's Kitchen' where we cook and bake to make connections between various curricular areas.



Each session pupils will participate in an educational excursion to support their learning. Last year classes visited the Glasgow Science Centre, Glasgow Transport Museum, Tall Ship and Vikingar!

Pupils from Primary 6/7 also have the opportunity to participate in an outward-bound residential experience. Our pupils visit Lockerbie Manor.



Pupil Voice is very important in St. John's with pupils views regularly sought.



In our school, we promote all pupils' opportunities to work together in the area of Expressive Arts, including Art & Design, Drama and Music.

Play together, learn together, grow together



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

As a Roman Catholic School our religious beliefs permeate all aspects of our curriculum and are the foundation for our positive, Christian ethos. Religious instruction and observance play an important and vital part in the education of Roman Catholic pupils. Whole school Masses are celebrated regularly, with parents and friends of our school being invited to attend. A detailed list of these is provided for all Parents / Guardians at the beginning of the session. As a parish community, we celebrate the sacraments of Reconciliation, Holy Eucharist and Confirmation. Our Primary 6 and 7 pupils put their faith into action by participating in the Pope Francis Faith Award.

Since the introduction of Curriculum for Excellence, our Religious Education programme has been updated to include the document *'This Is Our Faith'*. *'This Is Our Faith'* provides guidance to teachers on the religious education curriculum, which has been developed for children and young people in Scotland. In publishing this document, the Church is exercising its right and duty to determine the content of the religious education curriculum in Catholic Schools. The key sources on which *'This Is Our Faith'* is based, are Sacred Scripture and Tradition, expressed in the teaching documents of the Church, the Catechism of the Catholic Church and the General Directory for Catechesis. *God's Loving Plan* is a programme that provides guidance to Primary schools on how children can be helped to develop healthy and respectful attitudes to their bodies and to relationships with families and friends. This important resource connects children's learning about who they are and how they relate to others, to their learning about God and their relationship in faith.

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.

Play together, learn together, grow together

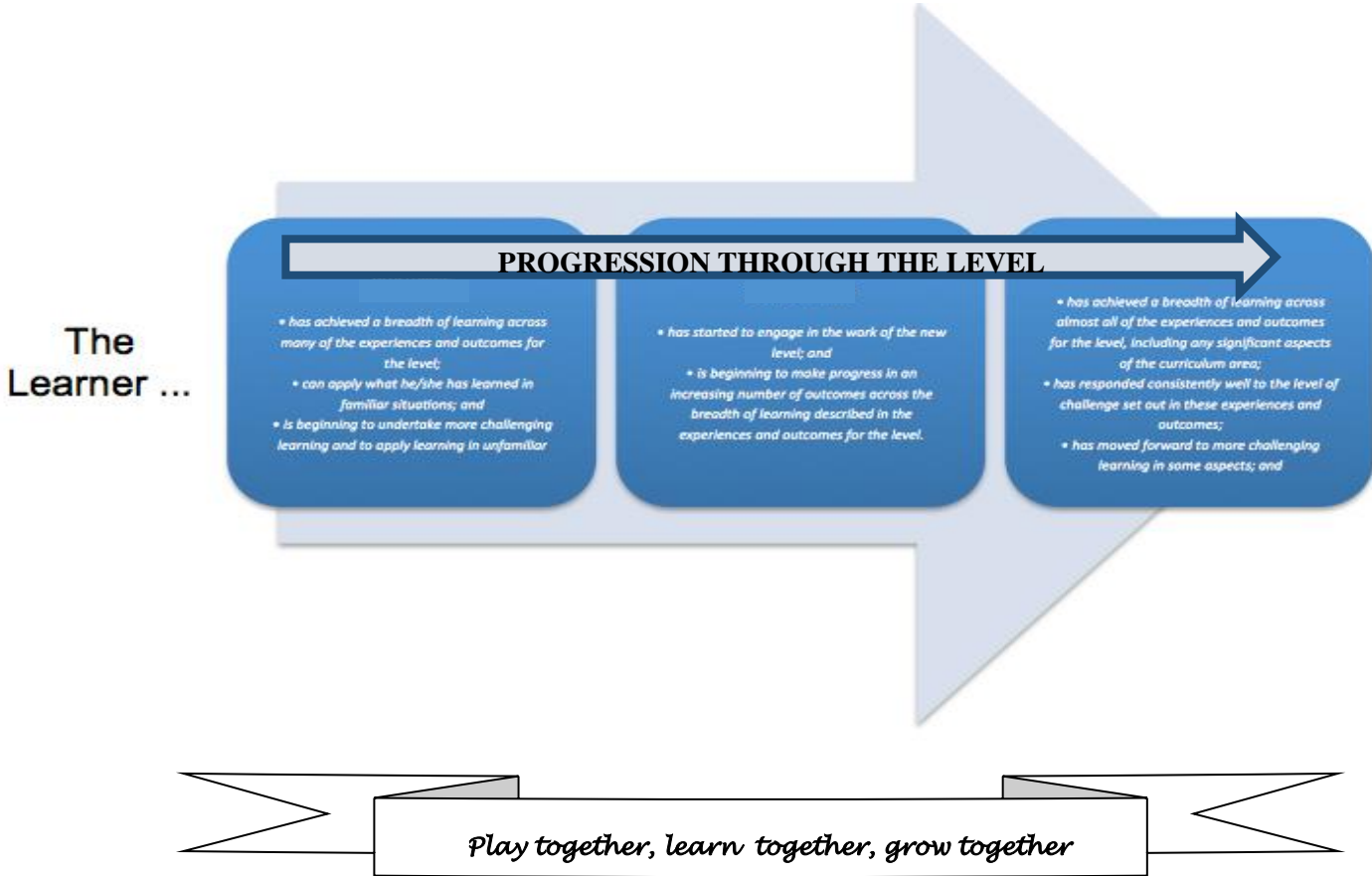
However, in Catholic schools parents should consider that, in choosing a denominational school for their child’s education, they choose to opt in to the school’s ethos and practice, which is imbued with religious faith and it, is therefore more difficult to extricate a pupil from all experiences, which are influenced by the school’s faith character.

