

# Our Lady and St. Anne's Primary School



School Handbook  
2022



# *Our Lady and St Anne's Primary School*

Following a very successful inspection in January 2012, and our very good follow-up report, we are delighted that the inspectors recognised, as a strength of the school, that

"Children are polite, well behaved and eager to learn"

"They demonstrate responsible attitudes to one another"

"Children are motivated and engaged in their learning...Children are enthusiastic about their learning and keen to do well. They enjoy being at school"



**"Within the school, there is a calm, purposeful atmosphere which helps children in their learning. The layout of the new building contributes to a very positive learning environment"**

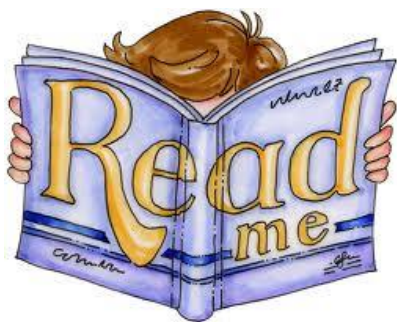
"Across the school, staff meet the care and welfare needs of children very well and as a result children feel safe and happy at school"

"The school has strong partnership with parents, the parish, cluster schools and community partners who support the school very well"

(Report by HMle - School Inspectors)

We are delighted that the report made reference to our well behaved, polite, happy children. We are very proud of them! We also consider our strengths in care and welfare of our children really important and are very happy about the strong partnership we know we have with parents.

## Contents



- **Introduction**
- **Covid 19**
- **About our School**
- **Parental Involvement**
- **School Ethos**
- **The Curriculum**
- **Assessment and Tracking Progress**
- **Reporting**
- **Transitions (Change of School / Placing Requests)**
- **Support for Pupils (Additional Support Needs)**
  - **Getting it Right for every child**
  - **Enquire**
  - **Attachment Strategy**
- **School Improvement**
  - **Pupil Equity Funding**
- **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](mailto:education@southlanarkshire.gov.uk)

## Section 1 Introduction by Head Teacher

### Our Vision Statement

***In Our Lady and St. Anne's, we are committed to creating a nurturing and welcoming community of faith and learning, where pupils are encouraged to achieve their full potential and develop lifelong skills, enabling them to make a positive contribution to the world in which they live.***

Our Lady and St. Anne's is part of South Lanarkshire Council which 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.

### Our Lady and St. Anne's Primary School

The original building on the site of St Anne's Primary, as it was known, was built in 1933 and the school has served the community of Cadzow now for 80 years.

The school has been rebuilt on this same site and our beautiful new building was opened in August 2008. It was re-named, then, with the original name of many years ago, Our Lady and St Anne's Primary.

It is a magnificent building, beautifully designed and built by Kier. It was short listed, after completion, for a design award. Inside, the curved wall features and the beautiful colours add to the 21<sup>st</sup> century presentation of one of South Lanarkshire's very impressive new school buildings.

It is, however, the children, staff and whole school community who make our school extra special. The ethos of Our Lady and St Anne's prevails because of the positive culture of achievement for all that exists and because we work together to make our lovely building a most attractive environment which proudly displays our work, activities and achievements.







Dear Parents, Guardians and Friends,

### Welcome to Our Lady and St Anne's Primary

I am pleased to present our school handbook for session 2020/21. The information in this book will help you to learn more about Our Lady and St Anne's Primary School and about how we can work together to provide the best possible care and education for our children.

The members of our school community – pupils, teachers and all staff, share close relationships. Every member is a valued, respected and important member of a team, all taking a pride in themselves and in their school, all working together to help our children to be the best that they can be. Our actions and behaviours are underpinned by our school values of **Hard Work, Fairness, Inclusion, Respect and Faith.**

We are an integral part of the wider community. Our Lady and St Anne's school forms part of a 3-way partnership. We consider our parents to be our partners in the education of our children. The other important partner is the Church and we work closely with Father O' Farrell, our Parish Priest. We have an active and dedicated Parent Council and PTFA (Parents, Teachers and Friends Association)

There is a warm, welcoming atmosphere in our school and parents and visitors are always welcome. We value and respect your views and are very happy to listen to the views of our staff, children, parents, friends and community are very important. The children are represented by their Pupil Council which is made up of 2 children from each class.

We have four Houses in the school, Arran, Iona, Mull and Skye. Every pupil in the school is a member of a House which is led by Primary 7 House Leaders. The House Leaders, along with our Pupil Council members, are voted for democratically at the start of each year.

