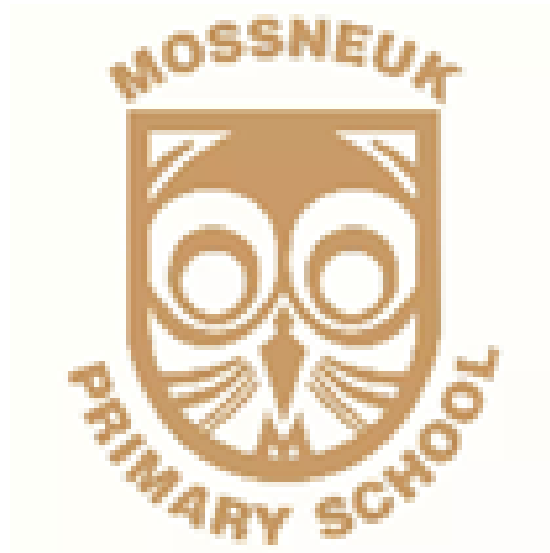


Mossneuk Primary School and Nursery Class



Handbook January 2022



kindness teamwork friendship trust respect



Be Ready

Be Respectful

Be Safe

Contents

1. Introduction
2. COVID-19
3. About our School
4. Parental Involvement
5. School Ethos
6. The Curriculum
7. Assessment and Tracking Progress
8. Reporting
9. Transitions (Change of school/Placing requests)
10. Support for Pupils (Additional Support Needs)
 - Getting it Right for every child
 - Enquire
 - Attachment Strategy
11. School Improvement
 - Pupil Equity Funding
12. School Policies and Practical Information
 - Nursery
 - Free meals
 - Uniform/dress code
 - Clothing Grant
 - Transport

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.

WELCOME

Dear Parents, Carers, Families and Friends

I'd like to warmly welcome you to Mossneuk Primary School and Nursery Class. Throughout our school and nursery class we aim to provide a happy, supportive, nurturing and caring environment where children enjoy learning and are encouraged and motivated to develop skills which help them reach their potential and be the best they can be.

Our ethos is firmly built on our vision **Growing to Learn, Learning to Grow** and our values are embedded in the life of our school.

Partnership with parents/carers is central to achieving our aims and we look forward to working together with you to provide a rich and stimulating education for all our children.

This handbook tells you about our school. It includes important information about our curriculum, activities and policies as well as information about the general life of the school. We hope you find it useful and informative and that it gives you a flavour of the life and ethos of Mossneuk Primary School and Nursery Class.

If you have any questions or queries, at any time, please don't hesitate to contact the school.

With kindest regards

Julie McGowan
Julie McGowan
Head Teacher



INTRODUCTION

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.

COVID-19: KEEPING CHILDREN, YOUNG PEOPLE AND STAFF SAFE

At the time of writing this guidance for the Handbook the Scottish Government and Public Health guidance still applies to schools and educational settings until further notice.

On the 19 October 2021 the Scottish Government announced that the existing COVID-19 safety mitigations in schools and educational settings are to remain for now, following the advice from senior clinicians. It is worth noting that whilst for the general public a number of areas have changed in light of the roll-out of the vaccination programme, there continues to be restrictions in place for schools and educational settings. The public health message is that the safety of children and young people and all education staff, remains the overriding priority. Secondary aged pupils are expected to wear face-coverings and to undertake twice weekly lateral flow tests.

Our main focus remains on learning, teaching and the health and well-being of all learners. Schools/nurseries are adapting their ways of working and outdoor events can now take place without the restrictions that apply indoor. The infection control procedures in our schools such as, hand sanitisation when you arrive and leave, and by washing hands regularly has helped to mitigate against the spread of the virus as has the NHS roll-out of the vaccine to those who are eligible.

If there is a positive case involving a child and/or member of staff at the school then we will let you know by providing you with letter from NHSL Public Health which lets you know what you need to do.

So it is worth noting: -

There are still restrictions on who can visit schools, including parents/carers. In effect, parents/carers are not able to attend events that take place during the day in a school/nursery.

Where virtual arrangements for parental meetings are already in place and working well, then these should continue to be used.

Assemblies and large gatherings are still not permissible under the current guidance. Schools are therefore asked to consider group sizes as bringing large groups together in educational settings is not advisable. Community Lets are allowed out with the school day in line with COVID-19 guidance. If there is an intention to organise events in the evening by a parent group, they are required to make any booking through the community letting procedures as normal. A risk assessment must be undertaken in advance. This is to take

account of the mitigations that require to be taken in what will be a confined space, the need for clear access and egress routes, the wearing of face coverings and infection controls, like hand sanitisation.

If a parent group is planning to host an activity then they are asked to be mindful that current restrictions at present still do not enable parents/carers to meet in a large gathering on school premises during the day.

COVID-related mitigations remain under regular review, and the Advisory Sub-Group on Education and Children's Issues and the COVID-19 Education Recovery Group (CERG) continue to work with Ministers to ensure mitigations in schools and educational settings are proportionate and appropriate.

ABOUT OUR SCHOOL



Mossneuk Primary School and Nursery Class
Mossneuk Drive
East Kilbride
G75 8XQ

Phone: (01355) 239777

Fax Number: (01355) 579924

Email: gw14mossneukpsoffice@glow.sch.uk

Website: www.mossneuk-pri.s-lanark.sch.uk

Twitter: @MossneukPrimary

Mossneuk Primary School and Nursery Class is a non-denominational, co-educational school of approximately 490 pupils between the ages of 5-12 years. We offer 1140 hours within our nursery class, accommodating approximately 50 children in our 3-5 years playroom.

