Contents

Introduction by the Head Teacher
Introduction by South Lanarkshire Council
Aims and objectives
The Staff
General information
Enrolling your child
Pre-School visits
Enrolling older children
Transfer to secondary
The school day
School security
Towards a safer school
School meals and milk
Packed lunches
Special diets
Lunchtime supervision
Intervals
Gym kit
Painting shirt
School colours
Clothing and uniform
Outdoor clothing
Inclement weather
Lost property
Insurance for schools - pupils' personal effects
Transport general
Pick-up points
Behaviour on transport
Placing requests
Home and school links
Information on emergencies
Attendance at school
Transfer of school
Transferring educational data about pupils
Medical and health care
Child Protection procedures
Dental care
Routine health checks
Medical information
Illness at school
Emergency contact
Medicines
Hospital and clinic appointments
School security regarding Carstairs State Hospital
Curriculum for Excellence
Reporting to parents
Curriculum areas
Language and literacy
French
Mathematics and numeracy
Social studies
Sciences
Technologies
Expressive arts
Health and wellbeing
Religious and moral education
Extra-curricular activities
Conclusion
Personal and social development
Class groupings
Additional Support for Learning Needs
Getting It Right For Every Child
Assessment
Homework
Equal opportunities and social justice (Impact Assessment)
The Learning Community
Integrating Children’s Services
Useful addresses
Your commitments
Parental involvement (PTAs, Parent Forums/Parent Councils)
Parent Council members
School holidays 2016 – 2017
School holidays 2017 – 2018
The local community
Data Protection Act
Freedom of Information (Scotland) Act
Disclaimer
Dear Parent/Guardian,

This handbook has been produced for you. It should provide you with the basic information about how your children will be educated and looked after in Carstairs Junction Primary School.

If we are to achieve the best possible education for your children, we need to work together. We hope that you will keep in close contact with us. We welcome all parents’ visits and are happy to discuss matters of mutual concern related to your child’s progress and welfare. You can easily arrange a visit or talk to us by telephoning the school office.

As parents of our children you will always be made welcome at the school.

Yours sincerely

Aileen Murray
Head Teacher
Introduction

Carstairs Junction Primary School is one of 124 primary schools throughout South Lanarkshire Council.

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.

The context for service delivery in Education Resources takes account of major national and local developments. These include a commitment to implement all aspects of the national programme, Curriculum for Excellence (CfE); a commitment to work in partnership with colleagues to meet the challenges of ‘Getting it Right for Every Child; and an awareness of the need to seek continuous improvement as we embark on a Journey to Excellence. Locally, the community plan, Stronger Together, and the ambitious outcomes for children within Education Resources’ framework of core policies help to inform the Resources Plan.

The aims of South Lanarkshire Council, Education Resources are shown on the back cover of the handbook.

It is hoped that with your support and the support of other parents that the school can work together in creating an environment where children can be successful learners, confident individuals, effective contributors and responsible citizens.

Curriculum for Excellence has now been introduced across Scotland for all 3-18 year olds – wherever they learn. It aims to raise standards, prepare our children for a future they do not yet know and equip them for jobs of tomorrow in a fast changing world.

Curriculum for Excellence enables professionals to teach subjects creatively, to work together across the school and with other schools, to share best practice and explore learning together. Glow, Scotland’s unique, world-leading, online network supports learners and teachers in this and plans are already in place for parents across the country to have access to Glow.

Teachers and practitioners will share information to plan a child’s ‘learning journey’ from 3-18, helping their progression from nursery to primary, primary to secondary and beyond, ensuring the change is smooth. They’ll ensure children continue to work at a pace they can cope with and with challenge they can thrive on.

Curriculum for Excellence balances the importance of knowledge and skills.

Every child is entitled to a broad and deep general education, whatever their level and ability. Every single teacher and practitioner will be responsible for literacy and numeracy – the language and numbers skills that unlock other subjects and are vital to everyday life.
It develops skills for learning, life and work to help young people go on to further study, secure work and navigate life. It brings real life into the classroom, making learning relevant and helps young people apply lessons to their life beyond the classroom. It links knowledge in one subject area to another helping children understand the world and make connections. It develops skills so that children can think for themselves, make sound judgements, challenge, enquire and find solutions.

There will be new ways of assessing progress and ensuring children achieve their potential. There will be new National 4 and 5 qualifications from 2013/14. Our well regarded Access, Highers and Advanced Highers will be updated to take account of and support the new approaches to learning and teaching.

Changing Qualifications Framework

<table>
<thead>
<tr>
<th>SCQF Level</th>
<th>SQA National Qualifications</th>
<th>SQA Standard Grades</th>
<th>New Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Advanced Higher</td>
<td></td>
<td>Advanced Higher</td>
</tr>
<tr>
<td>6</td>
<td>Higher</td>
<td></td>
<td>Higher</td>
</tr>
<tr>
<td>5</td>
<td>Intermediate 2</td>
<td>S G Credit</td>
<td>National 5</td>
</tr>
<tr>
<td>4</td>
<td>Intermediate 1</td>
<td>S G General</td>
<td>National 4</td>
</tr>
<tr>
<td>3</td>
<td>Access 3</td>
<td>S G Foundation</td>
<td>Access 3</td>
</tr>
<tr>
<td>2</td>
<td>Access 2</td>
<td></td>
<td>Access 2</td>
</tr>
<tr>
<td>1</td>
<td>Access 1</td>
<td></td>
<td>Access 1</td>
</tr>
</tbody>
</table>

There is personal support to help young people fulfil their potential and make the most of their opportunities with additional support wherever that’s needed. There will be a new emphasis by all staff on looking after our children’s health and wellbeing – to ensure that the school is a place where children feel safe and secure.

Ultimately, Curriculum for Excellence aims is to improve our children’s life chances, to nurture successful learners, confident individuals, effective contributors, and responsible citizens, building on Scotland’s reputation for great education.