Parents are invited to the school, with their child, on several occasions before the child begins school in primary 1 and all parents will be invited to school on several occasions throughout the year to discuss their child's progress with the class teacher. We are always happy to meet with parents at any other mutually convenient time. We also hope to welcome you on the many other occasions when we will share our children's talents – at open days, classroom visits, assembly presentations and school shows.

Each child is encouraged and motivated towards success by our dedicated staff, in a positive ethos of achievement, where success is celebrated. High but achievable standards of work and behaviour are set so that each child can achieve his or her potential. We regularly share our learning and successes with the wider community.

If you are new to our school we invite our partnership to begin even before your child becomes a pupil and we look forward to meeting with you and working with you soon and in the years ahead.

Yours sincerely,

Mrs Catherine S Currie  
Head Teacher



## **Section 2      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.

### Section 3      About Our School

**School Address:-**

Our Lady and St. Anne's Primary  
Hall Street  
Hamilton  
ML3 6RZ

**Tel No:** 01698 283928

**E-Mail** office@ourladyand-st-annes-pri.s-lanark.sch.uk

**Twitter** @OlsaPrimary

**Website** www.ourladyand-st-annes-pri.s-lanark.sch.uk

**Present Roll – 185**

The maximum roll can change each year depending on the number or composite classes.

There are 7 classes this session, P1, P2, P3, P4, P5, P6 and P7. Parents should note that the working capacity of the school may vary depending upon the number of pupils at each stage and the way in which the classes are organised.

**Stages Covered -**

Primary 1 – Primary 7

**Denominational Status -**

Roman Catholic

**Co-Education -**

Boys and Girls

**Community Facilities -**

The school hall and classrooms are available after school hours for community use. Such uses by groups, clubs etc. will be in accordance with approved letting procedures and enquiries should be directed to

Community Resources  
Facilities Management  
13<sup>th</sup> Floor  
Council Offices  
Almada Street  
Hamilton  
ML3 OAA                      Tel: 01698 455730



## Staff of Our Lady and St Anne's

### Head Teacher

Mrs Catherine S Currie

### Principal Teacher

Mrs Lara Carroll (Mon – Wed)  
Miss L Parker (Acting PT, Thurs- Fri)  
Miss L Parker (PT Equity Mon – Wed)

### Management Remits:

Mrs C. Currie

- Overall management and leadership in all areas
- Care and Welfare of children and school community
- Whole school Budget including Pupil Equity Fund
- Pastoral Care & Guidance
- Child Protection Co-ordinator
- Promoting Positive Behaviour
- Partnership with Parents & Liaison with External Agencies
- Overall Curriculum Development and management of Teaching, Learning and Assessment
- Quality Improvement and Whole School Evaluation

Principal Teachers

- To deputise for the Head Teacher in her absence
- Assist Class Teachers in developing effective learning and teaching
- Curriculum Development
- Staff Development Co-ordinator
- Additional Support Co-ordinators
- Promoting Positive Behaviour
- ICT and technologies Co-ordinator
- R.M.E. Coordinator
- Health and Wellbeing Coordinator

### Class Teachers

P 1	Mrs F. Anderson
P 2	Mrs K. Glennon / Miss L Daly
P 3	Ms A. Hollywood
P 4	Miss P Milloy
P 5	Mrs A. Muir
P 6	Mrs L. Hannah / Miss L Daly
P 7	Mrs J. Taylor / Mrs C. Dwyer
CCC	Mrs R Cameron
Add. Supp	Miss L. Parker
SST	Mrs Rae McGilvray



## Support Staff

The purpose of support staff, principally, is to assist in raising attainment in our children. The following staff work with teachers to support the teaching and learning of the children:

Mrs. A. Walker, Team Leader

Mrs K. Murphy

Mrs M. Loggie

Mrs R. Miller

Mrs M MacDonald

Mrs M. McQuade

Mrs J. Craig

Miss A. McGrory

Mrs M. Torley

### **Cleaning Staff/Dining Staff**

Mrs J. Fallon, Mrs S. Archibald, Mrs J. Fulton

Mr. C. Taylor, Mrs K Ward, Mrs M. Ford

### **Janitor**

Mr C. Hamilton

### **Cook-in-Charge**

Mrs J. Fallon

We are delighted to have such an excellent staff, who tirelessly give their best to support our children and families. Our parents think so too...

**“I feel the school has a lovely nurturing environment which is evident from the whole staff. My children are taught by teachers who know them well and will help them reach their full potential”** (P5 Parent)

**“We are very confident about our daughter’s wellbeing and education at Our Lady and St Anne’s School”** (P3 Parent)

## Parent Concern / Complaints Procedure

If you are concerned about your child for any reason, please do not hesitate to contact our school office and make an appointment to speak to the class teacher in the first instance. Members of the Senior Leadership Team (SLT) are also available should parents wish to speak to them. All concerns will be dealt with sensitively and discretely and we will work with the parent, child, member of staff and/or authority to address any concern or problem and, hopefully, bring about a satisfactory conclusion.