Our School Day

Start	9.00am
Interval	10.30am - 10.45am
Lunch	12.15pm - 1.00pm
Close	3.00pm

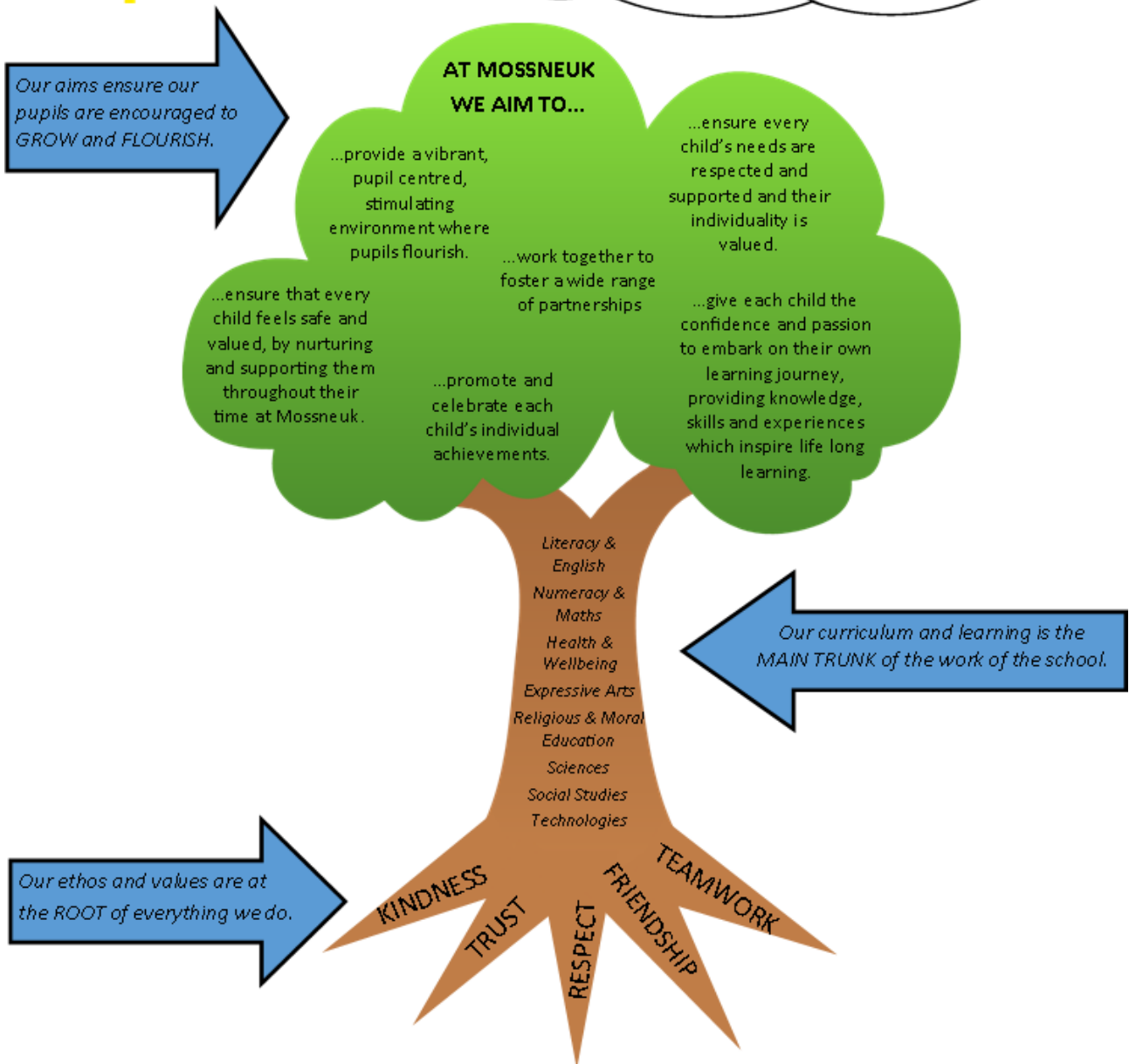
Our Nursery Day

9.00-3.00pm

OUR VISION, VALUES AND AIMS



**Growing to Learn,
Learning to Grow**



THE MOSSNEUK TEAM

Senior Leadership Team

Head Teacher	Mrs Julie McGowan	
Depute Head Teacher	Mrs Ainsley Johnstone	Nursery & P1-3
Depute Head Teacher	Mrs Heather Goring	P4-7

Principal Teachers	Mr Fraser Kemp
	Mrs Nicola Reilly
	Mrs Joanne Taylor (Acting)

Teaching Staff

Class Teachers	Mrs Kirsty Hickey	P1a
	Mrs Nicola Reilly/Miss Lauren Shepherd	P1b
	Mrs Joanne Taylor	P1c
	Mrs Kirsten Gilmour	P2a
	Mrs Gillian Rossi	P2b
	Mrs Lorna Strachan	P3a
	Mrs Elaine McFarlane	P3b
	Miss Jena Duncan/Miss Julie Martinez	P3/4
	Mrs Louise Keyworth	P4a
	Miss Jenna Yuille	P4b
	Miss Alana Miller	P5a
	Mr Ross Lightbody	P5b
	Mrs Heather Kelly/Mrs Helena Bannerman	P5c
	Miss Morven Fraser	P6a
	Mrs Laura McCardel/Mrs Elaine O'Boyle	P6b
	Miss Charlotte McInnes	P7a
	Mr Ross Ferguson	P7b

Additional Staff	Mrs Ann Rodger
	Mrs Gillian Craig
	Mrs Caroline Paterson

School Support Team

Team Leader	Mrs Louise McPhee
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Clerical Assistants	Mrs Christine Frew
	Mrs Esther White

Support Assistants	Mrs Natalie Allan
	Ms Leeanne Dutton
	Mrs Claire Eggleton
	Ms Elaine Guy
	Mrs Libby Harris
	Mrs Elizabeth Milrine
	Mrs Collette Newlands
	Ms Maggie O'Hare
	Mrs Yvonne Owen

Janitor	Mr Andrew Donnelly
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Mrs McGowan has overall responsibility for the whole school. Each member of the Senior Leadership Team takes particular responsibility for certain areas of the curriculum and school organisation.

OUR NURSERY CLASS

Mossneuk Nursery Class provides a fantastic learning environment for our youngest children. Parents from any area may apply to attend the Nursery Class. To find out more about the Nursery Class, please contact the school office.

Team Leader	Mrs Chris McIntosh
Nursery Teacher	Mrs Caroline Jackson

Early Years' Team	Mrs Madeline Brown
	Mrs Mary Fleming
	Mrs Lianne Davidson
	Mrs Kirsty Duncan
	Mrs Claire Dunn
	Mrs Laura Stewart
	Mrs Debbie Johnston
	Mrs Carol Gallacher
	Mrs Claire Caywood

Early Years Support Worker Mrs Joanne McIlwraith

We normally set aside time on Wednesday mornings between 9.30am and 10.45am for parents to visit, fill in the application forms and view the Nursery. Due to COVID restrictions, these are currently being completed online. Please contact the school office for more information.

It should be noted that if you register your child for Mossneuk Nursery it does not mean that they will automatically be enrolled at our school when they are starting primary school. All children who move from early years to primary education must register separately for school in the month of January.

You can read our latest Care Inspectorate report on the school or Care Inspectorate website.