Useful websites:

www.parentzonescotland.gov.uk
http://www.educationscotland.gov.uk/thecurriculum/
www.ltscotland.org.uk/learningteachingandassessment
Our aims and objectives

Curriculum
To provide a broad and balanced curriculum which ensures continuity and progression, is challenging and meets the need of all our children.

Attainment
To set high but attainable targets for all our children and to encourage them and assist them to achieve their full potential.

Learning and teaching
To provide and develop a range of teaching approaches and classroom organisation to ensure effective learning by all pupils in a variety of situations and to ensure that they develop as independent learners.

Support for pupils
To assist all pupils to achieve their full potential by providing appropriate support to meet their social, emotional, intellectual and physical needs.

Ethos
To provide a welcoming environment and a happy relaxed atmosphere. To encourage a sense of identity and pride in the school. To develop good social attitudes and good behaviour. To value every child and encourage and stimulate learning in every child.

Resources
To provide a safe and stimulating learning environment which is well resourced to meet children’s need. To ensure that all staff are effectively deployed and to provide opportunities for staff development.

Management, leadership and quality assurance
To provide strong, purposeful leadership; encouraging staff, pupils, parents, other agencies and the local community to work together in the best interests of every child and to provide the highest quality of education for every child.

School improvement
Our annual Establishment Improvement Plan and Standards and Quality Report are available on the school website.
## The staff

*Class teachers and administrative staff*

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Head Teacher</strong></td>
<td>Mrs Aileen Murray</td>
</tr>
<tr>
<td><strong>Depute Head Teacher</strong></td>
<td>Mrs Jill Armour</td>
</tr>
<tr>
<td><strong>Primary 1/2 Teacher</strong></td>
<td>Mrs Vicky Simpson</td>
</tr>
<tr>
<td></td>
<td>(On maternity leave)</td>
</tr>
<tr>
<td></td>
<td>Mrs Nichola Gordon</td>
</tr>
<tr>
<td><strong>Primary 3/4/5 Teacher</strong></td>
<td>Miss Alison Frew</td>
</tr>
<tr>
<td></td>
<td>&amp; Mrs Jane Brown</td>
</tr>
<tr>
<td><strong>Primary 6/7 Teachers</strong></td>
<td>Ms Michelle Martin</td>
</tr>
<tr>
<td><strong>ASD Primary 1-3 Teacher</strong></td>
<td>Miss Heather Stewart</td>
</tr>
<tr>
<td></td>
<td>&amp; Mrs. Jenny Grey</td>
</tr>
<tr>
<td><strong>ASN Primary 1-4 Teacher</strong></td>
<td>Miss Rachel Wadsworth</td>
</tr>
<tr>
<td></td>
<td>&amp; Mrs Yvonne Jordan</td>
</tr>
<tr>
<td><strong>ASN Primary 5-7 Teacher</strong></td>
<td>Mrs Clare Crosse</td>
</tr>
<tr>
<td><strong>School Support Assistant</strong></td>
<td>Mrs Lois Jakeway</td>
</tr>
<tr>
<td><strong>School Support Assistant</strong></td>
<td>Mrs Alison Stokes</td>
</tr>
<tr>
<td><strong>School Support Assistant</strong></td>
<td>Mrs Jackie Steele</td>
</tr>
<tr>
<td><strong>School Support Assistant</strong></td>
<td>Mrs Michelle Gold</td>
</tr>
<tr>
<td><strong>School Support Assistant</strong></td>
<td>Mrs Pamela Dougall</td>
</tr>
<tr>
<td><strong>School Support Assistant</strong></td>
<td>Mrs Nicola Montgomery</td>
</tr>
<tr>
<td><strong>School Support Assistant</strong></td>
<td>Mrs Sharon Hope</td>
</tr>
<tr>
<td><strong>School Support Assistant 0.4</strong></td>
<td>Mrs Sheena Ralston</td>
</tr>
<tr>
<td><strong>School Support Assistant 0.2</strong></td>
<td>Mrs Tricia Taylor</td>
</tr>
<tr>
<td><strong>Clerical School Support Assistant</strong></td>
<td>Mrs Jane Arlott</td>
</tr>
<tr>
<td><strong>Nursery Teacher</strong></td>
<td>Mrs Angela Wilson</td>
</tr>
<tr>
<td></td>
<td>(On maternity leave)</td>
</tr>
<tr>
<td><strong>Early Years Team Leader</strong></td>
<td>Miss Wendy Thompson</td>
</tr>
<tr>
<td><strong>Early Years Worker</strong></td>
<td>Mrs Caroline Joyce</td>
</tr>
<tr>
<td><strong>Janitor</strong></td>
<td>Mr Hugh Lee &amp; Ms Davina Cumming</td>
</tr>
<tr>
<td><strong>Catering Supervisor</strong></td>
<td>Mrs Liz Warnock</td>
</tr>
<tr>
<td><strong>Catering and Cleaning Assistant</strong></td>
<td>Mrs Pearl Kyle</td>
</tr>
<tr>
<td><strong>Cleaning Assistant</strong></td>
<td>Mrs Betty Hamilton</td>
</tr>
<tr>
<td><strong>School Chaplain</strong></td>
<td>Rev. Maudeen MacDougall</td>
</tr>
</tbody>
</table>
General information

About the school

Carstairs Junction Primary School is a non denominational school with an operational capacity of 110 pupils. *Education is provided for both male and female pupils from Nursery to P7.*

There are 74 children in the school at present, including 25 pupils in our Additional Support Needs Classes.

Carstairs Junction Primary School also has a nursery which provides a learning environment for young children. The Nursery is staffed by a Nursery Teacher, an Early Years Team Leader and an Early Years Worker and caters for 20 children in the morning and 20 children in the afternoon, five days a week. The nursery follows the same holiday and term-time arrangements as the main school. Please contact the school office for an appointment to register for a Nursery place or to find out more about the nursery.

