



Education Resources

Loch Primary School School Handbook 2020





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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

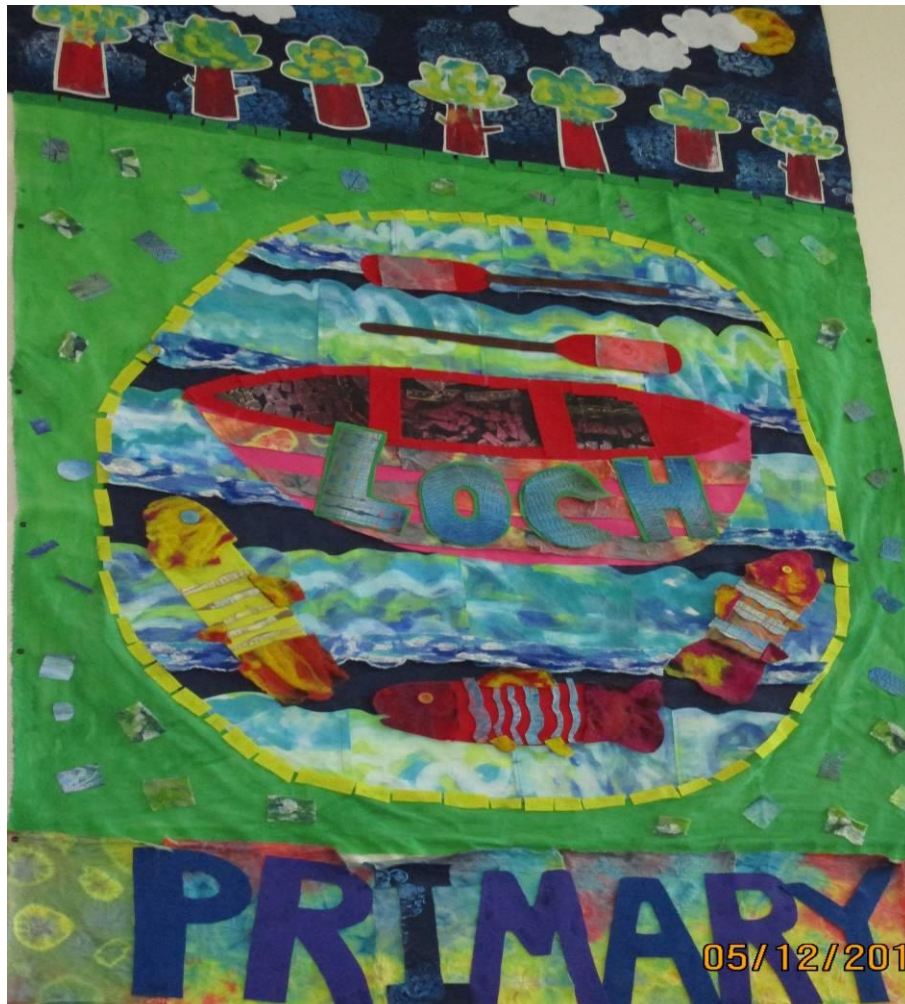
Welcome to Loch Primary School, one of 124 primary schools throughout South Lanarkshire Council. The original Loch Primary School opened in 1965 built on the site of an old boating loch. In 2009 we moved into our new school which was built on the same site. When designing the new school the architect and school modernisation team took account of the history of the school, reflecting the theme of the loch and boating activities previously enjoyed in the local area. As part of the Cathkin Learning Community we work in partnership with Cathkin High School, Rutherglen High School, Cathkin Community Nursery, Cathkin Primary School, Cairns Primary School, Hallside Primary School and West Coats Primary School.

Loch Primary School provides an early years service for children aged three to five years and a primary education for children in the age range of four and a half years to eleven plus. Our school catchment area includes those children living within Springhall, Whitlawburn and some areas of Cambuslang.