PARENTAL INVOLVEMENT

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

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

As a parents/carers we want you to be:

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

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

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

- Parentzone – www.parentzonescotland.gov.uk
- Engage Parent Forum – www.engageforeducation.org
- National Parent Forum for Scotland – www.educationscotland.gov.uk/parentzone
- South Lanarkshire Council – www.southlanarkshire.gov.uk

Homework

Homework is issued to help the children consolidate work done in school and to extend their learning in a variety of areas. The amount of homework varies throughout the school. It is essential however that homework does not become a burden for busy families. We have adapted our homework routines to allow more flexibility for pupils who are taking part in other activities.

Communication

We recognise that parents have a major role to play in the education of their children and we welcome as many links as possible between home and school.

ParentMail is our key method of keeping in touch. We use it to keep classes, groups and even individuals informed and up to date. It is also a great way of letting us reach parents in case of emergency closures or other events. Please register for ParentMail if you have mobile or internet access. Of course, we still issue paper copies of all letters to anyone without access. School newsletters are issued regularly and include information about a wide range of school activities and events, as well as our curriculum and Improvement Plan updates. Our teachers send out termly class newsletters to help keep you informed about what the children are learning and how you can help your child. The school website and Twitter account also provide information for parents and friends.

Parental Concerns

Our Staff and Leadership Team are happy to see or speak with parents at any time although if you telephone or email the school office for an appointment prior to your visit we can guarantee you will be seen quickly. Please never hesitate to contact us to sort out small problems as we would rather address these before they become more serious.

Complaints

We hope that your concerns will be answered to your satisfaction. However, we know that there may be times when you are unhappy, or you may want to suggest ways to improve things. We can normally resolve concerns, mistakes and misunderstandings quickly. However, if we cannot sort out your problem this way, the complaints procedure is here to help you.

Your complaints are important to us. They help us to:

- Put things right when they go wrong
- Listen and learn, and
- Change and improve the way we provide services.

When should I complain?

Our complaints procedure is intended for those times when you feel we haven't delivered what we should.

How can I complain?

We want to make it as easy for you as possible to let us know if you feel something has gone wrong. You can complain:

- By telephone to the head teacher or via the office staff if head teacher is not available
- In writing either by letter or by emailing: gw14mossneukpsoffice@glow.sch.uk

What will we do?

We will contact you and talk about what we can do to ensure we are delivering the best possible service and if you do not feel the matter is resolved then we will put you in contact with staff at Education Resources.

Helpers

At Mossneuk we have a fantastic number of parents and friends who help out in class, on outings, with clubs and in many other ways. Our volunteers make a huge difference to the activities we can offer and the way children learn. We also ask our parents to share their expertise with us through visits to talk about careers, assist with science activities, and tell us about other world religions and customs. We welcome all volunteers and have a range of Secondary pupils, people seeking work experience with children, parents and grandparents. Helpers are encouraged to enroll in the Protection of Vulnerable Groups scheme.



PTA AND PARENT COUNCIL

PTA

The Parent Teacher Association (PTA) is very active within Mossneuk Primary School and Nursery Class and has recently merged with our Parent Council to become one group. It encourages and enhances the relationship between both parents/carers and teachers, providing various opportunities for us to work together in organising social events and fundraising activities. These events are both enjoyable and entertaining for our children and more importantly they are very successful in terms of funds raised for the school.

These funds are used by the school to greatly enhance many aspects of our children's school experience, benefiting children throughout the whole school and nursery class.

Mr Bruce Cameron is currently Chairperson of this group. Our PTA members are enthusiastic and have a range of expertise which they dedicate to these events. Most appreciated is their time and efforts which they provide to ensure the success of each of these events.

We openly welcome new members to join us and although you may not be able to attend the PTA meetings if you can help in any aspect of the activities of the PTA we would love to hear from you.

How can you help?

In any way that you can! Some of our members are full time parents, some are working full or part time. Everyone helps out as little or as much as they can. You can help by attending all or some of our meetings to help us plan events and come up with new ideas! If you are unable to make the meetings we always welcome suggestions via email - mossneukpta@hotmail.com. You could volunteer to help with the planning of an event outwith the normal meeting times at a time that is convenient for you. You could volunteer as a helper at the events. You could help with donations for our raffles and prizes throughout the year. Maybe you have a particular skill that would be helpful? Or you work for a company that would be a great contact for us when organising events! There are so many ways that you can get involved to help to make a success of our school PTA!

Get in touch

You can contact us through their Facebook page - *Mossneuk Primary PTA* or by email on mossneukpta@hotmail.com.



Parent Council

Every parent with a child in Mossneuk Primary School and Nursery Class is automatically a member of the Parent Forum. All parents/carers are members of the Parent Forum enabling you to volunteer to join our Parent Council.

The Parent Council is a formal group with a constitution and acts as the Parent Voice for our school. Although formal, our Parent Council is parent friendly with partnership with school at the heart of its business.

The fact that you are a parent means that your voice matters in Education and the Parent Council is a great opportunity for you to become more involved and get to know more about Mossneuk Primary School and Nursery Class.

Our current post holders are:

Chairperson - Mrs Kirsty Purden
Vice Chairperson – Mrs Gemma Palmer
Secretary - Mrs Clare Murray

Get in touch

You can get in touch with the Parent Council at any time, either through our Facebook page - *Mossneuk Parent Council* or via our email mossneukparentcouncil@gmail.com.

SCHOOL ETHOS

At Mossneuk we believe that a positive school ethos promotes learning. Promoting positive relationships is a key element in ensuring a happy and purposeful learning environment in our school.



Promoting positive relationships and understanding distressed behaviour:

- Has a positive influence on pupil and teacher morale, making school an interesting and enjoyable place.
- Influences pupils' levels of attainment
- Is part of the personal and social development of pupils
- Is necessary for pupils' safety and wellbeing
- Is central to the organisation of school life

In Session 2020-2021, three new school rules were introduced which are in place from our Nursery - Primary 7 and are on display in the nursery, all classrooms and throughout the school.

- **Be Ready**
- **Be Respectful**
- **Be Safe**

Rights Respecting School

We have achieved Gold status as a Rights Respecting School with UNICEF. Children's rights are supported, advocated and promoted at Mossneuk Primary. Charters form an agreement of expected behaviours from both staff and pupils, which link our school rules, school values, children's rights and also the nurture principles.

We have a playground and a Dinner Hall charter, which promote the safety and wellbeing of everyone. Each class will also create their own charter.

Pupil Voice

We value the opinions of our children and there are opportunities available for be involved in a variety of pupil groups. Their views and activities have had a positive effect on the school and wider community. We have plans to extend this, creating more groups and involving more pupils.