A complaints procedure policy is in place and is displayed on the parents’ information wall. Details may be requested from our school office.

**“I feel privileged to say that, in my child’s school, his teachers are very helpful and listen. They are very willing to help if you have a problem”** (Questionnaire - Parent of P2 child)

## Visiting the school

We will be very happy to guide you through the procedure if you wish to visit the school. Please phone to make suitable arrangements. All Covid 19 guidance will be followed.

**“I think the best things about our school are the entertainment, the laughter and the caring nature”** (P7 pupil)

## Absences

The safety of our children is paramount, therefore, if your child is unwell and absent from school, please ensure you contact the school office on the morning of their absence to let us know. Where we have an unreported or unexplained absence, we will contact parents/carers.

## Section 4 Parental Involvement

The inspection of the school recognised, as one of our key strengths, our partnership with parents.

**“The school has strong partnership with parents, the parish, cluster schools and community partners who support the school very well.”**

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

[www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

Parents, carers and family members are by far the most important influences on children’s lives. Children between the ages of 5 and 16 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 parents/carers we want you to be:

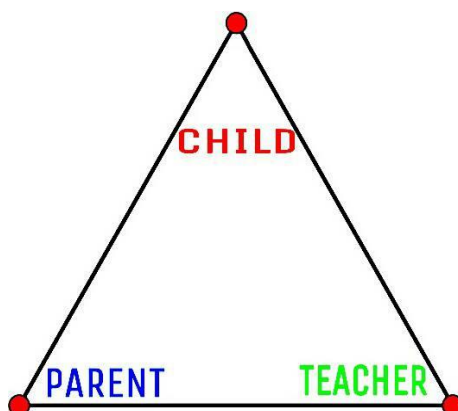
- Welcomed and given an opportunity to be involved in the life of the school;
- Fully informed about your child’s learning;
- Encouraged to make an active contribution to your child’s learning;
- Able to support learning at home;
- Encouraged to express your views and involved in forums and discussions 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 Parents, Teachers and Friends Association (PTFA) just contact the school.

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

- Parentzone – [www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk)
- Engage Parent Forum – [www.engageforeducation.org](http://www.engageforeducation.org)
- National Parent Forum for Scotland – [www.educationscotland.gov.uk/parentzone](http://www.educationscotland.gov.uk/parentzone)
- South Lanarkshire Council – [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

**“I am very impressed with the way the school keeps parents informed of the children’s progress and the way the parents are involved in school activities and are always informed of what is going on” (P1 Parent)**



## Section 5 School Ethos

### Aims of the School

- To provide high quality learning and teaching experiences for all our young people to enable them to develop the knowledge and skills necessary to make a positive and valuable contribution to society.
- To support, nurture and develop the emotional, physical, social and mental wellbeing of all our young people.
- To work, in partnership, with parents, families and the local community to raise the attainment and achievements of our young people.

Some things the children say:

‘It is fun to play in the playground .... The big boys and girls look after us. They are playleaders and we play, What’s the time Mr Wolf’ (P1 child)

“We do fun things like parties, pantomimes, non-uniform days and school trips.” (P6 child)

“I feel safe at school. Our school is always clean and bright and our displays are good” (P4 child)

“The teachers look after us and do fun things” (P1 child)

Within and alongside our vision and aims, we aim to promote our shared values of

- **Hard Work** – being the best we can be
- **Fairness** – we are all different and being fair doesn’t always mean treating everyone the same
- **Inclusion** –showing love, compassion and understanding
- **Respect** – for all
- **Faith** – living our Catholic Faith whilst valuing and respecting the faith of all.

### Promoting Positive Behaviour

In Our Lady and St. Anne’s we make every effort to maintain a positive approach in encouraging a high standard of behaviour in our children. This is underpinned by our Relationship Policy which was created by staff, pupils and parents. We are a nurturing, respectful and inclusive school, which concentrates on successes and celebrates and rewards achievement and endeavour. We want every child to feel valued and respected; and to value every member of our school community. Staff and pupils work together in an atmosphere of mutual respect and recognise their own rights and the rights of others.



Our children’s excellent behaviour is always noted when we are on outings and when visitors come to the school. Importantly, as previously stated, our inspection of January 2012 identified as a strength of our school,

**“Children are polite, well behaved and eager to learn”**

Within each class, pupils create Class Charters in line with the United Nations Convention of the Rights of the Child. These Charters form class rules and pupils agree to uphold their own and others' rights throughout the school.