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

| | |
|-----------------------|--|
| Name of School | Loch Primary School |
| Address | Lochaber Drive Springhall Rutherglen G73 5HX |
| Phone | 0141 634 7217 |
| Email | gw14lochpsoffice@glow.sch.uk |
| Website | www.loch-pri.s-lanark.sch.uk |
| Stages | Nursery to Primary 7 |
| School Roll | 40 Nursery Children and 191 Primary Pupils |
| Denominational Status | Non Denominational |

Staffing

| | |
|--------------------------|----------------------|
| Acting Head Teacher | Miss Dawn Simpson |
| Acting Principal Teacher | Miss Gina Harrington |

| | |
|---------------------------|---|
| Primary 1 | Mrs Joanne Sistrunk / Mrs Lisa Parrett / Mrs Fiona Barber |
| Primary 1/2 | Mrs Amy Campbell / Mrs Jacqueline Anderson |
| Primary 2/3 | Mrs Pamela Smith / Mrs Angela Burns |
| Primary 3/4 | Miss Lorraine Stewart |
| Primary 4 | Mrs Victoria Graham / Mrs Karen Henderson |
| Primary 5 | Miss Chantelle Campbell / Miss Laura King |
| Primary 6 | Mr Gordon Dalling |
| Primary 7 | Mrs Caroline Barrett |
| Class Contact Cover | Miss Laura King / Mrs Alison Bloomer |
| Nursery Teacher | Mrs Jennifer Roy |
| Early Years Team Leader | Mrs Deirdre Thomson |
| Early Years Worker | Mrs Michelle Burton Miss Linda Dowling Miss Vicky Equi Mrs Tina Evans Mrs Claire Gilchrist Mrs Natalie Horne Mrs Julie Ann Main Mrs Lisa McKee |
| Support Staff Team Leader | Mrs Karen Robertson |
| Support Staff | Mrs Angela Byrne Miss Margaret Chisholm Mrs Alexandra Docherty Mrs Margaret McDonald Mrs Fiona Peters |

Janitor
Mrs Paula Pettigrew
Mrs Anne Ritchie
Mr Colin Creer

Parent Council Chairperson Mrs Lynda Kadegis
Parents Council Vice Chairperson Mrs Kirsty Neil

Parental Concerns

We implement an 'Open Door' Policy and strongly believe in the importance of establishing partnerships with all parents/carers, from the outset, to enable our pupils to achieve their full potential. Should a parent or carer have any concern regarding their child, or any issues regarding the school, contact should be made with the School Office and a suitable appointment will be arranged to meet with the Class Teacher and Head Teacher to discuss the concern and reach an agreed outcome. If at any time you would like to visit the school please contact the School Office (0141 634 7217) to arrange a time to do so and Miss Dawn Simpson, Acting Head Teacher, will be able to discuss any questions you may have and take you on a tour of the school.

In Loch Primary School we follow South Lanarkshire Council's Complaints Procedure and ensure that any concerns are addressed efficiently and effectively within the recommended timescale. We ensure that we work in partnership with parents/carers to achieve a mutually satisfactory outcome.

Attendance at School

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

- Telephone the School Office, message the school using the app or let us know in writing if you know in advance of any reason why your child is likely to be absent from school. Please also give your child a note on his/her return to school, explaining the reason for absence.
- Notify the school first thing in the morning when your child is going to be absent. Let the school know the likely date of return and keep us informed if the date changes.
- Inform the school of any change to your home telephone number, mobile number and emergency contact details.
- Ensure that requests for your child to be absent from school are made in writing to the Head Teacher, detailing the reason, destination and duration of absence and arrangements for their continuing education. On some occasions the pupil will be marked as an authorised absentee in the register.

Clearly, absence with no explanation from parents will mean that the absence will be recorded as unauthorised. We follow South Lanarkshire Council's Policy and therefore, if the school is not notified of a child's absence, contact will be made with the home to ascertain the reason of absence and to ensure that the child is safe. Should there be ongoing periods of absence we will engage the support of our School Nurse and other external agencies to enable the child to attend school on a regular basis. In our approach to raising achievement it is recognised that attendance at school has to be continuously encouraged. Parents, children and the school all have a part to play in encouraging and stressing the importance of attendance at school.

School Holiday dates and in-service dates are available from the website
www.southlanarkshire.gov.uk

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 a parent/carer 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.