Parents from any area may apply to attend the nursery class, however this does not mean children will automatically transfer to primary education in the school. To find out more about the nursery please contact the school. All children who move from early years to primary education must register separately for school in the month of January.

Currently we have 3 Additional Support Needs classes. The classes provide places for a maximum of 26 children in three classes. Each class is staffed by a class teacher and a school support assistant.

Parents should note that the working capacity of the school may vary, dependent on the number of pupils at each stage and the way in which classes are organised.

The new school was built in 2012/2013 and we moved into our new building in August 2013. The building has a biomass central heating system and has an oil-fired back-up system. The school is in very good condition and in excellent decorative order. There are six large classrooms, a small multi-purpose area, 2 Disabled Toilets, a Hygiene Room with a shower and a room for visiting Specialists and medical staff. We also have a Hall/Canteen. Outside there is a multi-purpose pitch for football, basketball or netball.

The Nursery has their own toilets and entrance.

The administration area of the school has a Staffroom, the School Office, the Head Teacher’s Office, a Depute Head Teacher’s office and a Meeting Room.

It is Council Policy that school accommodation be made available outwith school hours to the community. Use by groups, clubs etc. will be in accordance with approved letting procedures and enquiries should be directed to the Area Community Education Office.
Enrolling your child

If your child is starting school for the first time you must enrol your child at their catchment school in January. Parents are welcome to make an appointment to visit us prior to enrolment.

If parents want their child to go to another school, they must enrol in the first instance with their catchment school and ask for an information leaflet that provides details on how to make a placing request. Forms are available from the SLC website – www.southlanarkshire.gov.uk, schools, Q and A offices or by contacting Education Resources, Almada Street, Hamilton, phone 0303 123 1023. Completed forms should be returned as soon as possible to Education Resources, Almada Street, Hamilton ML3 0AE.

Enrolment date for 2018 is week commencing 15 January 2018.

Pre-school visits

We arrange for pre-school children and their parents to visit the school in the summer term prior to admission. We will contact parents to arrange a number of visits. The children will meet their class teacher and spend some time on a variety of activities in their classroom. Parents will also have a chance to meet to discuss arrangements for children coming to school.

Enrolling older children

When new families move into the area, the parents should call at the school with their child/children to enrol in the appropriate class. The child’s Birth Certificate must be brought at this time and proof of residency. Pupil records will be transferred from the child’s previous school once enrolment has taken place.

Transfer to secondary

Each year, during the summer term, members of staff from Lanark Grammar visit and make arrangements to meet parents of P7 pupils to answer questions. Pupils due to transfer will have the opportunity to meet staff and visit Lanark Grammar on a number of occasions before they complete their Primary Education.

Pupils normally transfer from primary to secondary school between the ages of 11 ½ and 12 ½ years, so that they will have the opportunity to complete at least four years of secondary education. Arrangements are made by the school to transfer the 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.

Normally children attend the school in their catchment area. However, there are times when parents wish their children to go to other schools. If you wish your child to go to another school, you can 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 that 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.

Further information on Primary/Secondary liaison transition arrangements made prior to your child attending Secondary school will also be provided.

Most of our pupils transfer to Lanark Grammar, Kirklands Road, Lanark. (Phone Lanark 01555 667520).

The school day

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.00 a.m.</td>
<td>School starts</td>
</tr>
<tr>
<td>10.30 a.m.</td>
<td>Interval</td>
</tr>
<tr>
<td>10.45 a.m.</td>
<td>Lunch</td>
</tr>
<tr>
<td>12.15 p.m.</td>
<td>Lunch</td>
</tr>
<tr>
<td>1.00 p.m.</td>
<td>Lunch</td>
</tr>
<tr>
<td>3.00 p.m.</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

Full time education for Primary 1 pupils will begin on 16 August 2018 in line with South Lanarkshire’s Flying Start Policy.

We do like children to come to school on time but please remember that it is better to come late than not at all. Please don’t send them to school too early, especially in cold, wet weather. Five minutes before school begins is early enough.

School security

All parents and visitors to the school should enter only by the Front Door. No access will be granted at any other door.

Pupils should report to their class lines at 9.00 a.m. and 1.00 p.m. where they will be admitted to their classrooms by their teachers. After that, all external cloakroom doors will be locked. Latecomers should enter by the Front Door, report to the Office and make their way promptly to their classrooms.
Towards a safer school

Carstairs Junction Primary School places a strong emphasis on pupil safety and parents may wish to know that an adult presence is provided in playgrounds at break times in terms of the Schools (Safety and Supervision of Pupils) (Scotland) Regulation 1990.

School meals and milk

Children of parents who receive the following benefits will be 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 income does not exceed £6,420 gross per annum as assessed by the HM Revenues and Customs), Child Tax Credit only (where your income does not exceed £16,105 gross as assessed by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

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

Healthy eating is something that the school supports and a range of meals are available at lunchtime that meet the Schools (Health Promotion and Nutrition) (Scotland) Act 2007 and the Nutrient Requirements for Food and Drink in Schools (Scotland) Regulations 2008. All pupils in Primary 1-3 receive a free school lunch and the charge to pupils in Primary 4-7 is £1.60.

All meals include fresh chilled drinking water and milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at morning break or lunchtime.

Milk is available for purchase in the school every morning at a cost of 20p.

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).

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

Accommodation is also provided in the cafeteria for children who bring packed lunches. Children may bring non fizzy drinks in cartons, or plastic containers. **Glass bottles are not permitted.**

**Special diets**

If, for medical reasons, your child requires a special diet, this can be arranged in consultation with the school’s Catering Supervisor. Please advise the Head Teacher in writing, enclosing a doctor’s letter.

**Lunchtime supervision**

Children staying at school for lunch must remain within the school grounds throughout the lunch hour. In this way, we hope to ensure the children’s safety and well being during lunch hour.

**Intervals**

Children are not allowed to leave the school premises during the intervals.