Children are rewarded for positive behaviour and by keeping to the school and class rules.

By being a member of a House, pupils are encouraged to work together, support each other and earn points for their house. Our senior pupils are encouraged to take on leadership roles and responsibilities and set a good example through their actions and choices.

Where pupils find it challenging to adhere to these rules they are supported by class teachers in the first instance. They are encouraged to reflect on their behaviour and choices, how it affects themselves and others and look to how to change and improve this. Pupils may miss some of their own time to reflect on their choices if the behaviour does not improve.

Where the behaviour is more persistent or excessive, class teachers can refer pupils to either the Principal Teacher or the Head Teacher. Where appropriate, concerns will be shared with parents either orally or by letter. Parents will be invited to the school to talk about ways of supporting their child and changing any negative behaviours. Parents will be kept informed of their child's progress. Positive changes will be recognised and celebrated through praise, stickers, points, certificates etc.

In extreme and unusually rare cases such as violence or disregard of previous warnings and sanctions, exclusion may be imposed as a last resort. This is very rare.

In order to promote and maintain our positive, respectful ethos, we work in partnership with our parents / carers and ask for your full support at home. Staff work in conjunction with the parent body, PTFA and Parent Council throughout the year to develop a positive ethos throughout the whole school, encouraging positive choices and behaviour of a very high standard. Bullying is not tolerated in Our Lady and St. Anne's and any incidents of bullying should be reported by the child to the Class Teacher, Head Teacher or member of support staff, or by parents, to the school, immediately, so that each alleged incident can be investigated.

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.

Within the school we have a Nurture Room where pupils can spend time with peers and staff to develop social skills, relationships, self-regulation and self-esteem. Across the whole school, we believe and adhere to the 6 Principles of Nurture

### **1. Children's learning is understood developmentally**

In a nurture group staff respond to children in terms of the children's developmental progress assessed through the Boxall Profile Handbook. The response to the individual child is non-judgemental and accepting.

### **2. The classroom offers a safe base**

The organisation of the environment and the way the group is managed contains anxiety. Great attention is paid to detail; the adults are reliable and consistent in their approach to the children.

### **3. Nurture is important for the development of self-esteem**

Nurture involves listening and responding. Children respond to being valued and thought about as individuals, so in practice this involves noticing and praising small achievements;



#### **4. Language is understood as a vital means of communication**

Language is more than a skill to be learnt, it is the way of putting feelings into words. Children often 'act out' their feelings as they lack the vocabulary to 'name' how they feel.

#### **5. All behaviour is communication**

Understanding what a child is communicating through behaviour helps staff to respond in a firm but non-punitive way by not being provoked or discouraged. If the child can sense that their feelings are understood this can help to diffuse difficult situations.

#### **6. Transitions are significant in the lives of children**

Changes in routine are invariably difficult for vulnerable children and need to be carefully managed with preparation and support.

Staff training is provided to help develop the skills needed to respond to and manage pupils' behaviour. A wide range of appropriate staff development opportunities has been developed for this purpose.

### **School/Community Links**

We have three sportscotland School Sport Awards at Gold Level due to our excellent range of sporting activities which take place before, during and after school. We have a wide range of clubs and classes provided by staff, Active Schools coordinators and coaches. We have an annual Heath / Eco week to encourage parents and children to develop healthy lifestyles and look after our environment. We have 4 Green Eco Flag awards which represent the excellent ongoing work within the school.



Classes take part in art competitions, flower growing and sports activities organised by local groups. Our Community Police sometimes visit the school to give talks on Road Safety, vandalism, drugs, personal safety etc. We have also worked with the emergency services and educated pupils on the valuable work that they do.

We are a Health Promoting School, at Gold Award level, and are always looking for ways to help our children make healthy choices. We work with the children to develop their social, physical, emotional and mental wellbeing. We are working with SLC to establish a School Travel Plan.

The PTFA hold Coffee Mornings several times a year, an annual Christmas Fayre and Summer Fayre as well as a few fun events for parents, such as Race Nights and Bingo Nights.

Members of the local community are welcomed, including residents from nearby Abercorn Nursing Home. We pay several visits in the year to the Nursing Home and our children enjoy entertaining the residents there.



We are also sometimes invited to sing Christmas carols at several local venues. Our choir have been invited to sing at John Smith Supported Housing and Dewar House.



## Section 6 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 with opportunities to engage with the knowledge, skills and attributes they will need if they are to flourish in life, learning and work, now and in the future.