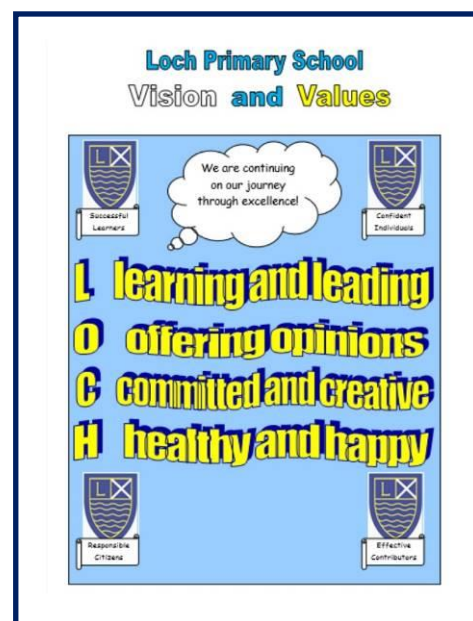
To find out more on how to be a parent helper, or a member of the Parent Council and/or the Parent Teacher Association just contact the school or visit our website.

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

4) School Ethos

Loch Primary School has a positive ethos where all are welcomed and their contributions valued. Staff have high expectations of pupils and effective pastoral care is in place to support the needs of our pupils and their families. Loch Primary School is a nurturing school and we promote positive relationships and behaviour at all times. Each pupil and every staff member is a member of one of four houses: Katrine, Lomond, Ness and Tay. We promote an ethos and culture of achievement and attainment for all learners providing pupils with a relevant, coherent and enjoyable learning environment which is challenging, engaging and motivating. We provide a broad range of learning experiences and ensure all learners experience well planned and paced teaching and know the purpose of their learning and how to improve on the progress made. We believe that strong partnership working with parents/carers, pupils, staff and external agencies are crucial in supporting our pupils to achieve their full potential and develop lifelong skills and attitudes. Our Vision and Values shows that we want all stakeholders to learn and lead, offer opinions, be committed and creative and to be happy and healthy.



Loch Primary School has effective links with other Pre-5 and Primary Schools within the area. Ongoing joint events are planned with the pupils of our neighbouring school, St Anthony's PS,

such as World Day of Prayer, Community Arts Projects, Anti Sectarian Events and Outdoor Learning Projects. We have strong links with the local community through regular visits to the local library, local churches and our Community Cafes throughout the year. We encourage involvement in physical and sporting events through our Active Schools Co-ordinator. Opportunities for our pupils to become involved in local sporting events and a wide range of competitions are sought on a regular basis. We have strong links with Cathkin High School through a very effective P7-S1 Transition Programme.

We work effectively with our colleagues across the Cathkin Learning Community to ensure consistency and smooth transitions for all of our pupils. From all of this we forge strong partnership working whilst providing a wide range of motivating and stimulating opportunities for our pupils to engage in. Mrs Anne Jessimer is our Quality Improvement Officer.

Loch Primary School prides itself on being an Eco School, already having achieved five Eco School Green Flags through the Eco School Scotland programme. In maintaining our Gold Health Promoting School Status we continue to provide a range of opportunities and experiences to promote and encourage healthy lifestyles for our pupils. We continue to develop our programme of Children's Rights and have become a Level 1 Rights Respecting School and are currently working towards Level 2. The Social Enterprise Committee successfully achieved a 'Social Enterprise in Schools Award' for their Community Cafe initiative, which we further develop each year along with our school newspaper business. We successfully achieved recognition for 'Challenging Sectarianism' through the charity Nil by Mouth and, along with our neighbouring St Anthony's PS, we were the first schools in Scotland to achieve a Gold Award. Through partnership working we continue to seek further opportunities to challenge sectarianism within our community. Our Sports Council led the school towards achieving our Silver status 'Sports Scotland Schools Award' and are continuing to improve our physical education and school sporting opportunities for the pupils to lead us towards achieving Gold status.

Pupils enjoy coming to Loch Primary School and comment: "Loch Primary School is a great school. It is the best place to come for a great education"; "Loch Primary School is a wonderful place to be as there are lots of different things here to help you"; "I feel I go to a good school where people can help and you can earn lots of awards"; "Loch Primary School is a kind and good environment with people to help".