House system



The school runs a 'house' system. This allows the children to belong to a smaller group than the school as a whole and motivates our children and increases team work, leadership and responsibility within the school. Our Primary 6 and 7 pupils are given the opportunity to stand for election as Vice Captains and House Captains of our four houses - Clyde, Forth, Spey and Tay. Points are awarded for a range of reasons such as taking care of our school, demonstrating kindness and respect and following our school rules. House events take place throughout the year. Points are counted and updated by the House Captains with House prizes awarded regularly.

Buddy Programme

All our Primary 1 pupils have an assigned Buddy from Primary 7. This relationship begins on their initial visit to the school and continues throughout their first year. Our Primary 7 pupils support our young pupils in the playground, the dinner hall and generally help them settle into the life of the school. A number of activities are also planned throughout Primary 1. We have found these relationships to be invaluable at this important time in their school life. This session, Buddy Builders from Primary 7 have supported play in the Primary 1 playground at interval and lunchtime.



Nurture Principles

We are seeking to embed the six Nurture Principles into life at Mossneuk:

- Children's learning is understood developmentally.
- The classroom offers a safe base.
- The importance of nurture for the development of wellbeing.
- Language is a vital means of communication.
- All behaviour is communication.
- The importance of transition in children's lives.

It is the responsibility of staff within the school to ensure that parent council members, parents and pupils are involved in the creation of a positive school ethos that encourages good behaviour.

Equally, the school whilst trying to promote positive behaviour must support young people should incidents or bullying occur. Parents have a significant role to play in working with the school so that teachers, parents and pupils know what is expected of them in trying to change the behaviour and attitudes that contribute to bullying behaviour.

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

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

In addition, a guideline (Promoting Positive Relationships and Understanding Distressed 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 distressed 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.

We are grateful that our parents help support and encourage good behaviour. We ask that you:

- Know, understand and support the guidelines your child is expected to follow.
- Draw a parallel between home and school.
- Ensure regular and punctual attendance.
- Support the school dress code.
- Celebrate your child's achievements.
- Encourage your child's increasing independence and responsibility.
- Communicate any concerns / problems to the school.

Everyone has a role to play in helping make Mossneuk a happy, productive place to be.

Towards a Safer School

Mossneuk 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) Regulations 1990.

There is also supervision in the playground from 8.45am every morning. If there is inclement weather, doors will be opened to allow pupils into their classrooms at 8.45am.

THE CURRICULUM

Curriculum for Excellence is the name given to the curriculum in Scotland for all children and young people aged 3-18. It is a forward looking, coherent, flexible and enriched curriculum that provides young people opportunities to engage 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
- Health and Wellbeing
- Languages and Literacy
- 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.

Expressive Arts

By linking their learning experiences to their imagination, children learn to express themselves and appreciate the expression of others through art, music, dance and drama. These subjects are taught so that children can learn the necessary skills, develop an awareness of beauty and promote their individual talents. Often the work is based around a theme or as part of Interdisciplinary Learning, which utilizes a number of areas of the curriculum.



Health and Wellbeing

The purpose of the Health and Wellbeing curriculum is to develop the knowledge, understanding and skills, capabilities and attributes necessary for mental, emotional, social and physical wellbeing. It is the responsibility of every teacher to contribute to learning and development in this area.



Physical Education is included in this area of the curriculum. We teach all children the value of participation in a range of sporting and physical activities. We strive for excellence in sport and believe that competition is an important part of children's learning and development. Each pupil is entitled to two hours of Physical Education per week.

Other areas of Health and Wellbeing include

- planning for choices and change (career education)
- food and health
- substance misuse
- relationships, sexual health and parenthood

Languages and Literacy

Children learn to listen, speak, read and write so that they can express themselves in speech and writing with confidence, pleasure and precision. Literacy is the key to all learning and is an essential part of our planning in all areas of the curriculum.

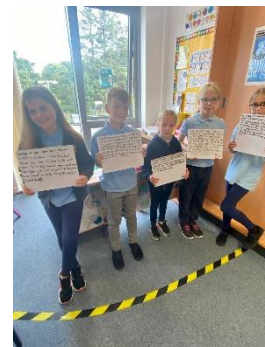
All teaching staff have been trained in using North Lanarkshire Council's Active Literacy Programme. Active Literacy is used in Mossneuk to teach spelling from P1-7. Through this approach, children are engaged in active and challenging tasks using a variety of exciting materials including magnetic letters and boards.



In the early stages of Phonics and Spelling, children are taught to read, make, blend and write words using the 'five finger approach' Say, Make/Break, Blend, Read, Write. Children also learn and identify strategies which help them read and spell common and tricky words. As they progress through the school, the programme builds on what has been taught before and children are encouraged to continue to develop strategies for help with spelling and are also introduced to spelling rules.

During session 2021-2022, we will continue to re-evaluate our approaches to teaching reading across the school and introduce new reading material for pupils at all stages.

Writing skills and strategies are taught via many different contexts, with areas such as vocabulary, sentence structure, punctuation and spelling experienced in a progressive way. The skills to write in different ways are also developed – with pupils undertaking personal, functional and imaginative writing.



Much learning comes through being actively involved in the learning process and we teach active learning strategies throughout the school. This means that children are challenged to think about their learning, set targets for development and evaluate their own learning on a regular basis. This includes the skills of talking and listening.

In line with the Scottish Government’s Languages 1 + 2 Strategy, French is taught in Mossneuk from our Nursery class to Primary 7. Themed topics delivered in P5-7 include aspects of other languages, with a special focus on Spanish.

Mathematics and Numeracy



Mathematics and Numeracy is the study of the properties, relationships and patterns in number and shape, and the application of this knowledge to analyse, interpret, simplify and solve problems. Mathematics is important in everyday life allowing us to make sense of the world around us. Children are encouraged to learn actively throughout the school to allow the children to explore, discover and learn in a ‘hands on’ manner. Pupils are also given the opportunity to solve problems using a range of strategies. A variety of resources are used to support learning and ensure progression and development of

mathematical knowledge and numeracy.



Religious and Moral Education



As a non-denominational school we ensure that our RME programme does not promote one religion to the exclusion of other beliefs. We aim to give children knowledge of the basic tenets of religion, its place in our society and in the wider world.