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

Our school works closely with South Lanarkshire Education Resources and other services to ensure the best possible education for all children and young people. We wish you to feel confident that your child is encouraged and supported to develop their literacy, numeracy and other skills whilst they attend our school. The curricular areas are as follows and fuller details of our curricular programmes are available from school:

- Expressive arts
- Languages and literacy (including Spanish and French)
- Health and wellbeing
- Mathematics and numeracy
- Religious and moral education
- Sciences
- Social studies
- Technologies

If you want to know more about Curriculum for Excellence, please visit website

[www.curriculumforexcellence.gov.uk](http://www.curriculumforexcellence.gov.uk) or  
[www.parentzonescotland.gsi.gov.uk](http://www.parentzonescotland.gsi.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.



### Levels of Curriculum for Excellence

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

### Spiritual, Social, Moral and Cultural Values (religious observance)

In our Catholic school we support and promote the aims, missions, values and ethos of the Charter for Catholic Schools, as detailed later.

**“Staff are committed to the gospel values and promote the school as a community of faith.” (HMI findings for Our Lady and St Anne’s Primary, January 2012)**

Our R.M.E. teaching plays a vital role in our policy of ensuring that all pupils, irrespective of belief, race, culture, class, gender and disability are provided with an education which allows



them to develop their full potential. We are guided by the programme, 'This is Our Faith' which promotes and fosters positive values such as respect, love, tolerance, understanding and fairness. At the same time we do our best to identify and combat stereotyping, racism and all forms of discrimination whenever they occur.

This is Our Faith is coupled with the additional resources from, 'God's Loving Plan' and Equalities and Inclusion Learning and Teaching. These are created by the Scottish Catholic Education Service and gives guidance on the teaching of relationships, inclusion and equalities education in Catholic primary schools in Scotland.

## **Rights of Parents / Carers**

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

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

In a letter of guidance issued by the Scottish Government in Feb 2011, it is acknowledged that Catholic schools take a distinctive approach to the provision of Religious Observance:

"Scottish Government Ministers welcome the tradition that, in Roman Catholic denominational schools, Catholic Liturgy will largely shape the nature and frequency of religious observance activities in the classroom and in the wider school community.

So, at times, children and young people will be invited to participate in, and sometimes to lead, prayer and reflection in classrooms and at assemblies. At other times, to honour particular occasions or feasts, chaplains will lead school communities in the celebration of Mass and other forms of liturgical celebration." (Covid-19 permitting)

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

The Scottish Government also recognises that, 'Where a parent chooses a denominational school for their child's education, they choose to opt in to the school's ethos and practice which is imbued with religious faith and religious observance. In denominational schools, it is therefore more difficult to extricate a pupil from all experiences which are influenced by the school's faith character'.

We encourage all parents to take an active role in the R.E. programme through Parents Information Evenings and through taking part in home link materials, especially at times of the sacraments of Reconciliation, First Communion and Confirmation. We work very closely with Father O'Farrell in preparation for the Sacraments





# A Charter for Catholic Schools in Scotland

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

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

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

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

## Section 7      Assessment and Tracking Progress

*What our children do, make, write and say .....*

Teachers assess their children's progress on a daily basis by observing and by considering what children **do, make, write and say**. In this way the teacher can plan the children's next steps in learning. Targets are set through personal planning and children discuss and select personal targets with their parents. These are shared with parents through our online profiling system. Learning intentions are discussed in school with the teacher so that the children are fully aware of what they are going to learn and what the teacher is looking for in response to the lesson.



More formal assessments of progress are made using previously agreed pieces of work. These, along with the teacher's professional judgement about his/her pupils' progress, allow the teacher to assess the level the child is working with and their stage within that level.

The progress of all pupils is tracked by the Head Teacher and regular progress reviews with each class teacher helps the school to plan support for learning and plan future learning for all. Each teacher plans next steps in learning for individuals, groups and whole class situations on a daily, weekly and termly basis.

Children in P1, P4 and P7 will also participate in Scottish National Standardised Assessments, in line with Scottish Government policy.

We want to share with you on how your child's learning is progressing. We do this through the Seesaw app where children will upload termly targets and videos / pictures of their work weekly. Barcodes are sent home at the start of each year to allow you to access your child's online portfolio.

Weekly homework tasks are also uploaded to Google Classroom. We ask that pupils complete tasks at home and upload their work to share with their teacher for feedback.

## Section 8      Reporting

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

We will provide parents with a yearly written report so that you can see how your child is progressing. In addition, there will be parents' meetings which offer you the opportunity to meet with the teacher, review your child's work and discuss how they are progressing. The school will offer you an appointment time so that you can visit in person to discuss your child's education.

Our learner reports will help you to get to know more about the curriculum which each child follows and will describe their strengths, achievements and areas for development so you know what encouragement and support you can give.