**Gym kit**

The school has a range of P.E. equipment and P.E. is considered an important part of the curriculum. Children in all classes take part in P.E. activities and games at least 2 hours per week. Unfortunately we can’t make full and safe use of facilities unless children are wearing suitable clothing i.e. well fitting gym shoes, shorts and tee shirts. For outside P.E. the children will require tracksuit trousers, a long sleeved tee shirt, outside trainers and a lightweight sweatshirt.

We ask them to remove items of jewellery such as rings, bracelets, watches and earrings. We recommend that these are not worn on P.E. days or when the children visit the Swimming Pool for swimming lessons. In this way, we hope to avoid accidents and the loss of personal items. Please note that there have been injuries to pupils caused by wearing earrings at other times.

**Painting shirt**

When planning art, craft or science activities, we take care to protect your children’s clothing. However, accidents do happen. We recommend that you provide an overall or an old shirt, which can be left in school to be used for messy activities when needed.
School colours

The school colours are maroon and white. A range of sweatshirts, blazers, jackets etc. are available for order at reasonable cost. These are very popular with the pupils and parents. They are excellent value, look very smart and are easy to wear and easy to wash. All school clothing should be marked with your child’s name or initials. The uniform can be purchased at ALJ Industrial Supplies, 18 Bloomgate, Lanark, ML11 9ET. Tel: 01555 665715, Fax: 01555 661683, Web : aljonline.co.uk

Clothing and uniform

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

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

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

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

◇ the wearing of football colours

◇ clothing with slogans that may cause offence (anti-religious, symbolism or political slogans)

◇ clothing which advertises alcohol, tobacco or drugs

◇ clothing which can be deemed unsuitable in terms of Health and Safety grounds such as shell suits, combat style clothing, dangling earrings, loose fitting clothes particularly in practical classes

◇ articles of clothing that could be deemed to inflict damage on other pupils or be used by others to do so

◇ footwear that may damage flooring
Support for parent/carers

Clothing grant

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).

Outdoor clothing

The school site is an exposed one, offering little shelter to the children when in the playground and it is not always possible to have the children indoors in wet and windy conditions. Please mark all items (including footwear) with your child's name.

Inclement weather

Please make sure that your children are dressed appropriately and that they do not arrive at school before 8.45 a.m., if possible, as there is no guarantee that children will be allowed into the school building in such weather. This will depend on staff availability for supervision. Children going home for lunch should not return too early.

Lost property

Lost property is collected and stored in the Main Office. Please check with the office first for all lost property.

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:

1 Theft/loss of personal effects

The Council is not liable for the loss or theft of pupil’s 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.

2 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.

Transport - general

South Lanarkshire Council has a policy of providing free 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 beginning 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 limit for school transport.
Behaviour on transport
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 free transport.

Placing requests
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.

Home and school links
The school has well developed links with parents and the wider community.
- Parent Council and PTA.
- Home/School Partnership activities.
- Workshops.
- Parent Consultations/Reviews.
- Health Promoting School Committee.
- Newsletters.
- Social events.
- Parent helpers.
- School website at www.carstairs junction-pri.s-lanark.sch.uk
- Closed Facebook site.

We appreciate your interest in and support for the work of the school. There are many activities in school which would be almost impossible without the help of parents. If you would like to help with any activities, or know someone who would like to help, please contact the School Office.

Information in 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 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.

Information will also be available on the school’s closed Facebook page and on the website: www.carstairs junction-pri.s-lanark.sch.uk

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
Attendance at school

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

- if you know in advance of any reason why your child is likely to be absent from school, please tell someone at the school, telephone us or let us know in writing. Please also give your child a note on his/her return to school, telling of the reason for absence;

- inform the school by letter or telephone, if your child is likely to be absent, and to give your child a note on his/her return to school, telling of 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 them informed if the date changes.

- Inform the school of any changes to the following:-
  - home telephone number
  - mobile number
  - emergency contact details

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

Family holidays during term time

- Every effort should be taken to avoid family holidays during term time. Please contact the school should your child be 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 the 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 have difficulty obtaining leave outwith the school holiday period.

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

In our approach to raising 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 a part in encouraging and stressing the importance of attendance at school.

The school holiday dates and in-service dates are available from the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)
Transfer of school

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

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

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

Transferring educational data about pupils

Education authorities and the Scottish Government collect data about pupils. We now work together with schools to transfer data electronically through the ScotXed programme. The Scottish Government acts as a ‘hub’ for supporting data exchange within the education system in Scotland and for the analysis of data for statistical purposes within Scottish Government itself.

Data policy

The ScotXed programme aims to support schools and Local Authorities by supporting the collection, processing and dissemination of statistical information required for planning, management and monitoring of Scottish education services.

A subset of this information is passed to Scottish Government for research and National Statistics publications. Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be published by Scottish Government.

The individual data collected by Scottish Government is used for statistical and research purposes only. We hope that the explanations contained on the ScotXed website will help you understand the importance of providing the information.

Why do we need your data?
In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Careers Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better exam results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors that influence pupil attainment and achievement,
- share good practice,
- target resources better.
Your data protection rights

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website (www.scotxed.net).

Scottish Government works with a range of partners including HM Inspectorate of Education and the Scottish Qualification Authority. On occasion, we will make individual data available to partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with colleagues within and outwith Scottish Government.

Concerns

If you have any concerns about the ScotXed data collections you can email the Senior Statistician,, Peter Whitehouse, at Peter.Whitehouse@scotland.gsi.gov.uk or write to The ScotXed Support Office, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.

Want more information?


Medical and health care

The medical examination of children is undertaken during each child’s school life, normally in the first year of primary school and then at the ages 10/11 years and at 13/14 years by staff of Lanarkshire Health Board. You may refer your child at other times to the Clinical Medical Officer for examinations and advice if you wish. We will notify you by letter when the doctor is due to call and request that you are present at the examination.
Child Protection procedures

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

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

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

The Council has a duty in law to report suspicions that a child has been abused or is at risk of harm, in terms of the Children (Scotland) Act 1995. Therefore, Council staff have a professional and contractual obligation to report such suspicions harm 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.