Learning through religious and moral education enables children to:

- recognise religion as an important expression of human experience
- learn about the beliefs, values, practices and traditions of Christianity and other world religions and viewpoints independent of religious belief
- explore and develop knowledge and understanding of religions, recognising the place of Christianity in the Scottish context
- investigate and understand the responses which religious and nonreligious views can offer to questions about the nature and meaning of life

- recognise and understand religious diversity and the importance of religion in society
- develop respect for others and an understanding of beliefs and practices which are different from their own
- explore and establish values such as wisdom, justice, compassion and integrity and engage in the development of and reflection upon own moral values
- develop their beliefs, attitudes, values and practices through reflection, discovery and critical evaluation.
- make a positive difference to the world by putting beliefs and values into action

Class assemblies are led by the children and parents often have the opportunity to join us. Our focus is on working with families to help children develop values such as kindness, friendship, teamwork and respect that will help them to become responsible and caring members of society.

Spiritual, Social, Moral and Cultural Values (Religious Observance)

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. Any requests should be made in writing to the Head Teacher, Julie McGowan and 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.

Parents may request that their children be permitted to be absent in order to celebrate recognised religious events. Advance notice should be provided to the school when children will be absent. Appropriate requests will be granted and the pupils noted as an authorised absentee in the register.

Sciences



Science is taught through both specific lessons and appropriate links with other areas of the curriculum. Our Science programme provides children with many opportunities to develop their practical investigative skills.

Areas of Science covered in Mossneuk include...

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

Class outings and outdoor learning opportunities form a key part of our curriculum.

Social Studies

In Social Subjects the learning is based around themes, topics and projects which help develop skills and knowledge of people, past events and societies, people, place and environment and people in society, economy and business.

The children as they participate in the programme will:

- develop their understanding of the history, heritage and culture of Scotland
- broaden their understanding of the world by learning about human activities and achievements in the past and present
- develop an understanding of the principles of democracy and citizenship
- learn how to locate, explore and link periods, people and events in time and place
- learn how to locate, explore and link features and places locally and further afield
- engage in activities which encourage enterprising attitudes



The local environment provides many areas for study. Our Social Studies topics and projects involve many links with other areas of the curriculum and visits in the local community and further afield. Much of our Social Studies learning is taught through interdisciplinary topics, where learning from different areas of the curriculum is integrated.

Technologies



We work hard to keep pace with new developments in technology so that our pupils will have the skills needed to succeed in modern society. We are lucky to have additional funding from the PTA to help purchase digital cameras, audio equipment, iPods, iPads, netbooks and many other resources. Information and Communication Technology (ICT) is used across the curriculum. Our network allows all pupils access to the internet and the security filter means that pupils can access only suitable material. All pupils / families are asked to sign an Internet Access Agreement. Other technology work is done in the context of themed projects or stand alone units focusing on a particular aspect of design or uses of technology in society. All classrooms in the school have interactive LCD screens and we have wireless access throughout the building and parts of the outdoor learning area.

Skills for Learning, Life and Work

Our curriculum is geared towards giving our pupils the skills they will need in the ever changing world we live in. Even from an early age we focus on the importance of talking to an audience, our senior pupils are given opportunities for public speaking and even interview skills. We focus on changes in technology and how that will benefit society in the future. Enterprise and the world of work are central to many of our programmes. Teachers will consider this aspect of development when they plan experiences and topics for the children.

ASSESSMENT AND TRACKING PROGRESS

In all areas of the curriculum staff use both summative assessment (such as diagnostic tests or class assessments) and formative assessment strategies, which involve pupils in assessing their own work against given targets. Throughout the primary school, teachers are constantly assessing the work of their pupils to monitor and enhance progress, to ascertain strengths and areas for further development, to involve pupils in their own learning, to decide on what requires to be taught next and to determine if the pupils are working at a level appropriate to their ability. Children are also involved in their own target setting. These are reviewed and new targets set in discussion with their class teachers.

Assessment reflects on-going work – by observation and interaction with pupils, by sharing criteria with children, by giving constructive feedback, by well-structured questioning, by peer assessment and by setting assessment tasks. Records of summative assessments are kept, both for teaching purposes and to keep parents up to date with their child's progress. This helps to identify any potential areas of difficulty for our pupils and plan appropriate interventions to support them.

The development of other assessment procedures is ongoing and will continue to be developed over the coming sessions.

More of the ways we share learning in Mossneuk....

Meet the Teacher booklets
Class Newsletters
Mossy Positive Notes Home
Parents' Meetings/phone calls
Reports
Twitter

Sharing the Learning Home
Mossneuk Marvels/Junior Jems/Spectacular Seniors
Ongoing feedback in classwork
Review Meetings, where appropriate
Parent Council Meetings
Website

All class teachers engage in regular professional dialogue with the headteacher and depute headteachers to track pupils' progress across the curriculum.

REPORTING

Mossneuk Primary School and Nursery Class recognise that good teamwork among parents/carers, children and school is the key to a successful education for your child. 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 two parents' meetings which offer you the opportunity to discuss how your child's progressing and you can contact the school at any time to discuss any matter that you wish to raise.

Our learner reports will help you to get to know more about the curriculum which your 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. If necessary, arrangements can be made to have an interpreter present at Parents' Evenings or at other times as appropriate. Wheelchair access is available.

TRANSITIONS

A Learning Community is made up of local education establishments including a secondary school, the local primary schools, early years establishments, early years partners and bases which provide specialist additional learning services. Establishments work together to plan better outcomes for children and young people. 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.

Mossneuk Primary School and Nursery Class is part of the Duncanrig Learning Community. Every effort is made to make this transition as smooth as possible for the pupils with increasing liaison between Primary 7 and S1, both formal and informal.

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 on events designed to support P7 children before they move on to secondary school.

Change of School/Placing Request

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

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

If you move out with your catchment primary school a 'request to remain form' must be completed. If you move out with 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 edsuppserv.help@southlanarkshire.gov.uk or **0303 123 1023**.

Contact details for Duncanrig Secondary School are below:

Duncanrig Secondary School,
Winnipeg Drive,
East Kilbride,
G75 8ZT.
Phone: 01355 588 800

SUPPORT FOR PUPILS

Getting It Right For Every Child (GIRFEC)

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

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

If you have any concerns about your child's wellbeing, you can speak to the named person who will work with you to provide support and decide how to move forward. The Named Person at Mossneuk is Julie McGowan, Head Teacher.

More information can be found on:

www.scotland.gov.uk/gettingitright

Support for All (Additional Support Needs)

We aim to ensure that each pupil reaches his/her full potential. Our early intervention and assessment aims to point out where pupils need any additional support. Initially the class programme would be adjusted to suit their needs at whatever level. Our Depute Head Teachers play a particular part in the planning of work for children who need extra help.