We welcome any comments or additional information from parents to help us provide the best possible education for your child.

**“The school staff are very friendly and approachable, they are always willing to help with any queries we have” (P3 Parent)**

## Section 9 Transitions

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

We will also provide you with information at this time 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.helpline@southlanarkshire.gov.uk](mailto:edsuppserv.helpline@southlanarkshire.gov.uk) or 0303 123 1023

A strong liaison group of associated primary schools, the Holy Cross Learning Community, meet with Holy Cross personnel regularly to discuss relevant issues. Joint Staff Development Days allow primary and secondary staff to exchange information and subject techniques. In the summer term a two day induction programme allows P7 pupils to experience ‘tasters’ of subject programmes and to meet future teachers and classmates. We have very a very strong, positive relationship with Holy Cross staff and work in close partnership them to ensure a smooth transition for our senior pupils



Holy Cross High School

## **Section 10    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 relating to your child's wellbeing you can speak to the named person who will be happy to work with you to provide support and decide how to move forward. Your school will let you know who this is. It is likely to be the Head Teacher in a primary school and a Principal Teacher (pupil support) in secondary.

More information can be found on: [www.girfecinlanarkshire.co.uk](http://www.girfecinlanarkshire.co.uk) and [www.scotland.gov.uk/gettingitright](http://www.scotland.gov.uk/gettingitright)

**"I feel safe and well taken care of in school"** (P4 pupil)

### **Support for All (Additional Support Needs)**

The whole staff of Our Lady and St Anne's are highly committed to meeting the needs of all our children. We work both in school and together, where appropriate, with partner agencies to help our children in their learning, social, emotional and spiritual needs.

Educational support includes needs of children who are experiencing difficulties or barriers to learning and children who are more able.

We recognise that at some point in their school lives some children will have the need for additional support. Some children may have particular needs over a short time and some over a longer term and need ongoing support.

Children needing additional support for learning are helped in their development, in the first instance, by the class teacher. Every class also has member of our support staff to assist the teacher at timetabled parts of the week. Further help is given by Principal Teacher, Mrs Carroll. Where considered appropriate, Psychological Services may also be involved. The Educational Psychologist who works with our school is Carol Cairns. Parents are always consulted and approval sought before psychological services involvement.

A Co-ordinated Support Plan or Additional Support Plan may be suggested.

Specific difficulties such as hearing or sight impairment are, with parental consent, referred to specialists, and specially trained visiting teachers may work with class teachers to support particular children.

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.

Getting It Right for Every Child (GIRFEC) was promoted and endorsed by the Scottish Government at the Children's Summit in 2010. There is a commitment to ensure that your child has the best possible start in life and to improve outcomes for all children and families based on a shared understanding of their wellbeing. More information can be found on:

[www.girfecinlanarkshire.co.uk](http://www.girfecinlanarkshire.co.uk) and [www.scotland.gov.uk/gettingitright](http://www.scotland.gov.uk/gettingitright)

**“There are support staff to help you with problems and the teachers help you with your work” (P7 child)**



We value our partnership with parents and it is together that we support our children. We certainly keep parents informed of the need for support and discuss how we can work together to give the best possible support. The teacher, or Head Teacher, may invite parents to meet to discuss strategies we can use to support a child's needs, where this is appropriate. Where an Additional Support Plan or Co-ordinated Support Plan is to be considered, parents and children play a part in its creation.

**“I feel that communication between the school and parents is very good” (P4 Parent)**

## ENQUIRE

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 that children get the right support.

Enquire – the Scottish advice service for additional support for learning

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

Phone helpline: 0345 123 2303

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

# ENQUIRE

Helping you understand additional support for learning

Email enquiry service: [info@enquire.org.uk](mailto:info@enquire.org.uk)

Advice and information is also available at [www.enquire.org.uk](http://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](mailto: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 theory and its application and how positive relationships can make a difference to outcomes.

#### ***How can I find out more?***

South Lanarkshire Council Education Resources have published a series of leaflets and posters for establishments and for parents / carers which aim to share information on attachment theory and on how this 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.

## **Section 11 School Improvement**

Every school has an Improvement Plan, based on the priorities as outlined by Education Resources but each school personalises this plan to show their own particular next steps towards improvement and towards excellence. Alongside our Improvement Plan we publish our Standards and Qualities Report.

The challenges and impact of Covid 19 on the session 2019-20 and 20-21 was significant for all schools and required changes in planning, delivery and approaches to teaching and learning. In response to this, all schools within South Lanarkshire Council have developed a Recovery Plan which focuses on three main areas.