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 enrich the curriculum, to provide the best possible education for all children

and young people. We wish you to feel confident that your child is encouraged and supported to develop their literacy, numeracy and other skills whilst they attend our school. The curriculum areas are as follows:

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



If you want to know more about Curriculum for Excellence, please visit these websites:

<http://www.educationscotland.gov.uk/thecurriculum/> or www.parentzonescotland.gov.uk.

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

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

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

Our Religious and Moral Education programme is in accordance with national guidance issued by the Scottish Government. It covers the study of Christianity, Other World Religions, personal search and respect for others. Weekly Assemblies bring the children together as a whole school 'family' and each class presents one assembly each year which the parents are invited to. Currently we receive regular monthly input at assemblies from the Chaplaincy Outreach Team.

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/carers to withdraw children from participation in religious observance. This right of parents' wishes will be respected. Where a child is withdrawn from religious observance, suitable arrangements will be made for the child to participate in a worthwhile alternative activity.

Parents/carers may request that their child 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.

6) Assessment and Tracking Progress

On a daily basis our pupils and staff engage in assessing learning through the implementation of a wide range of 'Assessment is for Learning' strategies. This includes identifying the purpose of the lesson and discussing the criteria required to achieve success, Traffic Lighting their own work and that of their peers, Two Stars and a Wish, using Thumbs Up/ Down to show their understanding of the lesson, etc. A Parents Leaflet explaining the main strategies used is discussed annually at 'Meet the Teacher' sessions at the start of the new session and Parent Information Leaflets are distributed at this time.

Throughout the session planned opportunities allow staff to discuss the progress pupils are making individually and in groups. Our planning formats ensure a consistent approach to tracking of learning across all curricular areas enabling a smooth transition from home into nursery, across each stage of the school and into S1.

Within the school, staff have had the opportunity to work collaboratively to moderate pupils' writing to ensure a consistent approach to assessing this area of the curriculum. We have introduced Reading and Spelling Age assessments as well as Maths Age assessments which are carried out twice yearly to assess progress. Baseline assessments and Psychological Services Assessments are also carried out to track and monitor the progress and development in Literacy and Numeracy of our Primary 1 pupils. In relation to Health and Wellbeing, Boxall Profiles are completed as necessary to identify and address social, emotional and developmental needs of the pupils. We have an agreed Learning Community Pupil Profile for each stage from P1 - P7 which provides the pupils with the opportunity to reflect on their learning annually.

The outcomes of all assessment tasks are used to inform the next steps in planning to ensure our pupils are achieving their full potential. We place high value in recognising and celebrating the success and achievements of our pupils and do this through a range of certificates and awards, articles in the school monthly newsletter, our school website, in local media, in SLC Newsletter, through whole school assemblies and notice boards and displays in school. We believe the promotion of success and achievement is crucial to motivating and stimulating our learners.

7) Reporting

We will provide parents/carers with reports so that you can see what your child is doing and how they are progressing. In addition, there will be parents' meetings which offer you the opportunity to discuss how your child's progressing and 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/carers to help us provide the best possible education for your child.

8) Transitions

Pupils normally transfer from primary to secondary school between the ages of 11½ and 12½, so that they will have the opportunity to complete at least 4 years of secondary education. Arrangements are made by the school to transfer children to the associated secondary school as

determined by their home address. Parents of P7 children will be informed of the transfer arrangements made for their child to attend secondary school.

We will also provide you with information at this time and on events designed to let P7 children visit the secondary school, meet up with other P7 children from other schools so that the transition period is as smooth as possible.

Normally children attend the school in their catchment area. However, there are times when parent/carers 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 partnership commitment to ensure that your child has the best possible start in life, based on a shared understanding of their wellbeing. Most of the time, most children get all of the support they need from their families, with help from universal education and health services. When needed, the named person in education can offer help and support to children and families to make sure that the child's wellbeing is developing and that any issues are being addressed.