7) Assessment and Tracking Progress

Assessment is an integral part of learning and teaching. It helps provide a picture of the learner’s progress and achievements, and identifies the next steps in learning. Children progress and achieve in different ways and at different rates. The focus for progression is not only about “how fast” but also about “how much” and “how well” children are learning. At St. John’s Primary School, we operate a policy of continuous assessment. This helps build a clear picture of each child’s ongoing progress. Assessment is a tool used by teaching staff to plan and prepare programmes of work that challenge and extend pupils’ skills and knowledge. It also allows teaching staff to evaluate the effectiveness of teaching methods and resources.

Information gathered by teachers and students modifies and improves teaching by ensuring:

- pupils understand clearly what they are trying to learn, and what is expected of them
- pupils are given feedback about the quality of their work and what they can do to make it better
- pupils are given advice about how to go about making improvements pupils are fully involved in deciding what needs to be done next, and
- who can give them help if they need it



Tracking learners' progress

Information on learners' progress is recorded. This allows teachers to have a clear picture of how learners are progressing. It will also allow teachers to identify next steps in learning and inform reporting on progress and achievement.



Celebrating Success

8) Reporting

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

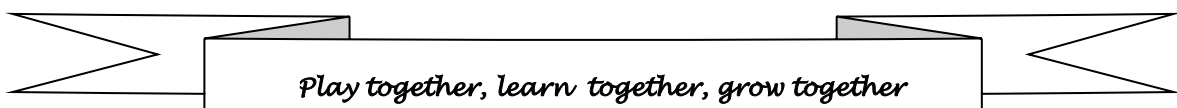
Three times per year, the children complete their work in their Snapshot Jotter, which are then sent home to be shared with parents. We will provide parents with reports so that you can see what your child is doing and how they are progressing. In addition, there will be parents' meetings, which offer you the opportunity to discuss how your child is progressing and how you can contact the school if you wish further information. The school will offer you an appointment time so that you can visit in person to discuss your child's education.

Our '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.

9) Transitions

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



We will also provide you with information at this time and on events designed to support P7 children before they move on to secondary school.

Change of School/Placing Request

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

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

If you move 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 at edsupportserv.help@southlanarkshire.gov.uk or call 0303 123 1023.

10) Support for Pupils

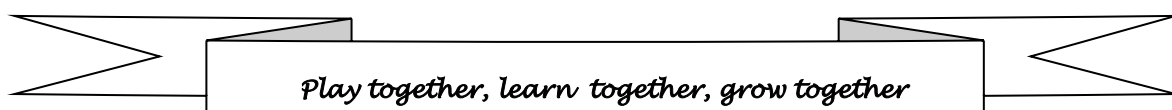
Getting it right for every child.

Getting it right for every child (GIRFEC) supports families by making sure children and young people can receive the right help, at the right time, from the right people. The aim is to help them to grow up feeling loved, safe and respected so that they can realise their full potential.