Where procedures as detailed in the guidance are followed, staff will be fully supported by Education Resources.

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 Council has produced an information leaflet – ‘stay safe’ for parents/carers on how to help ensure their child is safe when using the internet and mobile devices. Copies are available from the school or the web: www.southlanarkshire.gov.uk

Dental care

Dental inspections are also carried out on a routine basis in primary schools.

Routine health checks

The school nurse is available to make visits to the school to carry out checks on vision, hearing and height.

The Audiometrician and Orthoptist checks the children’s hearing and eyesight at Nursery before they come to Primary School.

Illness in School

If your child becomes ill in school, he or she will be cared for until you can be contacted and arrangements made for him or her to be taken home. Cuts or bumps resulting from play at intervals are dealt with by trained First Aiders.
Medical information

The school doctor considers medical information to be confidential and therefore little is made available to the school. We rely on parents to tell us if a child has a serious or recurring problem which may affect his or her school activities. Any information should be notified to the Head Teacher.

**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.

Emergency Contact

It is **essential** that you provide us with a telephone contact number in case of emergency.

We have found from experience that hospitals are unwilling to administer any medication if a parent is not present.

**Medicines**

Only in very special circumstances can we administer prescribed medicines. If you wish this to be arranged, please contact the Head Teacher and complete an administration of medicines form.

**Hospital and Clinic Appointments**

Please advise the school in advance of any hospital or clinic appointments which have been made for your child. Pupils may be collected from school by a parent or another adult if prior notification has been provided by the parent. **Please report to the School Office and advise our Clerical Assistant of your intentions.**

We cannot allow children to leave school early to meet a parent for an appointment.
School Security Regarding Carstairs State Hospital

South Lanarkshire Council has agreed on a formal operating procedure with regard to emergency procedures following an incident at Carstairs State Hospital.

These emergency procedures affect five local schools including Carstairs Junction Primary and the details are listed below.

1. If at any time a patient is unaccounted for at the State Hospital, a warning siren will sound.

2. If the siren sounds during the school day all staff and pupils will remain in the school building. All doors and windows will be locked. Police Scotland will liaise with the Head Teacher. When the ‘all clear’ siren is sounded school routine will return to normal.

3. If the ‘all clear’ siren has not sounded by the end of the school day pupils will be kept in school. Parents will be advised of the situation. Where no general all clear signal is given parents should take children home from school only if advised that it is safe to do so by the Police Scotland.

4. Parents’ will be contacted to arrange for safe evacuation of pupils from school. No pupil will be allowed to leave the school without parental or authorised guardian escort. The school must have up-to-date emergency contact numbers for parents and authorised guardians.

5. If an incident occurs at interval time or lunchtime, pupils will immediately be brought in to the school and a register taken. All doors and windows will be locked and any pupils returning to school from home should use the main door for access to the building.

Parents should be aware that when an incident at the State Hospital occurs it may be necessary for pupils to be retained beyond the end of the school day or possibly that the school may be late opening following an overnight incident whereby staff have been prevented from getting to school.
Curriculum for Excellence

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 if they are to flourish in life, learning and work, now and in the future.

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

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

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

Information on what your child is learning will be provided to you throughout the year. If you want to know more about Curriculum for Excellence, please visit these websites: [http://www.educationscotland.gov.uk/thecurriculum/](http://www.educationscotland.gov.uk/thecurriculum/) or [www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk)

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

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

Reporting to Parents

Carstairs Junction Primary School recognises that good teamwork among parents, children and schools is the key to a successful education for your child.

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

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

Curriculum Areas

The following notes are intended to give an outline of the content and an indication of the school’s approach to curriculum areas.

Detailed information can easily be gained in discussion with the class teacher.

Languages and Literacy

This includes reading, spoken language, listening and other forms of written language.

Through a balanced, structured programme in language we aim to achieve the following:

- Reading: to provide pupils with skills to allow them to read thoughtfully and critically for information and pleasure in order to form lasting reading habits.
- Talking: to enable pupils to communicate thoughts and to express ideas clearly, confidently and accurately.
- Listening: to listen for pleasure, information and instruction and to enable pupils to participate in discussion.
- Writing: to present functional, personal and imaginative writing accurately and clearly.

By providing the children with opportunities to develop and practice a range of appropriate skills in Listening, Talking, Reading and Writing, each child will become increasingly confident and competent in preparation for life, learning and work.

French

Most children begin learning French from Primary 1 using appropriate strategies.
Mathematics and Numeracy

In mathematics we aim to:
- Develop a full range of mathematical skills and concepts based on the attainment outcomes outlined in the Curriculum for Excellence Guidelines, i.e.
  - number, money and measurement
  - problem solving
  - shape, position and movement
  - information handling
- Foster a positive, enthusiastic, enquiring attitude towards the maths curriculum.
- Place, wherever possible, maths tasks in a meaningful, appropriate context.
- Enable children to use their maths knowledge in real life situations.
- Develop confidence in working mathematically, learning to enjoy the intellectual challenges and aesthetic satisfaction of mathematics.

In mathematics we are currently using Heinemann Active Maths supplemented by Teejay Maths as our Core Programme. Heinemann Active Maths and Teejay Maths are focused programmes which develop the key areas of maths outlined above. Separate programmes are in place to develop Mental Maths and Problem Solving and Enquiry skills. Practical experiences and concrete material will be used, as necessary, at all stages to develop an understanding of maths processes. Worksheets / workcards, games, and maths computer activities are all used to reinforce and develop mathematical processes.

Social Studies

Involves interdisciplinary learning programme reflects National Guidelines in this area.

In Social Studies we aim to:
- allow pupils to gain knowledge, skills and understanding of the environment
- develop informed attitudes and values relating to the care and conservation of the environment
- develop in pupils skills, knowledge and understanding to help them to develop a healthy lifestyle

This programme is organised using focused topics, developing a range of skills, knowledge and understanding through practical, active learning to equip all pupils with the necessary skills for life, learning and work.