If you have any concerns about your child's wellbeing, you can speak to the named person who will work with you to ensure that your child gets the right help from the right person at the right time. 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. In Loch Primary School, Miss Dawn Simpson, is the named person.

More information can be found on:

www.girfecinlanarkshire.co.uk and www.scotland.gov.uk/gettingitright

Support for All (Additional Support Needs)

In Loch Primary School we promote an ethos of inclusion where effective partnership working ensures the individual needs of our pupils are met. Parents/carers, pupils, staff and additional agencies are involved in this process to ensure appropriate support is provided to enable the pupils to fulfil their potential.

Any pupil with additional support for learning needs will be supported by the Class Teacher through Staged Intervention to identify their strengths and next steps to help them achieve their full potential. Where appropriate, an Additional Support Plan will be formed detailing all relevant information, and this will be reviewed through consultation with pupils, parents/carers, staff and appropriate support agencies. Additional Support is also planned and provided for our Primary 1-7

pupils by the Specialist Support Teacher, Mrs Lily Asghar, who works in our school one day each week, and by Mrs Shirley Muir for our Nursery Class.

The Educational Psychologist, Mrs Joanna Gray, works with pupils, parents/carers and staff in a variety of ways should this be necessary to support pupils who may be experiencing particular educational needs. Support, guidance and advice from other external agencies e.g. Speech and Language Therapist, Occupational Therapist, Behaviour Support Teacher, is sought and acted upon as appropriate. Within the school we have an allocated Barnardo's Family Support Worker and the Place2Be Counselling Service which offers 1-1 child sessions, parent counselling sessions and child self-referral sessions.

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

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

Enquire – the Scottish advice service for additional support for learning.

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

Phone Helpline: 0345 123 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 was launched in March 2019 and supports the action in the Getting It Right for Every Child in South Lanarkshire's Children Services Plan 2017-20 – 'Develop an attachment strategy and to inform training for staff working with early years to secondary aged children and young people on attachment-informed practice'.

What does it set out to do?

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

How can I find out more?

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

These are available from schools and we have plans to make them available on-line.

10) School Improvement

On a regular basis pupils, parents/carers and staff reflect upon the progress we have made to improve learning and teaching and the impact this has had for our pupils and the whole school community. In our annual School Improvement Plan details are given on the progress made, the impact and benefits to the school and our next steps for improvement.

In Loch Primary School we ensure the views of the pupils, parents/carers and staff are taken account of in this process. Pupils regularly reflect on their own learning and the progress of the school within their own classroom setting and through their involvement in a wide range of committees including Pupil Council, Sports Council, Health and Eco Committee, Rights Respecting School Committee, as School Captains, as Junior Road Safety Officers and Social Enterprise Committee. Parent/carer involvement in the Parent Council, along with their ideas and suggestions given through formal and informal meetings with staff, reporting back on pupil progress, feedback at class and whole school events and our annual Primary 1 Entrance and Primary 7 Exit Questionnaires, all provide opportunities for parental reflection on school improvement. Staff are committed to an ethos of continuous improvement and actively engage in this process through their involvement in regular and planned staff meetings and curriculum groups within the school and across the Cathkin Learning Community.

Progress made on current School Improvement Plan priorities is reported regularly to parents/carers through updates in our monthly school newsletter, on our school website, through local press, at whole school assemblies and at Parent Council meetings.

Our Improvement Agenda has had a recent focus on the development and implementation of Health and Wellbeing, Literacy and Numeracy. Within each of these areas we have spent time becoming familiar with the experiences and outcomes detailed within Curriculum for Excellence at each level to ensure breadth, balance, depth and progression. With regard to Health and Wellbeing we are reviewing our Health and Wellbeing programme as well as further developing our whole school Nurturing Approach to ensure that our pupils are settled in school, ready to learn and their needs are being met. Five members of staff have received Nurture Group accreditation training and we have established our 'Sunshine Room' Nurture Group to support identified pupils' needs. We have also formed positive partnerships with Barnardo's and Place2Be to offer support to our pupils and parents/carers to improve health and wellbeing. With regard to Literacy and Numeracy, we have been continuing to focus on both Active Literacy and Active Numeracy and have introduced a range of approaches and resources to support the progress and development of all pupils, including those with additional support needs. At Early and First Level, we are currently developing a 'Play-Based Learning Approach', providing our pupils with the opportunity to learn through play. We have also been focussing on developing pupils' Mental Maths skills to enhance pupils' ability to quickly recall learned facts. In Literacy, we are focussing on implementing the "Talk for Writing" approach across all stages to enhance and motivate children in their independent writing. Future school improvement plans will have a continued focus on these three areas of Literacy, Numeracy and Health and Wellbeing, to ensure that new approaches and strategies impact positively on pupil motivation, engagement, attainment and achievement.