Most children and young people get all the help and support they need from their parent(s), wider family and community but sometimes, perhaps unexpectedly, they may need a bit of extra help. GIRFEC is a way for families to work in partnership with people who can support them, such as teachers.

If you have any concerns about your child's wellbeing, you can speak to the named person who will work with you to provide support and decide how to move forward. Your school will let you know who this is. It is likely to be the Head Teacher in a primary school and a principal teacher (pupil support) in Secondary.

More information can be found at: www.scotland.gov.uk/gettingitright



Support for All (Additional Support Needs)

In St. John's Primary, high standards are consistently demanded of all pupils and the curriculum is differentiated to ensure that all pupils achieve their full potential. Group teaching and collaborative learning methods are used in all classes and each child is taught at his/her age, aptitude and ability. If a class teacher believes that a pupil may require additional support, they may request additional resources or additional teaching support for the pupil. This could be provided within the school, by using different resources, Support Staff time, or perhaps time with another member of the Teaching Staff, either in a small group or on a 'one-to-one' basis.

Support for pupils with additional support for learning needs is co-ordinated by the head teacher, in consultation with the class teacher.

Our specialist support teacher visits the school weekly, providing advice for teachers and extra help and resources for children experiencing learning difficulties. Parents are advised on how they can support their child at home. Additional support from other agencies for example, speech and language therapy, the educational psychologist, when considered appropriate, is conducted in consultation with the parents.

South Lanarkshire Education Resources have published a series of leaflets available that cover information for parents and carers about the Additional Support for Learning Acts. These are available through the school or on the South Lanarkshire Council website www.southlanarkshire.gov.uk.

Enquire – 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:

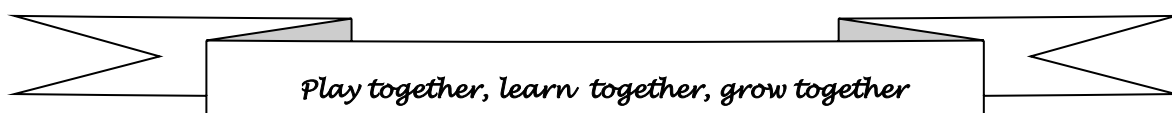
Phone Helpline: 0345 123 2303

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.



Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

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

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

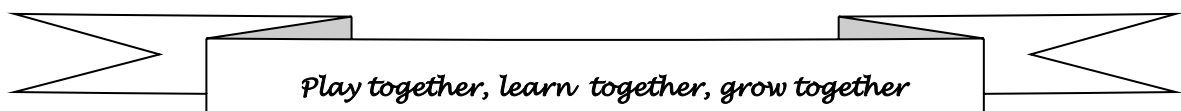
What does it set out to do?

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

How can I find out more?

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

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



11) School Improvement

Key Successes/Challenges and Achievements Session 2021/2022

We have a small, active, and engaged Partnership Group who play an integral role in school life and an interested wider parent body who support the school in many ways, including fundraising. The Head Teacher aims to increase the number of families involved in the Partnership Group for the forthcoming year. Our local community work closely with the school and we have developed strong links with Our Lady & St. John's church, St. Vincent de Paul Society, who run a Minnie Vinnies group in the school, and strengthened ecumenical links through our involvement with the Hope Church in Blackwood. We also have business links with the local Co-op and Tesco stores as well as the local Men's Shed and the Blackwood and Kirkmuirhill Resilience Group. P3 pupils celebrated the Sacrament of Reconciliation, our Primary 4 pupils celebrated the Sacrament of First Holy Communion and our Primary 7 pupils celebrated the sacrament of Confirmation with fellow pupils from St. Mary's Primary School in Larkhall. Our P7 pupils were recognised for their contribution to the home, school, parish and local community when they received their Pope Francis Faith Award. In the Maths Challenge, run by Strathclyde University, we were delighted that two of our Primary 7 pupils achieved a Gold, with two pupils receiving a silver and two a bronze award.

As part of our focus as global citizens and promotion of gospel values, the whole school raised an incredible amount of money during our 6-week Lenten fundraising appeal. We presented generous cheques to SCIAF Scotland. Our St. Andrew's Day and Christmas appeal also raised a substantial amount of money for our business partners, St. Andrew's Hospice. Throughout this year, we have also supported the Avon, Clyde and Nethan Food Bank through monetary and food donations, including our Easter Egg appeal.

Some highlights were the Halloween and summer discos, which were organised by parents. The Nativity play 'Christmas Counts' was performed by our P1-2 pupils. We also entertained parents, carers and the wider community at our Christmas Café. Our Pope Francis Faith Award pupils attend weekly Sunday Mass and take an active part in the service by doing readings, the offertory procession or helping at the Children's Liturgy.