A member of East Kilbride Learning Support Team, Mrs Christine Garcia, visits Mossneuk every week and assists with individual programmes of study and plans where appropriate. When required, pupils will have an Additional Support Plan which highlights individual strategies that are in place within the school or for children with very complex needs a Co-ordinated Support Plan involving other agencies. Plans are drawn up in consultation with parents, pupils and staff. Where there is a need for expert help, we seek, with parental permission, the help of the Educational Psychologist who can help to identify specific learning difficulties and advise the school and family in how to overcome these. We also have many visiting specialists including Occupational Therapy and Speech and Language Therapy.

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

Enquire – the Scottish advice service for additional support for learning

Enquire is funded by the Scottish Government to provide information on the framework for supporting children who require additional support for learning and to encourage positive partnerships between

families, schools and local authorities to ensure children get the right support. Enquire offers independent, confidential advice and information on additional support for learning through:

Phone Helpline: 0345 123 2303

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

Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

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

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

What does it set out to do?

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

How can I find out more?

South Lanarkshire Council Education Resources have published a series of leaflets and posters for establishments 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 in schools and on the SLC Staff Learning Centre Sway accessible by teachers and staff.

SCHOOL IMPROVEMENT

The Improvement Plan is reviewed annually by staff, pupils and parent groups where appropriate. The plan outlines the priorities in maintaining our high standards and sets out priorities for future developments. The plan is discussed with the Parent Council each session and is available to parents through the school office or website.

A Standards and Quality Report is compiled towards the end of each session. This report outlines the main achievements of the school over the last 12 months and a copy of this can also be found on the school website.

Throughout Session 2020-2021 and despite the school closure due to COVID-19, our learners were successful and had many fantastic achievements.

Successes/Challenges and Achievements

Despite the challenges of this session, children in Mossneuk Primary School and Nursery Class demonstrated their resilience, adaptability and enthusiasm for learning consistently throughout the year. Our staff embraced the challenges of working through a global pandemic, engaged in professional learning to support remote learning and developed creative approaches across learning to ensure all children continue to benefit from high quality learning experiences in school and nursery and at home. Staff worked effectively as a team to provide opportunities for children to experience aspects of the wider life of the school despite the COVID restrictions in place. Parents continued to take a very active role in supporting their children's learning and health and wellbeing.

- Safe return to school for all children in Mossneuk Nursery Class and Primary 1-7 in August 2020 and again in February and March 2021.
- Very well managed, effective procedures to reduce the risk of transmission within the establishment resulting in no evidence of any transmission within the establishment.
- Staff CLPL, including in-house training and sharing of practice ensured pupils benefited from increased staff confidence, knowledge and expertise in digital learning solutions both in school and during the period of remote learning. Continued use of Google Classroom throughout the whole session ensured all staff, children and parents/carers were familiar with this platform prior to the period of remote learning in January 2021.
- Introduction of new Promoting Positive Relationships approaches across the whole school, including the nursery class. Three new school rules in place from Nursery - Primary 7 from August 2020 throughout the school.

Be Ready

Be Respectful

Be Safe

Ongoing development of Nurturing approaches across the whole school and nursery class, including:

- CLPL for identified members of staff in order to deliver targeted interventions to support children's health and wellbeing.
- The creation and regular use of a well resourced, safe base within the school, The Neuk, to support our most vulnerable children.
- Introduction of new website in November 2020 to complement existing methods of communication with parents/acers and the wider community.

Continued opportunities for pupils to benefit from the wider life of the school in line with COVID restrictions in place:

- Assemblies were held virtually via Google Classroom while children were in school and on Microsoft Teams during remote learning to allow the whole school to come together to celebrate success and promote connectedness throughout session 2020-2021.

- Harvest whole school event raised £750 for local charity Loaves and Fishes.
- Halloween Dress Down Day and classroom based activities took the place of annual PTA events.
- A Merry Mossy Christmas throughout December ensured children enjoyed some festive fun and the tag line ~ #givealittlemossylove captured their imagination and permeated all activities and encouraged home/school/community links.
- Book Week Scotland events 17-20th November 2020 introduced and led by Wonka and Trunchbull (Principal Teachers).
- Children's Mental Health Week actively promoted across the whole school and nursery class with the introduction of Wellbeing Wednesday and Dress to Express on 3rd February 2021. Following consultation with the Parent Council, Wellbeing Wednesday continued while P4-7 pupils learned from home until their return to school on 15th March 2021.
- World Book Day on 4th March saw the return of Wonka and Trunchbull leading events in school for P1-3 and on Google Classroom for P4-7 learning at home. A particular highlight was the joint learning between P1 and P7 #togetherapart.
- Spring at Mossneuk – Wonka and Trunchbull returned with an egg hunt for children in our nursery class and all P1-7 classes. Links were re-established with Mossneuk Parish Church and a whole school Design an Egg competition was a great success prior to the Spring Break holiday.
- Sports Day was held outdoors in class groupings during June 2021 and linked to whole school House system.
- Talent Show was held on Google Classroom at the end of June 2020 and this approach was continued again in June 2021.

Transition/End of Session events:

- Transition from Nursery to Primary 1 was facilitated for the second session through the creation of a dedicated Twitter account @MossneukMinis21 which helped the school connect with parents/carers. Almost all new P1 families followed this account which provided information and updates on transition activities. In addition, all new P1 parents/carers were added to our email system and received regular email communication from HT/DHT. A joint learning focus "The Singing Mermaid" engaged children in a wide range of learning experiences with many parents/carers posting photographs of tasks on Twitter. New P1 parents/carers benefited from a virtual transition evening with HT/DHT on Tuesday, 15th June 2021 and a visit to school on Wednesday, 16th June 2021 which provided an opportunity for children to meet their new teacher.
- P7 – S1 Transition was supported by Google Classroom and a series of lessons, Google Meets and videos from Duncanrig Secondary School was provided by DHT and Pupil Support staff. Additional support was provided for those pupils who would benefit from an enhanced transition. DHT was in regular contact with Pupil Support staff to share information and ensure all pupils were appropriately supported. P7 parents benefited from a virtual Parents' Information Session and pupils benefited from a short visit to Duncanrig Secondary School on Tuesday, 15th June 2021.
- P7 Outdoor Week, in place of the annual P7 residential excursion, was held 1st-4th June 2021 and provided an opportunity for pupils to engage in a week of outdoor learning and team building activities similar to those they would experience while away from home. P7 pupils raised funds towards this event, which was very well supported by parents/carers. A number of donations from P7 parents and the local community helped to make this a memorable week for everyone.
- Nursery Tie Ceremony and P7 Leavers' Assembly were both captured electronically and celebrated the successes and achievements of both our youngest and oldest learners.