11) School policies and practical information

School Meals

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

The menu consists of a three course meal and 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 lunchtime. Milk is also available for purchase to those pupils wishing to buy at lunchtime. The children also have access to unlimited bread, salad and vegetables to supplement their meal.

Pupils in:

- Primary 1 - 3 receive a free school lunch.
- Primary 4 - 7 meal cost is £1.70

Milk is available free of charge to all nursery age children and is provided by the establishment.

Free School Meals

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

- Income Support, Universal Credit (where your take home pay is less than £610 per month), Job Seeker's Allowance (income based), Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £6,900 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £16,105 as assessed by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

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

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

South Lanarkshire Council also offers a free Breakfast service, the service runs from 8.15am to 8.45am each school day.

School uniform

We ask all parents/carers to support the school by encouraging your child(ren) to adhere to the agreed dress code and the wearing of our school uniform. The wearing of a school uniform helps promote the identity of the school in the local community and helps create an ethos of sharing and pride in the school.

In addition, the wearing of a uniform helps towards increasing the protection of all pupils. The wearing of a uniform helps staff and the pupils to distinguish between who belongs to the school and those who may be visitors. This enables staff to approach and identify visitors more readily and helps in trying to offer a safer environment for pupils and teachers alike.

Equality of opportunity is an important aspect of the life of the school. Any proposals on the dress code and on what constitutes the school uniform will be the subject of discussion with the Parent Council and where appropriate consultation with parents, pupils and staff.

There are forms of dress which are unacceptable in all schools such as:

- the wearing of football colours
- clothing with slogans that may cause offence (anti-religious, symbolism or political slogans)
- clothing which advertises alcohol, tobacco or drugs
- clothing which can be deemed unsuitable in terms of health and safety grounds such as shell suits, combat style clothing, dangling earrings, loose fitting clothes particularly in practical classes
- articles of clothing that could be deemed to inflict damage on other pupils or be used by others to do so
- footwear that may damage flooring.

In Loch Primary School our uniform can be ordered through the School Office or purchased online at www.schoolwearmadeeasy.com and it comprises of: yellow polo shirt or white shirt and school tie; navy pinafore, skirt or trousers; navy cardigan or sweatshirt.

Allergies

A significant number of children and young people in our schools will have allergies and it is important that parents/carers 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/carers 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/carers 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/carers and NHS on any additional specialist training required.

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

Support for parent/carers

Clothing grant

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

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

School hours/holiday dates

The school hours for Primary 1 to Primary 7 pupils are as follows: 9:00am - 2.55pm
Interval for the pupils is from 10.35am - 10.45am
Lunch break for the pupils is from 12.10pm - 12.55pm

The nursery is open from 9:00am – 4:00pm. Pupils are entitled to a 6 hour session each day. An additional hour can be requested at a cost of £3.20. Please ask the school office for more information about this.

The School Holiday Dates for session 2019-2020 and 2020-2021 are attached at the back of the handbook.

Enrolment – how to register your child for school

Times for enrolment of children starting school for the first time are advertised in the local newspapers and within the local community. Posters are also displayed in the School and Nursery Class and on our school website. Children living within the school catchment area should enrol at Loch Primary School. Arrangements for enrolment and pupils seeking a place in the nursery class and school should be made in consultation with Miss Dawn Simpson, Acting Head Teacher.