Pupils from P5-P7 took part in Building Resilience workshops with Tree of Knowledge. Each class had educational excursions to Transport Museum/Tall Ship, Glasgow Science Centre and Vikingar! The final term saw our Primary 5-7 show 'Let Loose'. It was a superb performance and well received by families and friends who attended the sold out performances. Our Primary 7 had a terrific send-off treat at the Vue cinema as well as their Leavers' Mass.

As part of our nursery transition, we shared two Thinglinks, one of which provided a tour of the school and the other had messages from key staff. Parents and children were able to visit the school and meet their class teacher at an open afternoon, Meet your Buddy afternoon and an Induction morning when they worked with their class teacher. Each child was given a transition pack, which contained helpful information for parents and resources for starting Primary 1, such as magnetic letters, whiteboard and pen. Transition arrangements are in place with the emphasis being on continuity and progression. Positive relationships with feeder nurseries and associated secondary, Holy Cross High School ensure that pupils participate in numerous activities to aid successful transition. Successful starts to S1 and P1 pupils during August 2022 demonstrate the positive impact of all transition processes in place. Enhanced transition processes ensure that staff are aware of the range of needs within their classes and take positive action to remove barriers to learning.



P1 Induction morning 2022



Play together, learn together, grow together

Establishment Improvement Priorities 2023-2024

Improvement Priority 1 - Literacy & Numeracy

Providing a rich and stimulating curriculum that raises standards in Literacy & Numeracy.

- Our approach to learning and teaching using Talk for Writing programme will lead to increased attainment and enjoyment in writing across all stages of the school.
- Our approach to reading for Enjoyment will meet the criteria the Reading School Core Award.
- Improve mental agility in Numeracy by ensuring consistent approach across the whole school to the implementation of Big Maths 'Learn Its'.

Improvement Priority 2 - Health & Wellbeing

Improve health and wellbeing to enable children and families to flourish.

- Continue to plan meaningful and engaging outdoor learning experiences to support pupils' knowledge and continue to develop resilience as well as team working and problem solving skills.
- Pilot use of e-folder My Latest My Best on SeeSaw (online application) in P6/7 where pupils set targets for their own learning and know their next steps. This will be rolled out to other stages later in the school year.
- Review Vision Values and Aims post-pandemic and use these to create a St. John's Curriculum Rationale.
- Develop Relationships Policy based on SLC's Attachment Strategy and Compassionate and Connected Classroom

Improvement Priority 3 - Equity

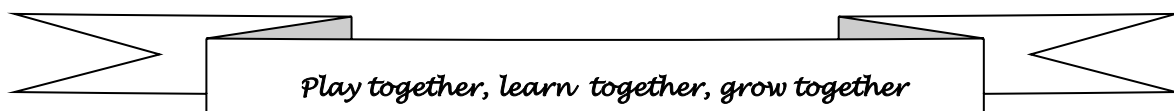
Ensure, equity, equality and inclusion are at the heart of everything we do.

- Focused and targeted work with children and families to increase attendance
- Continue to develop learners' attitudes to reading and confidence in their reading skills.
- Plan appropriate interventions in order to reduce/remove the attainment gap.
- Support identified learners to readily engage in their learning through targeted outdoor learning opportunities.

Improvement Priority 4 - Catholic Education and Ethos– Serving the Common Good

Our school shows a commitment to communicate Catholic social teaching and thereby promote social justice and opportunity for all.

Develop pupils understanding of how we can take care of our world through Laudato Si framework in R.E. programme and outdoor learning curriculum.



Pupil Equity Fund (PEF)

For session 2022-2023, St. John's was awarded £21,188 to raise attainment in Literacy, Numeracy and Health & Wellbeing. A consultation took place with pupils, parents/carers and school staff. Their ideas and suggestions formed part of our strategic improvement plan priorities and PEF monies were allocated against each priority. Here is how we are spending these monies:

Literacy- Focus in closing the poverty related attainment gap by providing high quality resources to support learning and teaching. We have had a strong focus on Reading for Enjoyment and reading resources and equipment purchased to develop our school library as well as the class libraries. Monies also used for staff development programmes in writing to focus on raising attainment across P1-P4 stages in 2021-2022 and in P5-P7 in 2022-2023.

Numeracy- Focus in closing the poverty related attainment gap by providing high quality resources to support learning and teaching including practical and online resources.

HWB- The PEF monies have enabled us to secure four slots per week at Loch Wood to provide outdoor learning activities and resources.