Parent Council/PTA

- Parent Council Meetings were held each month on Zoom. Minutes of meetings are now available for all parents/carers in the Parent Area of the new school website. New office bearers elected at AGM in May 2021.
- Despite the school closure in 2019-2020, the PTA presented the school with a cheque for **£7500** at the beginning of session 2020-2021. This will be used to purchase additional

reading material to support the continued development of approaches to teaching reading across the school. The PTA also held a Christmas Hamper Raffle which raised a further **£3000**. The PTA also provided Mossneuk ties for all new P1 pupils and contributed towards the cost of P7 Leavers' Hoodies ensuring these were affordable for all P7 children.

Remote Learning Jan-March 2021

Well planned CLPL for all staff ensured Readiness to Learn from Home was a priority throughout Session 2020-2021 and our improved remote learning offer was shared with parents/carers in our Nursery Class and P1-7 on 8th January 2021. Although homework had continued via Google Classroom from August 2020 we provided considerable ICT support to families in the first few weeks of the school closure by telephone and through the production of a number of "How to..." guides. This was ongoing during the period of remote learning. All children were provided with a home learning pack and **93%** of parents told us they were happy with the contents of this. Following parental requests, additional resources were made available, when required and could be collected safely from the school.

A large number of our children's' parents are keyworkers and our Hub was well attended. Teaching staff, support staff and Early Years staff all played a vital role in supporting pupils attending the Hub. In addition, we provided childcare for a number of additional nursery aged children whose placements were unable to continue due to closures.

At the time of our Parent survey **99%** of children had access to a suitable device and **all** children had access to the Internet. **21 Chromebooks** were issued to pupils to support learning from home and **1** device was provided to a member of teaching staff. Of the 21 devices supplied most were provided for families where multiple children and adults were working from home and not because there were no suitable devices available. All P1-7 pupils had access to Google Classroom and **87%** accessed Google Classroom daily or more than once throughout the day. **95%** of parents rated the quality of learning experiences as Good, Very Good or Excellent) with 87% of these being Very Good or Excellent. **98%** of parents agreed their children found live sessions beneficial and engaging all or some of the time. **96%** of parents agreed their children found pre-recorded sessions beneficial and engaging all or some of the time. **93%** of parents are happy with the quality of feedback provided. Our parents took a very active role in supporting learning from home as evidenced by the results in our parent survey. Changes were made based on these results and feedback at Parent Council meetings, including the continuation of Wellbeing Wednesday to support children's wellbeing and the posting of daily tasks earlier to reflect the needs of working parents.

Levels of Engagement remained high throughout the school closure, with positive feedback received from nursery parents around the quality of the remote learning offer and support offered by the Early Years team. **Almost all** P1-7 pupils attended Google Meets and submitted learning to be reviewed by the class teacher. Effective tracking of engagement ensured contact was made and families who required additional support offered help and advice, with a small number of children being offered some time in the Hub to ensure continuity of learning and support their wellbeing.

Whole school events, including assemblies, continued to take place virtually and parents received class newsletters as normal in January 2021, providing information relating to learning experiences planned from January-March 2021.

Recovery Improvement Plan 2021-2022

The priorities for school improvement this year are from our Recovery Improvement Plan:

Improvement Priority 1 - Continuity of Learning

- Revise and refresh the current Curriculum Rationale
- Continue to focus on maintaining the ICT skills learned and developed during session 2020-2021 and how digital technologies can support learning both in school and at home (Readiness to Learn from Home).
- Further develop Skills for Learning, Life and Work.
- Develop consistent approaches to planning, learning, teaching and assessment of Literacy (Reading and Writing) from Early Years to Primary 7.
- Begin to further develop Pupil Leadership at all stages and actively promote Pupil Voice

Improvement Priority 2 - Promote the positive health and wellbeing of children & young people, parents/carers and staff

- Launch, review and evaluate a whole school approach to promote positive mental health and wellbeing and build resilience in all pupils, using Emotion Works.
- Continue to develop nurturing approaches across the school
- Continue to develop a whole school approach to Promoting Positive Relationships and understanding Distressed Behaviour

Improvement Priority 3 - Planning for Equity

- Continue to ensure vulnerable pupils benefit from access to targeted Nurture support and interventions to support their wellbeing and address any barriers to learning.
- Ensure pupils benefit from interventions identified through stakeholder consultation and use of 5% of Pupil Equity Funding (PEF - participatory budgeting).

If you would like to find out more about our School Improvement Plan, you will be able to find the whole document on our school website.

SCHOOL POLICIES AND PRACTICAL INFORMATION

Nursery

All children attending a local authority nursery will be provided with a free lunch. In addition, if your child attends long mornings or afternoons e.g., over 4 hours 30 minutes they will be provided with a 'brunch' or 'afternoon tea'.

Nursery lunches and snacks are based on nutritional requirements from the NHS "Setting the Table" guidance.

Nursery age children will also receive milk and a healthy snack free of charge under the Milk and Healthy Snack scheme 2021. This will be provided by the establishment

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

All primary aged pupils are also offered a free breakfast within their school. The selection available includes cereal, toast, fruit and milk.

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

Milk will be available for those pupils entitled to free school meals through the free school meal eligibility scheme at morning break or lunchtime.

Pupils in:

- Nursery, Primary 1 - 4 receive a free school lunch.
- Primary 5 - 7 meal cost is £1.95

In January 2022 Primary 5 pupils will also receive a free lunch and by August 2022 all primary school pupils will be eligible for a free lunch.

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

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 £7,330 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 for children in P1-7. In Mossneuk, the service runs from 8.15am to 8.45am each school day. Parents can request their child attends Breakfast Club by contacting the school office.

School Uniform



At Mossneuk 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.

Mossneuk's school uniform is –

Shirt/Blouse	Blue
Polo Shirt	Blue
Trousers	Grey (boys) or Navy (girls)
Pinafore/Skirt/Trousers	Navy
Sweater/Cardigan	Navy
Blazer, Anorak or Coat	Navy



The children should bring a change of footwear for indoors and to avoid danger from wet floors and corridors.

All pupils are asked to wear shorts, t-shirt and gym shoes for safety reasons at Physical Education. For the same reasons, jewellery should not be worn. Clothing, shoes and wellingtons should be clearly marked with the pupil's names.