Priorities for Improvement for Session 2021-22 are as follow:

- Promote the positive health and wellbeing of children & young people, parents/carers and staff
- Planning for Equity (including use of Pupil Equity Fund)
- Continuity of Learning

Building on the skills staff and pupils developed during Covid 19 remote learning, all homework is now delivered online, using Google Classroom. There are weekly virtual assemblies and P7 pupils are developing their own skills and knowledge of presenting through an online platform.

Children and staff show their incredible adaptability, willingness and determination at every turn of events. We are enormously proud of the Our Lady and St. Anne's family and what we

managed to achieve, by working together, through the Covid 19 Pandemic. Whilst we continue to manage the ongoing challenges of this situation, we remain committed to delivering high quality teaching and learning as well as supporting the wellbeing of all our children and families.

Copies of our Improvement Plan and our Standards and Qualities Report are available for any parent who wishes to see them, please simply ask at the school office. There is a simplified version available for parents on our school website. This highlights the work that has been done by staff, pupils and parents.

Review of the School's Improvement Plan / Standards and Qualities Report and the school's overall progress takes place during Parent Council meetings. These parents represent the whole Parent Forum. Any of our parents are very welcome to attend these meetings. Dates of meetings, times and agendas are regularly sent home. Throughout the year staff are also continually reviewing progress and measuring the impact on the learners.

Over the next 3 years, further development of Literacy and Numeracy is planned. Teachers will also continue to participate in collegiate activities to enhance teaching and learning at all stages. The school will seek to develop Health and Wellbeing with a view to ensuring equity and inclusion. At all stages, parents / carers / stakeholders views are sought and considered.

## **Section 12 School Policies and Practical Information**

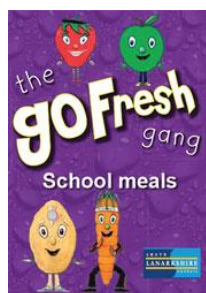
### **School Meals**

#### **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 lunchtimes that meet 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.

Pupils in

- 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.

Those bringing packed lunches eat them in the dining hall at lunchtime. In fine weather packed lunch children may use our picnic benches. Parents are asked not to include drinks in glass bottles for safety reasons. To encourage our pupils to make healthy choices, fizzy drinks are not permitted.

### **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 & Customs) , Child Tax Credit Only (where your gross annual income does not exceed £16,105 as assessed by the HM Revenues & Customs) or receive support under Part VI of the Immigrations 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 (P5 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 offers a free Breakfast service, the service runs from 8.15am to 8.45am each school day.

### **School uniform**

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

In addition, the wearing of a uniform helps towards increasing the protection of all pupils. The wearing of a uniform helps staff and the pupils to distinguish between who belongs to the



school and those who may be visitors. This enables staff to approach and identify visitors more readily and helps in trying to offer a safer environment for pupils and teachers alike.

Equality of opportunity is an important aspect of the life of the school. Any proposals on the dress code and on what

constitutes the school uniform will be the subject of discussion with the Parent Council and, where appropriate, consultation with parents, pupils and staff.

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

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

### **Our Lady and St Anne's Primary School Uniform**



**Maroon** blazer with the school badge.

Grey trousers or skirt.

**Maroon** pullover, cardigan or sweatshirt.

White shirt and school tie. P7 pupils have a Senior tie.

P.E.- Shorts, T-shirt and gym shoes (remember - no football colours please.)

Children change from outdoor to indoor shoes when entering the school building.

This is for their own comfort, most importantly, but also protects our floor surfaces, particularly the specialist wooden floors such as the PE hall.

A pair of suitable indoor shoes should be kept in school.

Please mark names on **ALL** clothing, lunch boxes and bags to avoid confusion.

### **Allergies**

A significant number of children and young people in our schools will have allergies and it is important that these 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 guidelines 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](http://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 an unable to submit an application online then please contact the helpline number 0303 123 1011 (option 5).

### School hours/holiday dates

Morning Classes	-	9.00 a.m. – 10.45 a.m.
Interval	-	10.45a.m. – 11.00 a.m.
Classes	-	11.00 a.m. – 12.45 p.m.
Lunch	-	12.45 p.m. – 1.30 p.m.
Afternoon Classes	-	1.30 p.m. – 3.00 p.m.

Holiday dates for session 2022-23 are included.



## 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](http://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](mailto: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](http://www.southlanarkshire.gov.uk) or by [contacting edsuppserv.helpline@southlanarkshire.gov.uk](mailto:edsuppserv.helpline@southlanarkshire.gov.uk) or phone **0303 123 1023**

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

After enrolment for P1, a special invitation is sent out in May to our prospective pupils to come and visit us in school and to bring parents or guardians to meet with their new teachers and new friends. Children, teachers and parents will meet for pre-entry workshops. Guidance will be given on how best to prepare our children for starting school.