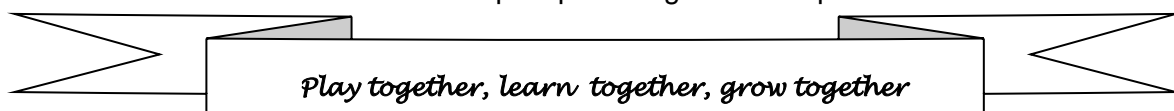
Participatory Budget- A further consultation took place with all stakeholders in October 2022, when 5% of our PEF budget was set aside for the purchase of cycling resources.

At St John's Primary School, we strive to create a caring community of faith, where all learners are encouraged to reach their full potential. We aspire through our values of Ambition, Faith, Love and Respect to nurture every child towards reaching their full potential and enabling them to have the skills and confidence to embrace the world in which we live. We promote positive relationships within the school and foster an ethos, which encourages all pupils to respect themselves and others. In our school, we aim to:

- Develop successful learners and effective contributors by carefully planning and teaching interesting and exciting lessons, where pupils work hard, listen to each other, share ideas and try their best.
- Develop responsible citizens who care for each other and help others in our community and around the world.
- Develop confident individuals by encouraging all pupils to be positive and not scared to try anything and foster a growth mindset. Our pupils will inspire others through their actions and speaking to others at assemblies.
- Develop effective contributors by working in partnership with each other, parents and carers, the church and local community by communicating well and listening to the ideas of others.
- We ensure that everyone is treated equally by treating others the way we would want to be treated.

Opportunities for pupils to demonstrate leadership skills can be seen throughout the school. Primary 6 and Primary 7 pupils take many lead roles such as P1 Buddies, House and Vice-Captains and Library Monitors. Pupils from all stages are members of our Pupil Council, Reading Committee and our Health, Eco and Fairtrade (HEF) committee. Pupils from P5-P7 take on roles of responsibility through the JRSO and Wellbeing Ambassadors opportunities. We have an active football and netball team where pupils have opportunities to compete in tournaments against local schools in the area.

Over the next three years, St. John's Primary will continue to develop the curriculum in line with Curriculum for Excellence guidance. We will continue to raise attainment and achievement for all our learners and be rigorous in our approach to self-evaluation in order to continue to improve in all areas. We will strive to keep all parents/guardians up to date with all



developments and achievements within this plan. The views of our parents and pupils are heard through the medium of our Partnership Group, Eco Committee, Junior Road Safety Officers (JRSO) and our Wellbeing Ambassadors. As parents and carers, we encourage you to be active partners in children's learning your views are sought in a variety of ways.



Junior Road Safety Officers



Literacy workshops for parents and carers



Ensuring good wellbeing across the school.

12) School policies and practical information

Healthy Eating

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

All primary aged pupils are also offered a free breakfast within their school. Breakfast includes cereal or toast and milk.

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

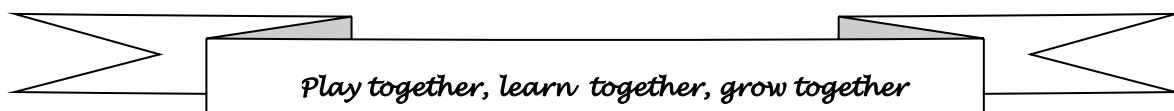
Milk will be available at lunchtime for those pupils entitled to **free school meals** through the free school meal eligibility scheme. Milk is also available to buy for your child to have with their meal – this can be booked on Parentpay.

Pupils in:

- Primary 1 - 5 receive a free school lunch.
- Primary 6 - 7 meal cost is £2.00

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

NB School Meal prices are reviewed annually and may be subject to change.



Special Diets

If your child within Nursery, Primary or Secondary school requires a special diet for medical reasons, or if you have a cultural diet request for your child please speak to the school office who will provide the request form for you to complete.

Free School Meals

Income Support, Universal Credit (where your take home pay is less than £660 per month), Job Seeker's Allowance (income based), Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £7,920 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £17,105 as assessed by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

If you are in receipt of Housing Benefit and/or Council Tax Reduction from us there is no need for you to apply online, we will use the information we hold to automatically award free school meals (P6 to S6) and/or school clothing grants (P1 to S6) to eligible families.

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

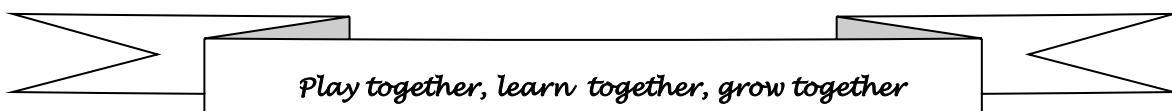
South Lanarkshire Council also offers a free Breakfast service. Check your child's school for details. The service runs from 8.15am to 8.45 a.m. each school day.