If your child is starting school for the first time you must enrol your child at their catchment school in January. If parents/carers 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 2020 is week commencing Monday 13th January 2020. At Loch PS the enrolment dates and times are as follows:

| | |
|------------------------------------|-------------------------------------|
| Monday 13 th January | 9:15am – 10:30am 1:30pm – 2:45pm |
| Tuesday 14 th January | 9:15am – 10:30am 1:30pm – 2:45pm |
| Wednesday 15 th January | 9:15am – 10:30am |

Transport

School transport

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

A paid privilege transport scheme is operated for mainstream school contracts where a pupil is not entitled to free school transport. Privilege transport will only be granted providing there is spare capacity on an existing school contract and will be from and to designated pick up and drop off

points. Privilege transport will not be provided where a service bus is used on the school run. Any spare capacity will be allocated using agreed priorities. For more information on school transport contact Education Resources phone **0303 123 1023**.

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

At Loch Primary School we encourage parents/carers to reinforce the importance of pupils crossing the East Kilbride Road from Whitlawburn to do so safely by using the underpass. The main Pupil Entrance is at the Drop Off Area shared with St Anthony's Primary School. The Drop Off Area is not a parking facility for the school and any parent wishing to park their car when either bringing or collecting their child should use the Car Parking facilities at the front of the school. Any parent/carer or child wishing to speak to someone in the School Office should enter through the main pedestrian school gate, not the larger vehicular gate, then follow the pavement and zebra crossing to the school entrance.

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/carers 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/carers 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/carers 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/carers 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.

Calendar dates are sent out annually. These are also on our school website and regular updates and reminders are provided in our monthly newsletters.

Promoting positive behaviour

It is the responsibility of staff within the school to ensure that Parent Council members, parents/carers 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/carers have a significant role to play in working with the school so that teachers, parents/carers 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/carers, 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. All staff must also complete a Learn on Line Course "Child Protection in Education".

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

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

The Council has a duty in law to report 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

Information on emergencies

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

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

If for any reason, you are unsure if the school is open, 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 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.

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

School holiday Dates Session 2019/2020

| Break | Holiday dates | | |
|--------------------------|--|-----------------------|--------------------------------------|
| First Term | Teachers In-service | Tuesday | 13 August 2019 |
| | In-service day | Wednesday | 14 August 2019 |
| | 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 |
| | In-service day | Monday | 18 November 2019 |
| | In-service day | Tuesday | 19 November 2019 |
| Christmas | Close on Re-open | Friday Monday | 20 December 2019 6 January 2020 |
| Second Term | | | |
| | In-Service day | Friday | 7 February 2020 |
| February break | Closed on | Monday and Tuesday | 10 February 2020 11 February 2020 |
| | In-service day | Wednesday | 12 February 2020 |
| Spring break/Easter | Close on Re-open | Friday Monday | 3 April 2020 20 April 2020 |
| Third Term | | | |
| | In-service day | Thursday | 7 May 2020 |
| Local Holiday | Closed | Friday | 8 May 2020 |
| 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

School holiday Dates Session 2020/2021

| Break | Holiday dates | | |
|--------------------------|--|---------------------------------|---|
| First Term | Teachers In-service | Tuesday | 11 August 2020 |
| | In-service day | Wednesday | 12 August 2020 |
| | 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 |
| | In-service day | Monday | 16 November 2020 |
| 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 |
| | In-service day | Wednesday | 10 February 2021 |
| Spring break/Easter | Close on Re-open | Thursday Monday | 1 April 2021 19 April 2021 |
| Third Term | | | |
| Local Holiday | Closed | Monday | 3 May 2021 |
| | In-service day | Thursday | 6 May 2021 |
| Local Holiday | Close on Re-open | Thursday Tuesday | 27 May 2021 1 June 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.

This annex gives a list of useful information and the links to the content is now available from the Council's website by accessing the following link
http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_for_excellence/3

Contact Details

Education Scotland's Communication Toolkit for engaging with parents

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

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

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

Parental Involvement

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

Parentzone provide information and resource for parents and Parent Councils

School Ethos

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

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

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

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

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 on the following:

Education

Health

Young People

Children (Scotland) Act 1995

Standards in Scotland's Schools (Scotland) Act 2000