Use of appropriate computer software, TV and radio broadcasts are used selectively to extend and enrich the children’s experiences. Where possible, first hand experiences are encouraged, e.g. through investigative activities, through educational visits and exploring the local environment.

Sciences

Our Sciences programme reflects National Guidelines in this area. Our Science programme is developed, mainly, through focused topics, developing a range of skills, knowledge and understanding through practical, active learning, wherever possible.
Technologies

Our Technologies programme reflects National Guidelines in this area. Our Technologies programme is developed, mainly, through focused ICT activities, developing a range of skills, knowledge and understanding through practical, active learning, wherever possible.

Expressive Arts

The Expressive Arts is a term used to include all forms of Art, Music, and Drama. This area of the curriculum is developed in three ways:

a) using materials, techniques, skills and media,
b) expressing feelings, ideas, thoughts and solutions,
c) evaluation and appreciation.

Pupils will explore techniques as they express feelings and ideas, will invent as they discover processes and will develop strategies for evaluating as they produce their own work and study the work of others. Activities in the other areas of the curriculum will often involve outcomes and experiences from within the expressive arts.

Health and Wellbeing

We have a Health Programme which reflects National Guidelines. Our Health Programme is developed mainly through focused topics, developing a range of skills, knowledge and understanding. Our Programme includes Drugs Education topics and Sexual Health and Relationships topics at appropriate stages.

Our Physical Education programme develops functional and expressive movement as well as an appreciation of the benefits of healthy living and fitness. Children follow a full, structured programme for P.E. following recently updated SLC guidance.

Religious and Moral Education

Carstairs Junction Primary School embraces the National Guidelines for Religious and Moral Education. In addition to the study of Christianity, the children are taught to respect other world religions. Our school programme includes an insight into the religions of Judaism and Islam.

The whole school comes together for Assemblies to observe special occasions. Throughout the year, classes plan and prepare Assemblies which are performed for the whole school. Parents and friends are invited to come along to these Assemblies.

Regular assemblies and ‘Get-togethers’ are held. Birthdays are celebrated and achievements are rewarded and the ‘Get-together’ provides a good opportunity for the Staff and pupils to discuss and develop news items, local and national issues and events in the social and educational calendars. These Assemblies help to foster a good ethos within the school.
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.

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

“Parents may request that their children be permitted to be absent from school 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.”

Extra-Curricular Activities

Throughout the session we provide a range of after school activities. These are run by staff, tutors and parent helpers.

Conclusion

Although these have been described as individual elements of the curriculum, they do not necessarily appear as such in the day to day classroom work. The children will most likely cover many of these within a single unit and during a school day a child’s programme of work may include all or most of the following:

Reading, Writing and Language activities, RE, Music, Drama, Mathematics, PE, Art and Craft, Recreational Activities, Environmental Studies and Health.

Personal and Social Development

The code of behaviour required from children and the school’s approach to discipline is based on the principles of care, safety and consideration for others. The relationship between pupils and teacher is similar to that between the child and his or her own parents, requiring mutual respect and consideration on both sides.

It is the policy of the school to promote positive behaviour emphasising pupils' achievements, using a Go for Good Behaviour system, “Head Teacher” awards, Best Work Awards, House Points/Rewards and other positive sanctions. We welcome the support of parents in promoting positive behaviour within our school.

Behaviour is considered in the context of social skills to be learned and developed and it is recognised that many pupils will need help in learning to understand what kind of behaviour is acceptable and why. Teachers work in consultation with pupils at the start of each session to establish Class Charters, linked to the UNCRC.
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 an environment where 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 our 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 and manage challenging behaviour. A wide range of appropriate staff development opportunities has been developed for this purpose.

Class Groupings

Learning and teaching activities will be organised in many different ways. At different times during the school day, a child may work as part of a small group, as part of a class, individually with his or her teacher or independently. At times, the class may join with another to form a larger group or a child may work with a group from a different class or with a teacher other than his or her own. Appropriate use will be made of accommodation outwith each classroom.

Additional Support for Learning Needs

It is the policy of the school to assist all pupils to achieve their full potential. Individual pupil progress is regularly monitored by all class teachers in consultation with the Head Teacher and Depute Head Teacher who are responsible for co-ordinating learning support throughout the school. Pupils’ needs are identified, addressed and appropriate learning and teaching is provided. Some pupils may need an Additional Support Plan (ASP) or a Co-ordinated Support Plan (CSP).
Additional support and advice is also provided for pupils by a Specialist Learning Support Teacher from the Extended Community Team base. Individual children or small groups of children may receive support from the visiting Learning Support Teacher.

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

- The Additional Support for Learning Act
- Requesting an Assessment
- Planning for Learning – ASP
- Planning for Learning – CSP
- Transitions
- Future Planning
- Information for Parents and Carers about moving on from school.
- Inclusive Education
- ICT Assessment
- Visual Impairment Support
- Early Years Specialist Support
- Independent Adjudication

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.

If you would like to order our leaflets, postcards or guides to share with parents and carers of pupils in your school, please contact us on info@enquire.org.uk
Getting it right for every child (GIRFEC)

Getting it right for every child, (GIRFEC) is a national policy and programme which is implemented in Lanarkshire. The Scottish Government introduced GIRFEC as a long term programme; it is relevant to each and every child in Scotland, and reaches across children’s and adults’ services in the public and voluntary sectors to ensure there is firm commitment and drive towards achieving better futures for all of our children and young people.

GIRFEC promotes key values in working with children and their families across all agencies and is based on core components which will help bring these values about.

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

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

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

The programme calls for all workers in health centres and hospitals, nurseries, schools and leisure centres, family centres, social work services and housing offices, and in the community to work together towards changes in culture, systems and practice that will help all children and young people to grow, develop and reach their full potential.