Children learning important life skills through the Food Technology curriculum.

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. Our pupils are encouraged to be neat, clean and suitably dressed for school.

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 Partnership Group 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.

St John's School Uniform is as follows:

GIRLS

Blue shirt / blouse
School tie
Navy skirt or pinafore
Navy jumper / pullover / cardigan
Navy trousers
Blue summer dress



BOYS

Blue shirt
School tie
Navy trousers
Navy jumper or pullover

Parents are asked to put their child's name on footwear and clothing. Ties can be purchased from the school office.

P.E. KIT

Full school uniform should be worn each day, with pupils bringing their PE kit, navy shorts and blue polo shirt with badge, to change.

All pupils should change into soft black shoes each day.



Play together, learn together, grow together

Allergies

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

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

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

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

In all cases, our employees need to know your child's symptoms, treatments and any actions required to help prevent exposure to the allergen and minimise the risk of allergic reactions. Employees in schools will receive training on allergies and will liaise with parents and NHS on any additional specialist training required.

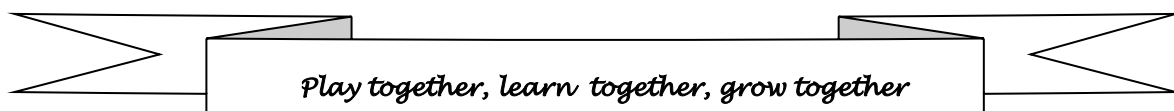
In supporting children and young people with allergies, school employees will operate in accordance with South Lanarkshire Council's Safe Systems of Work / risk assessment and national guidance on the administration of medicines.

Support for parent/carers

Clothing grant

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

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





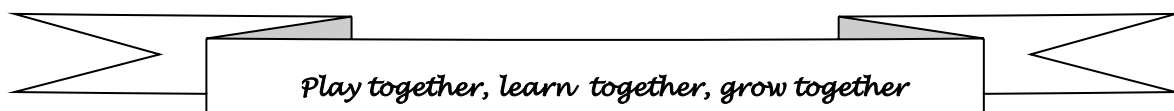
Education Resources

School holiday Dates Session 2023/2024

Break	Holiday dates		
First Term	Teachers In-service	Monday	14 August 2023
	In-service day	Tuesday	15 August 2023
	Pupils return	Wednesday	16 August 2023
September Weekend	Closed on Re-open	Friday Tuesday	22 September 2023 26 September 2023
October Break	Closed on Re-open	Monday Monday	16 October 2023 24 October 2023
	In-service day	Monday	13 November 2023
Christmas	Closed on Re-open	Monday Monday	25 December 2023 8 January 2024
Second Term			
February break	Closed on	Monday & Tuesday	12 February 2024 13 February 2024
	In-service day	Wednesday	14 February 2024
Spring break/Easter	Closed on Re-open	Friday Monday	29 March 2024 15 April 2024
Third Term			
	In-service day	Thursday	2 May 2024
Local Holiday	Closed	Monday	6 May 2024
Local Holiday	Closed on Re-open	Friday Tuesday	24 May 2024 28 May 2024
Summer break	Close on	Wednesday	26 June 2024
Proposed in-service days	15 & 16 August 2024		

Notes

- ◆ Good Friday falls on Friday, 29 March 2024
- ◆ *Lanark schools will close Thursday, 6 June 2024 and Friday, 7 June 2024*
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 22 December 2023 and Thursday, 28 March 2024)
- ◆ Schools will close at 1pm on the last day of term 3 Wednesday 26 June 2024)
*Two in-service days proposed 15 & 16 August 2024.



Enrolment – how to register your child for school

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

www.southlanarkshire.gov.uk/info/200186/primary_school_information/392/enrolling_your_child_for_school If you have any difficulty in identifying your catchment school, please email Edsuppserv.help@southlanarkshire.gov.uk

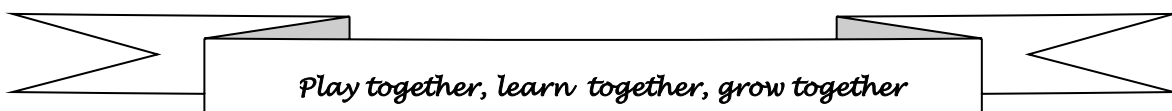
The online registration form will ask you to provide each child's full birth certificate and two pieces of recent official documentation both containing your permanent home address for example a utility bill, council tax statement, housing rent card, child benefit documentation. Proof of where the child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

Parents within the catchment area will be advised via social media that they can begin using the online registration form to enrol their child for school for August 2023. The registration form along with the child's full birth certificate and 2 proofs of residency will be sent directly to the school office via the online registration portal. This will be available from 9th January 2023.

