



Education Resources



Underbank Primary School Handbook 2022

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 Schools / 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

13. School Policies and Practical Information

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.

Underbank Primary School

1925 – 2022



1) Introduction by the Head Teacher

Dear Parent/Carer,

This handbook has been produced for you. We hope it provides you with information such as how your children will be educated and looked after in Underbank Primary School.

I would like to welcome you and your children to our school. Some of you will be familiar with our school community, but for others, you will be meeting us for the first time.

As parents/carers of our pupils, you will always be made welcome at Underbank Primary School. We aim to achieve the best possible education for your child. The best way to do this is to work in partnership with you. We hope that you will keep in close contact with us and play an active part in our school community.

Our priorities are to ensure that all children can enjoy a high standard of care and welfare, and learn in an atmosphere that is happy and stimulating. We strive to ensure that the ethos and school environment encourage our children to become successful learners, confident individuals, responsible citizens and effective contributors.

I hope this handbook will answer many of the questions that you may have about our school. If you have any other queries or concerns, please never hesitate to contact me personally and I will always do my best to address your concerns. We welcome all parents' visits and are happy to discuss matters of mutual concern related to your child's progress and welfare.

The staff at Underbank Primary School look forward to working in partnership with you, now and in the future.

Yours faithfully,

Mrs Margo Millar
Head Teacher

The Vision of Underbank Primary is:

To work in partnership with everyone in our school community, to provide a safe, nurturing and stimulating environment in which everyone is included to achieve their full potential.



South Lanarkshire Council is the fifth largest authority in Scotland. It covers the following main areas; Clydesdale in the south which features extensive rural areas, Cambuslang, Rutherglen, Blantyre and Uddingston to the north, as well as the towns of East Kilbride and Hamilton.

The Council's Plan, Connect, sets out the Council's vision which is, "to improve the quality of life for all within South Lanarkshire".

For Education Resources this means delivering services of the highest quality as well as striving to narrow the gap. It is about continually improving the services for everyone at the same time as giving priority to children, young people, families and communities in most need. The priorities for schools and services are set out in the Education Resources Plan which confirms the commitment to provide better learning opportunities and outcomes for children and young people.

2) 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.

3) About our school

Underbank Primary School
159 Lanark Road
Crossford
Carluke
ML8 5QQ

Phone: 01555 860289

Website: www.underbank-pri.s-lanark.sch.uk
Email: gw14underbankoffice@glow.sch.uk
Twitter: <https://twitter.com/underbankpri?lang=en>

Underbank Primary is a non-denominational primary school, catering for children from Primary 1 to Primary 7. The current roll is 128, with the capacity for 141 pupils. However, it should be noted that the working capacity of this school may vary dependent upon the number of pupils at each stage and in the way in which the classes are organised.

The school is situated in the village of Crossford and its associated secondary school is Lanark Grammar School. The associated church of the school is Crossford Parish Church, Crossford.

Underbank Primary welcomes community involvement in the school. We are keen to welcome members of the community at assemblies and other celebratory occasions.



The new Underbank Primary opened to pupils in November 2018. It is sited on the west bank of the River Clyde, approximately 1km south east of Crossford. We are delighted with our new school and thank South Lanarkshire Council's school modernisation programme for their commitment to school improvement.



Our Official Opening took place in November 2019.

School images:

Main Entrance



Inside a Classroom



General Purpose Area



Our Stained Glass Window



Our Playground



Should you wish to visit our school, please contact our school office and if we can facilitate this, then we will endeavour to do so.