Assessment and tracking progress

Assessment is a very important part of the teaching and learning process. It shows clearly to the pupil and the teacher what has been understood and achieved by the pupil. It also reveals where more work and attention are needed.

Staff at Carstairs Junction Primary encourage pupils to use peer and self assessment in curricular and social contexts: in keeping with Assessment is for Learning principles.

Formative and summative assessments are carried out by teachers to determine next steps in teaching and learning. Assessments are largely in the form of the teacher’s observation of how well a child copes with an activity or a task. All children have an individual pupil profile which can be viewed at Parent Consultation.
Homework
Homework is set on a regular basis from Primary 1 onwards. The work given will be appropriate to the age and stage of your child and will be devised to reinforce or extend the work already done in school. Homework provides a valuable insight for you as parents into your child’s learning and provides an opportunity to participate in the learning process. Your co-operation and support for your child’s learning is appreciated.

Homework should not involve any unfamiliar skills but should give children practice in using skills previously taught in school. Sometimes, misunderstandings arise between children and parents about the methods to be used. If you are in any doubt about this, please contact the school and the Head Teacher will arrange a time for you to see the class teachers to discuss teaching methods used.

Equal Opportunities and Social Justice

Equal opportunities means ensuring that all pupils, irrespective of belief, culture, class, gender or disability, are provided with an education which allows them to develop their full potential. Such an education recognises the uniqueness of the individual through ensuring that all pupils are equally valued, respected and cared for and have access to the full range of appropriate activities and experiences.

Reporting of Racist Incidents
Schools take seriously any reported racist incidents. Within the school’s approach to promoting positive discipline a record of all racist incidents is maintained and each incident fully investigated.

Schools are required to notify the local authority of all racist incidents.

Equality and Diversity Impact Assessment
Schools and education establishments have a legislative duty to undertake an assessment of equality and diversity. This is the process of systematically assessing and consulting on the effects that a policy, process or strategy is likely to have on different groups in the community who might experience disadvantage/barriers in accessing services. The process includes monitoring the actual effects of the policy once it is put into practice. Policies do not affect everyone in the same way. By assessing in the early stages, any adverse impact can be identified and minimised.

If you wish further information please contact the school.
The Learning Community

A learning community is made up of local education establishments including the secondary school, local primary schools, early years establishments, early years partners and schools and bases which provide specialist additional learning services. It is about working together to plan better outcomes for pupils.

Each Learning Community is managed by a Head of Education (Area). The Head of Education for our area is Carole McKenzie.

The Learning Community develops ways of working between establishments and with other agencies and organisations to ensure services are responsive, accessible and are delivered as effectively as possible. All the establishments and services in a Learning Community share priorities for improvement and are involved in the deployment of additional support to meet the needs of the child and family.

Integrated Children’s Services

Education Resources is a key partner in developing an approach which promotes the delivery of better integrated services to children, young people and their families.

Our vision for children and young people in South Lanarkshire is to ensure that they live in a community where they feel safe, included, nurtured and respected. They should be part of a society where they have the opportunity to maximise their full potential and have access to good quality health, education and leisure services and to have co-ordinated support for the most vulnerable.

Learning communities will strengthen the integration agenda at both strategic and local levels to enable a more collaborative approach in delivering services to all children.

A support team for Integrating Children's Services works across four education areas, and within the Council, enabling all services to children and families to plan and work together, to achieve our vision.
Useful Addresses

Tony McDaid
Executive Director (Education Resources)
Council Offices
Almada Street
Hamilton, ML3 0AA

Carole McKenzie
Head of Education (Area)
Council Offices
Almada Street
Hamilton, ML3 0AA

Area Integrated Children's Services Co-ordinator – Kevin Mullarkey
ICS
Claude Street.
Larkhall, ML9 2BW
Tel. 01698 452501
Fax 01698 452529

Education Resources Helpline
0303 123 1023
E-mail
education@southlanarkshire.gov.uk

South Lanarkshire Councillors for Clydesdale East
Alex Allison, Eric Holford
and Ian McAllan

How can I find out more about education?

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

- Parentzone – www.parentzonescotland.gov.uk
- 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 schools policies and guidance
- let the school know if you change your mobile/telephone number and/or address
- enjoy and take part in school activities
- accept your responsibility to respect staff who work in the school and for the school to be proactive in taking forward it’s commitment to care for and educate your child.
Parental Involvement (PTAs, Parent Forums/Parent Councils)

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](http://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.

All parents of children at school are automatically members of the Parent Forum and are entitled to have a say in what happens at the school. Parents can also decide to form a Parent Council to represent them. Every Parent Council will have a constitution that sets out what they wish to achieve. Parents/carers can express an interest in joining the Parent Council.

Our Parent Council meets regularly to discuss a variety of school related issues. Our annual Standards and Quality report and Improvement Plan are approved by the Parent Council.

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.

Parent Council Members

Lizanne McCusker (Chair Person), Rachel Abernethy, Pauline Campbell, Laura Ferguson, Hannah Gold, Sharon Hope, Helen Robertson, Sharon Thomson, Victoria Thomson & Jackie White.

Clerk to the Parent Council       Abigail Hall
Staff Member                      Jill Armour
Co-opted Member                   Mrs Barbara Kay
Adviser to the Council            Aileen Murray

Meetings are held in the School at least once a term.
Every parent is eligible to be on this Council.
Please contact the school for information about the next meeting.
All parents and staff are welcome.

Minutes of the meetings and information about the Parent Council are available on the table in the foyer at the Front Door.

The Local Community

We recognise the important role that the school can play in the local community and welcome the opportunity to develop and maintain links with the local church, youth and community groups.