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

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

Enrolment date for 2023 is week commencing **9 January 2023**.



School Transport

At St. John's, we have a school bus whose route operates the Lesmahagow area and 2 school taxis who bring pupils from further afield, for example, Coalburn.

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

A privilege transport scheme is operated for mainstream school contracts where a pupil is not entitled to free school transport. Privilege transport will only be granted providing there is spare capacity on an existing school contract and will be from and to designated pick up and drop off points. Privilege transport will not be provided where a service bus is used on the school run. Any spare capacity will be allocated using agreed priorities. More information on school transport is available at

www.southlanarkshire.gov.uk/info/200188/secondary_school_information/545/school_transport or phone **0303 123 1023**.

Pick-up points

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

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

Parents are asked to note that South Lanarkshire Council does not provide transport for those pupils who attend school via a placing request. Where there is a request to place a child under school age in a school within the local catchment area they may receive transport in line with the Council's transport policy.

Insurance for schools – pupils' personal effects

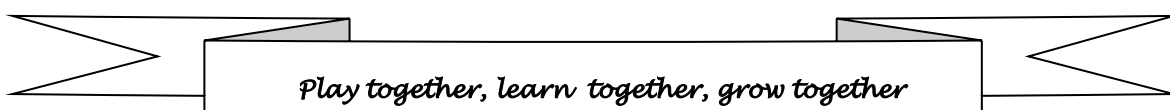
South Lanarkshire Council is concerned at the level of claims being received for loss or damage to pupils' clothing or personal effects. Parents are asked to note the Council's position in terms of insurance for pupils' personal effects:

(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.

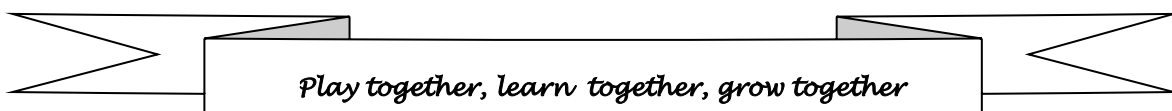
Family holidays should be avoided during term time as this both disrupts the child's education and reduces learning time. If holidays are taken during times when the school is open parents should inform the school in advance by letter.

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

Child Protection

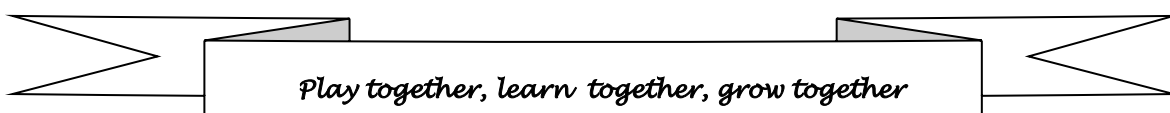
All staff in educational establishments in South Lanarkshire Council receive an annual Child Protection update and are required to follow the advice and guidance contained within relevant Education Operating Procedures. They must also complete a mandatory Learn on Line Course "Child Protection in Education".

South Lanarkshire's children's services partnership works together to support children, young people and their families so that children grow up in communities where they are safe, healthy, active, achieving, respected, responsible and included, and have the opportunity to achieve their full potential. They are committed to continuously improving our services to ensure children, young people and their families get the right support at the right time.

Sometimes children and young people need additional help to make sure that they are "*cared for and protected from abuse and harm in a safe environment in which their rights are respected*" (CPC South Lanarkshire Child Protection shared vision). The Child Protection Committee has the overarching responsibility to ensure that agencies individually and collectively work to protect children and young people as effectively as possible.

All staff have a responsibility to report any suspicions that a child has been abused or is at risk of harm, abuse, or neglect. Robust procedures and guidance are in place to support education staff to: -

- be alert to signs that a child may be experiencing risks to their wellbeing,
- report concerns to the head of establishment or the child protection coordinator without delay.
- be actively engaged in support and protection and development of wellbeing.



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

The Child Protection Committee's website has a range of useful information for parents/carers to help them keep their children safe www.childprotectionsouthlanarkshire.org.uk

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 our school app, 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.