Our Parent Teacher Association sells school uniforms complete with the school logo. These are very attractive and present a good image when our pupils go out of school. Within school too, it means that pupils can be dressed appropriately for gym etc., but still maintain the school identity. Online ordering has simplified the process of purchasing uniforms. Information is available from the school office or website.

When children go out on educational outings the norm is school uniform but appropriate instructions will be given on each occasion.

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, dangling earrings, loose fitting clothes particularly in practical classes
- articles of clothing that could inflict damage on other pupils or be used by others to do so
- footwear that may damage flooring.

We prefer pupils to wear shirts and ties for special events and whenever they are representing the school at community events.

Allergies

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

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

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

In all cases, our employees need to know your child's symptoms, treatments and any actions required to help prevent exposure to the allergen and minimise the risk of allergic reactions.

Employees in schools will receive training on allergies and will liaise with parents and NHS on any additional specialist training required.

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

Support for parent/carers

Clothing grant

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

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

Enrolment – how to register your child for school

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

www.southlanarkshire.gov.uk/info/200186/primary_school_information/392/enrolling_your_child_for_school

If you have any difficulty in identifying your catchment school, please email

Edsuppserv.helpline@southlanarkshire.gov.uk

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

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

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

Enrolment date for 2022 is week commencing **17 January 2022**.

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 complete a form online www.southlanarkshire.gov.uk or contact **0303 123 1023** These forms should be completed and returned before the end of March for those pupils starting the school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year and will be considered by Education Resources.

A privilege transport scheme is operated for mainstream school contracts where a pupil is not entitled to free school transport. Privilege transport will only be granted providing there is spare capacity on an existing school contract and will be from and to designated pick up and drop off points. Privilege transport will not be provided where a service bus is used on the school run. Any spare capacity will be allocated using agreed priorities. More information on school transport is available www.southlanarkshire.gov.uk/info/200188/secondary_school_information/545/school_transport or phone **0303 123 1023**.

Pick-up points

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

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

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

Insurance for schools – pupils' personal effects

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

(i) Theft/loss of personal effects

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

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

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

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

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

(ii) Damage to clothing

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

Cloakrooms and Lost Property

Parents are requested to put pupils' names on all articles of clothing. It is essential that no valuables are left in pockets. When clothing or other articles are lost or mislaid, pupils should contact the Janitor.

Family holidays during term time

Every effort should be made to ensure that your child attends school during term time.

In cases where your child is unable to attend school parents are asked to:-

- inform the school by letter, telephone or e mail if your child is likely to be absent and to 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 them informed if the date changes;
- inform the school of any changes to the following :
 - home phone number
 - mobile number
 - email details
 - emergency contact details
 - home address
- in an emergency if you have to telephone school to change arrangements your child will be brought to the phone to speak to you directly.

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

Health and Wellbeing

Many pupils will at some time need to take medication in school. Identified staff in school are happy to assist with this. Parents are required to complete the appropriate paperwork and should note that no medicine will be administered unless this has been completed and signed by the parent, who should at regular intervals, then check that medication held in school is still in date.

In view of the possible hazards of medicines at school we ask that children do not bring medication for self administration to school. Where long term medication is required, arrangements can be made and the Head Teacher should be consulted.

Some pupils may have Health Care Needs and medical personnel will draw up an Individual Health Care Plan and advise and assist the school in implementing such. Children with specific medical needs have protocols drawn up in consultation with parents and relevant professionals.

Child Protection

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

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

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

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

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

If you would like more information, or have a concern of a child protection nature, please contact the head of the educational establishment which your child attends. **The Head Teacher, Julie McGowan, is the Child Protection Coordinator in Mossneuk Primary School and Nursery Class.**

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

Information on emergencies

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

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

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

Your commitments

We ask that you:

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

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

Privacy Notice

Introduction

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

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

Using your personal information

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

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

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

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

Information we collect at other times

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

- If you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.
- If you make a request for additional support such as an educational psychologist or other support for learning we will ask for more detailed information to allow us to provide the most appropriate support for your family. This may include information about family circumstances or medical conditions.
- If there are concerns about your child’s wellbeing and/or your child has needs that may require additional support, we will wish to work with you to collect and consider information to enable us to help you get the right support at the right time in line with the Getting it right for every child approach.

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

Information that we collect from other sources

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

- exam results and assessment information;

- information about health, wellbeing or child protection.

Why do we need this information?

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

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

We will share your information with:

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

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

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

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



Education Resources

School Holiday Dates Session 2022/2023

Break	Holiday dates		
First Term	Teachers In-service	Monday	15 August 2022
	In-service day	Tuesday	16 August 2022
	Pupils return	Wednesday	17 August 2022
September Weekend	Closed on	Friday	23 September 2022
	Re-open	Tuesday	27 September 2022
October Break	Closed on	Monday	17 October 2022
	Re-open	Monday	24 October 2022
	In-service day	Monday	14 November 2022
Christmas	Close on	Friday	23 December 2022 (2.30pm)
	Re-open	Monday	9 January 2023
Second Term			
February break	Closed on	Monday and Tuesday	13 February 2023 14 February 2023
	In-service day	Wednesday	15 February 2023
Spring break/Easter	Close on	Friday	31 March 2023 (2.30pm)
	Re-open	Monday	17 April 2023
Third Term			
Local Holiday	Closed	Monday	1 May 2023
	In-service day	Tuesday	2 May 2023
Local Holiday	Closed on	Friday	26 May 2023
	Re-open	Tuesday	30 May 2023
Summer break	Close on	Tuesday	27 June 2023 (1pm)
Proposed in-service days	Monday 14 August 2023 Tuesday 15 August 2023		

Notes

- ◆ Good Friday falls on Friday, 7 April 2023
- ◆ Lanark schools will close Thursday, 8 June 2023 and Friday, 9 June 2023
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 23 December 2022 and Friday, 31 March 2023)
- ◆ Schools will close at 1pm on the last day of term 3 Tuesday, 27 June 2023)
*Two in-service days proposed for August 2023 to be confirmed.

Appendix A

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

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

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

Contact Details

Education Scotland's Communication Toolkit for engaging with parents

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

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

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

Parental Involvement

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

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

School Ethos

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

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

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

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

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

Curriculum

Information about how the curriculum is structured and curriculum planning

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

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

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

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

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

Assessment and Reporting

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

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

Transitions

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

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

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

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

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

Enquire is the Scottish advice service for additional support for learning

Parenting Across Scotland offers support to children and families in Scotland

Support for Pupils

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

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

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

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

School Improvement

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

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

Scottish Credit and Qualifications Framework (SCQF)

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

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

School Policies and Practical Information

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