Meet the Staff

Teaching Staff

Mrs Margo Millar	Head Teacher
Mrs Carrie Drennan	Principal Teacher
Mrs Rebekah Bond	Class Teacher
Miss Kristy Dickson	Class Teacher (3 days)
Mrs Susan Higgins	Class Teacher (3 days)
Mrs Sue McLeod	Class Teacher
Miss Rachel Annand	Class Teacher
Mrs Alison McInnes	Area Cover Teacher – Base school Underbank
Miss Nadia Small	Newly Qualified Teacher
Mrs Fiona Lamont	Area Cover Teacher – Base school Underbank
Miss Patricia Slater	Area Cover Teacher – Base school Underbank
Miss Eleanor Yorkston	Support for Learning Teacher, (Extended Learning Community Team)

Mr Steven Johnstone	Music Teacher
Mr Chris Mitchell	Brass Tutor
Mr David Calder	Drums Tutor
Mrs Shona Robertson	Violin Tutor

Support Staff

Mrs Geraldine Totten	Team Leader
TBC	School Support Assistant
Miss Jacqueline Fleming	School Support Assistant
Mrs Pauline Smith	School Support Assistant and Breakfast Club

Facilities Staff

Mrs Elizabeth Brown	Janitor
Mrs Marion Eaton	Catering Manager
Mrs Elizabeth Brown	Catering Assistant/Cleaning Assistant
Mrs Joyce Ryder	Cleaning Assistant

Mr John Hamilton	School Crossing Patrol
------------------	------------------------

Our Parent Council

Parents

Chair: Mrs Sally Sneddon Email: upsparentcouncil@hotmail.com
Vice-Chair: Mrs Lorraine Cameron
Mr Scott Martin
Mrs Claire Theanne
Mrs Donna Stewart
Mr Michael Beverley
Mrs Jenny Parry
Mrs Mairi van der Kaars
Mrs Lindsay Speirs

Staff Members

Head Teacher: Mrs Margo Millar
Teachers: Mrs Rebekah Bond
Parent Council Clerk: Mrs Geraldine Totten

Co-opted Members

Councillor Lynsey Hamilton
Councillor Eileen Logan
Councillor Poppy Corbett
Councillor David Shearer

Our Parent and Friend Association (PFA)

Parents

Chair: Mrs Rebecca Sanderson
Vice Chair/Treasurer: Mrs Dawn Baxter
Mrs Lisa Morgan
Mrs Victoria Ram
Mrs Jenny Parry
Mrs Pauline Smith
Mrs Suzie Ritchie
Mrs Lindsay Speirs
Mrs Claire Theanne
Mrs Sally Sneddon
Mrs Christine Gray
Ms Vicky Harrison
Mrs Claire Edwards

Staff Members

Principal Teacher: Mrs Carrie Drennan
Class Teacher: Miss Rachel Annand

Information on both parent groups can be found on the school website as detailed earlier.

Attendance at School

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

- Tell someone at the school if you know in advance of any reason why your child is likely to be absent from school, telephone us or let us know in writing or via email.
- Notify the school first thing in the morning when your child is going to be absent. Let the school know the likely date of return and keep us informed if the date changes.
- Inform the school of any change to the following:-
 - Home telephone number
 - Mobile number
 - Emergency contact details

Punctuality

We encourage all pupils to arrive punctually so that they can enter their class with their classmates. If your child is late, please inform us of the reason why.

We welcome comments, compliments and complaints

We are committed to providing a quality service, but if you are unhappy with the service you receive in relation to your child's time in school, then it is important to do something about it.

Schools and establishments should be the first point of contact for parents who wish to discuss issues about their child. Our aim is to resolve issues at a local level. Education Resources wish to promote liaison amongst schools, members of Parent Councils, parents/carers and with other services. We wish to provide advice and support to Parent Councils, parents and carers.

All enquiries and concerns received from parents are taken seriously. In order to ensure that enquiries are dealt with effectively, contact should be made in the first instance with the school.