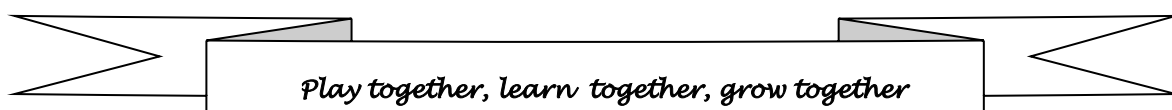
It is important for parents/carers to let the school know of any change to your mobile/home telephone number and change of address.

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

Your commitments

We ask that you:

- support and encourage your child's learning
- respect and adhere to the schools policies and guidance
- let the school know if you change your mobile/telephone number and/or address
- enjoy and take part in school activities
- accept your responsibility to respect staff who work in the school and for the school to be proactive in taking forward its commitment to care for and educate your child.



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

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

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

Privacy Notice

Introduction

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

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

Using your personal information

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

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

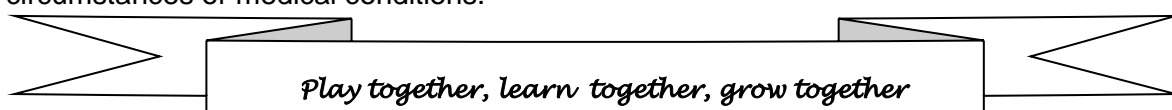
When you enrol for a nursery or school, we ask for the following information:

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

Information we collect at other times

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

- 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 there are concerns about your child’s wellbeing and/or your child has needs that may require additional support, we will wish to work with you to collect and consider information to enable us to help you get the right support at the right time in line with the Getting it right for every child approach.
- 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?

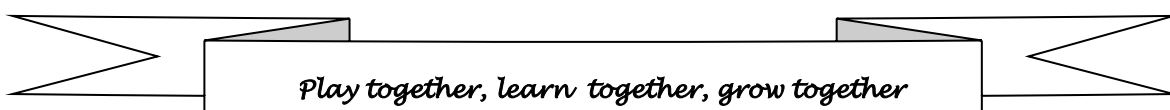
We need this information so the Council can ensure it is delivering education services appropriately to all learners:

- 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;

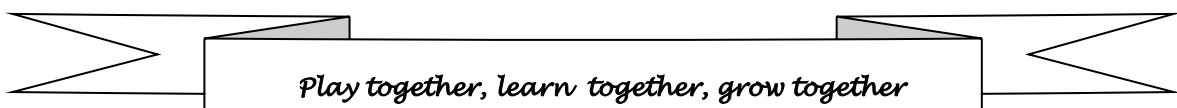


- Other parts of the Council when required for services such as school meals, school transport, education benefits and with Social work in connection with any child protection concerns we become aware of;
- The NHS, to support health initiatives in accordance with the legal obligation on the Council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

You have the right to access your personal information as well as the rights of rectification, erasure, restriction and the right to object. For information on these rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice from our website:

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

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



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_f_or_excellence/3

Contact Details

Education Scotland's Communication Toolkit for engaging with parents

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

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

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

Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils
National Parent Forum for Scotland; www.npfs.org.uk

School Ethos

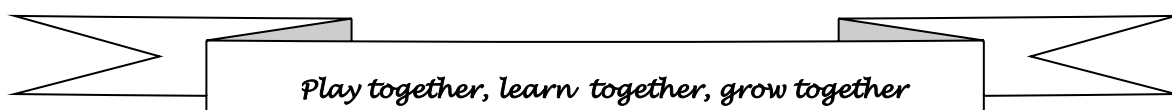
Supporting Learners - guidance on the identification, planning and provision of support

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

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

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

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



Curriculum

Information about how the curriculum is structured and curriculum planning

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

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

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

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

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

Assessment and Reporting

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

Information about Curriculum for Excellence levels and how progress is assessed.

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

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

Transitions

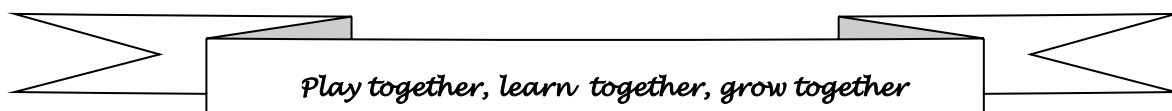
Curriculum for Excellence factfile - 3-18 Transitions - provides information on the transitions children and young people will face throughout their education and beyond

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

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

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

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



Enquire is the Scottish advice service for additional support for learning

Parenting Across Scotland offers support to children and families in Scotland

Support for Pupils

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

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

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

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

School Improvement

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

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

Scottish Credit and Qualifications Framework (SCQF)

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

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

School Policies and Practical Information

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