## 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 an application form online at [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or contact **0303 123**

**1023**. These forms should be completed and returned before the end of March for those pupils starting the school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year and will be considered by Education Resources.



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

[www.southlanarkshire.gov.uk/info/200188/secondary\\_school\\_information/545/school\\_transport](http://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:



#### **Theft/loss of personal effects**

The Council is not liable for the loss or theft of pupils' clothing or personal effects 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.

#### **Damage to clothing**

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



#### **Family holidays during term time**

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

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

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

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

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

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

### **Promoting Positive Behaviour**

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

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

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

In addition, a guideline (Promoting Positive Relationships and 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 challenging behaviour.

Early identification is crucial so that intervention can be provided to support children and young people to help them address their issues and concerns. Staff training is provided to help develop the skills needed to respond to and manage challenging behaviour. A wide range of appropriate staff development opportunities has been developed for this purpose.



### **Child Protection**

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

South Lanarkshire's children's services partnership works together to support children, young people and their families so that children grow up in communities where they are safe, healthy, active, achieving, respected, responsible and included, and have the opportunity to achieve their full potential. They are committed to continuously 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 Child Protection Committee's website has a range of useful information for parents/carers to help keep their children safe. The website is [www.childprotectionsouthlanarkshire.org.uk](http://www.childprotectionsouthlanarkshire.org.uk)



### **Information on emergencies**

If a child takes ill or has an accident at school, the parents or emergency contacts are notified as soon as possible by telephone.

It is therefore essential that the school has the up to date name and telephone number of the emergency contact – please let the school know if there are any changes. Either the parents or a responsible adult is expected to collect the child on these occasions. Please inform us if your child has any medical condition/toilet needs

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](http://www.southlanarkshire.gov.uk) will be used to let you know if the school is closed and when it will re-open.

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

If for any reason, you are unsure if the school is open, please visit the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or email: [education@southlanarkshire.gov.uk](mailto: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 school. Education Resources has also prepared a privacy notice (below) which sets out how we will deal with personal information as part of our statutory function as an education authority. For more information please contact the school.

### **Privacy Notice**

#### **Introduction**

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

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

#### **Using your personal information**

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

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

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

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

#### **Information we collect at other times**

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

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

information to enable us to help you get the right support at the right time in line with the Getting it right for every child approach.

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

### **Information that we collect from other sources**

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

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

### **Why do we need this information?**

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

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

### **We will share your information with:**

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

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

You have the right to access your personal information as well as the rights of rectification, erasure, restriction and the right to object. For information on these rights and how to exercise

them or for information about how we manage your personal information, you can get a copy of our full privacy notice from our website:

[https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general\\_privacy](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		
<b>First Term</b>	<b><i>Teachers In-service</i></b>	<b><i>Monday</i></b>	<b><i>15 August 2022</i></b>
	<b><i>In-service day</i></b>	<b><i>Tuesday</i></b>	<b><i>16 August 2022</i></b>
	Pupils return	Wednesday	17 August 2022
September Weekend	Closed on Re-open	Friday Tuesday	23 September 2022 27 September 2022
October Break	Closed on Re-open	Monday Monday	17 October 2022 24 October 2022
	<b><i>In-service day</i></b>	<b><i>Monday</i></b>	<b><i>14 November 2022</i></b>
Christmas	Close on Re-open	Friday Monday	23 December 2022 (2.30pm) 9 January 2023
<b>Second Term</b>			
February break	Closed on	Monday and Tuesday	13 February 2023 14 February 2023
	<b><i>In-service day</i></b>	<b><i>Wednesday</i></b>	<b><i>15 February 2023</i></b>
Spring break/Easter	Close on Re-open	Friday Monday	31 March 2023 (2.30pm) 17 April 2023
<b>Third Term</b>			
Local Holiday	Closed	Monday	1 May 2023
	<b><i>In-service day</i></b>	<b><i>Tuesday</i></b>	<b><i>2 May 2023</i></b>
Local Holiday	Closed on Re-open	Friday Tuesday	26 May 2023 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\\_f\\_or\\_excellence/3](http://www.southlanarkshire.gov.uk/info/200186/primary_school_information/1264/curriculum_f_or_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](http://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 literary, numeracy and health and wellbeing

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

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

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

### **Assessment and Reporting**

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

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](http://www.gov.scot)**



"Overall, I feel that Our Lady and St. Anne's is an exceptional school, where both my children have been encouraged to grow and develop their learning and talents."

"Our Lady and St. Anne's Primary should be proud of their school in every way."