Throughout the year, parents, families, and friends and the wider community are invited to attend school assemblies, showcases, coffee mornings, concerts and fund-raising activities.
<table>
<thead>
<tr>
<th>Break</th>
<th>First Term</th>
<th>Second Term</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Term</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teachers return</td>
<td>Tues. 15 Aug. 17</td>
<td></td>
</tr>
<tr>
<td>In-Service day</td>
<td>Pupils return</td>
<td></td>
</tr>
<tr>
<td>In-Service day</td>
<td>Tues. 15 Aug. 17</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wed. 16 Aug. 17</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thurs. 17 Aug. 17</td>
<td></td>
</tr>
<tr>
<td>September Weekend</td>
<td>Closes Re-opens</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thurs. 21 Sept. 17</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tues. 26 Sept. 17</td>
<td></td>
</tr>
<tr>
<td>October Break</td>
<td>Closes Re-opens</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fri. 13 Oct. 17</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mon. 23 Oct. 17</td>
<td></td>
</tr>
<tr>
<td>Christmas</td>
<td>Closes Re-opens</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fri. 22 Dec. 17</td>
<td></td>
</tr>
<tr>
<td><strong>Second Term</strong></td>
<td>Re-opens</td>
<td>Mon. 8 Jan. 18</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February Break</td>
<td>Closes Re-opens</td>
<td>Fri. 9 Feb. 18</td>
</tr>
<tr>
<td></td>
<td>Wed. 14 Feb. 18</td>
<td></td>
</tr>
<tr>
<td>Spring/Easter Holiday</td>
<td>Closes</td>
<td>Thurs. 29 Mar. 18</td>
</tr>
<tr>
<td><strong>Third Term</strong></td>
<td>Re-opens</td>
<td>Mon. 16 Apr. 18</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Holiday</td>
<td>Closed</td>
<td>Mon. 7 May. 18</td>
</tr>
<tr>
<td>Lanark Local Holiday</td>
<td>Closes Re-opens</td>
<td>Wed. 6 June 18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mon. 11 June 18</td>
</tr>
<tr>
<td>Summer Break</td>
<td>Closes</td>
<td>Thurs. 28 June 18</td>
</tr>
<tr>
<td>In-service days</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tues. 15 August 17</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wed. 16 August 17</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mon. 21 Nov 17</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wed. 14 Feb 18</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tues. 8 May 18</td>
<td></td>
</tr>
</tbody>
</table>

School will close at 2.30pm on the last days of terms 1 and 2 (22 December 2017 and 29 March 2018). School will close at 1pm on the last day of term 3 (28 June 2018).
#### School Holidays 2018/2019

<table>
<thead>
<tr>
<th>BREAK</th>
<th>First Term</th>
<th>Second Term</th>
<th>Third Term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Teachers return</td>
<td>Re-opens</td>
<td>Re-opens</td>
</tr>
<tr>
<td><strong>First Term</strong></td>
<td>Tues. 14 Aug. 18</td>
<td>Mon. 7 Jan. 19</td>
<td>Mon. 15 Apr. 19</td>
</tr>
<tr>
<td>In-Service day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-Service day</td>
<td></td>
<td>Fri. 8 Feb. 19</td>
<td></td>
</tr>
<tr>
<td>Pupils return</td>
<td></td>
<td>Wed. 13 Feb. 19</td>
<td></td>
</tr>
<tr>
<td><strong>September Weekend</strong></td>
<td>Closes</td>
<td>Fri. 21 Dec. 18</td>
<td></td>
</tr>
<tr>
<td>Re-opens</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>October Break</strong></td>
<td>Fri. 12 Oct. 18</td>
<td>Fri. 29 Mar. 19</td>
<td></td>
</tr>
<tr>
<td>Re-opens</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Christmas</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Second Term</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Easter</strong></td>
<td>Closes</td>
<td>Thurs. 18 Apr. 19</td>
<td></td>
</tr>
<tr>
<td>Re-opens</td>
<td></td>
<td>Tues. 23 Apr. 19</td>
<td></td>
</tr>
<tr>
<td><strong>Local Holiday</strong></td>
<td>Closed</td>
<td>Mon. 6 May. 19</td>
<td></td>
</tr>
<tr>
<td>Lanark Local Holiday</td>
<td>Closes</td>
<td>Wed. 5 June 19</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mon. 10 June 19</td>
<td></td>
</tr>
<tr>
<td><strong>Summer Break</strong></td>
<td>Closes</td>
<td>Fri. 28 June 19</td>
<td></td>
</tr>
<tr>
<td><strong>In-service days</strong></td>
<td></td>
<td>Tues. 14 August 18</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wed. 15 August 18</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mon. 19 Nov 18</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wed. 13 Feb 19</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tues. 7 May 19</td>
<td></td>
</tr>
</tbody>
</table>

School will close at 2.30pm on the last days of terms 1 and 2 (21 December 2018 and 29 March 2019). School will close at 1pm on the last day of term 3 (28 June 2019).
Data Protection Act 1998

Information on pupils, parents and guardians is held by the school to enables the teaching, registration and assessment of pupils as well as associated administrative duties. The information is stored and used as per the requirements of the Data Protection Act 1998 with South Lanarkshire Council defined as the Data Controller. The Council have established a Data Protection policy that applies to all of its schools. For further information please contact the school.

The Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act 2002 came into force on 1 January 2005 and gives a person the right to request information held by Scottish public authorities.

The Act refers to information held in a “recordable” format and relates to information held within documents, not the documents themselves.

Parents wishing to make a request for information under the terms of the Freedom of Information (Scotland) Act 2002 should submit their request in writing to:

Freedom of Information Officer  
Education Resources  
South Lanarkshire Council  
Council Offices, Almada Street  
Hamilton, ML3 0AA

Or email: foi.request@southlanarkshire.gov.uk

Requests for information can also be submitted using the online form available from the South Lanarkshire Council website (Request it section) (www.southlanarkshire.gov.uk).

Disclaimer

Although this information is correct at time of printing, there could be changes affecting any of the matters dealt with in the document before the commencement or during the course of the school year in question in relation to subsequent school years. We will do all we can to let parents know about what is going on in our school.