You can:

Inform the Head Teacher, Principal Teacher or any member of staff.
We can be contacted at: (01555) 860289

Address: 159 Lanark Road
Crossford
Carluke
ML8 5QQ

The Head Teacher can also be e-mailed at: gw14underbankht@glow.sch.uk

You can:

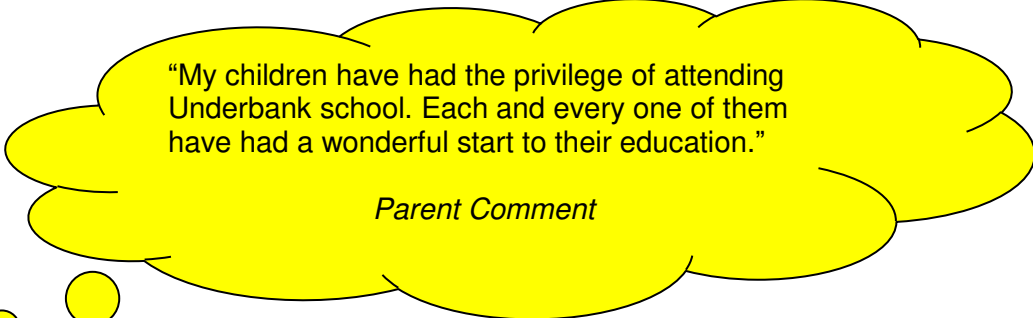
Contact a member of the Underbank Primary Parent Council
Chair: Mrs Sally Sneddon Email: upsparentcouncil@hotmail.com

You can:

Contact Education Resources, Council Offices, Almada Street, Hamilton ML3 0AE
Phone: 0303 123 1023

Further information on the Council's complaints procedure are accessible via the 'Have Your Say' leaflet available in all schools or via the SLC website link below:

www.southlanarkshire.gov.uk/info/200170/comments_complaints_and_consultations/579/comments_compliments_and_complaints_procedure



"My children have had the privilege of attending Underbank school. Each and every one of them have had a wonderful start to their education."

Parent Comment

4) Parental involvement

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

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/carer we want you to be:

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

Parental Engagement

We encourage parents to be active partners in their child's education:

- **Learning at Home**
We encourage parents to become involved with their child's education and learning.
- **Home/School Partnership**
We welcome parents as active participants in the life of the school.
- **Parental Representation**
We provide ways for parents to express their views and wishes.

Parent Council

Our school has a Parent Council. All parents of children at school are automatically members of the Parent Forum.

What does the Parent Council do?

The school and the local authority are obliged to listen to what the Parent Council say and to respond to the issues raised. All parents are welcome to come along to meetings. Parent Councils represent parent/carer views on such matters as:

- > How their Parent Council will be set up
- > Who should be a member of the Parent Council (majority of members must be parents)
- > How parents can join and support the school
- > How they can work together with the school and pupils to support children's learning
- > When the most convenient time is to hold meetings
- > What will be discussed at meetings – these might be topics such as school uniform, parking near the school, the school's anti-bullying policy, etc. However, it should be noted that, a Parent Council cannot discuss issues attributed to individual pupils.
- > How parents can play an active part in helping the school to take forward Curriculum for Excellence.

Parents and Friends Association (PFA)

At Underbank Primary, there is a very active Parents and Friends Association (PFA) which works continuously to provide additional support for the school, through fundraising and organising of events. Funds raised are used to purchase equipment, pay for educational excursions or offer activities to widen the children's educational experiences.

We are always looking for new members to join the PFA, all parents are welcome to be involved and will be given information at the beginning of the school year. It is a fun filled way of helping the school and our pupils. If you wish more information or you can help in any way, please contact the school office.

Home-School Links

One of our main aims at Underbank Primary School is to build on and consolidate the already strong, supportive links with our parents and the wider community. It cannot be overstressed just how important it is that you, as parents, feel welcome to come into the school at any time to discuss any concerns you may have about your children.

There are two formal Parents' Evenings; one in October and one in March. These meetings are in place to give you the opportunity to discuss your child's progress with the class teacher.

In addition to these more formal meetings, parents/carers are invited into the school at various times throughout the year to see the children showcase their work; through assemblies, presentations and open afternoons. There are events organised to keep parents up-to-date with the year group of your child; parent workshops, Meet the Teacher event, transitions events for P1 and P7 and parent participation in class projects.

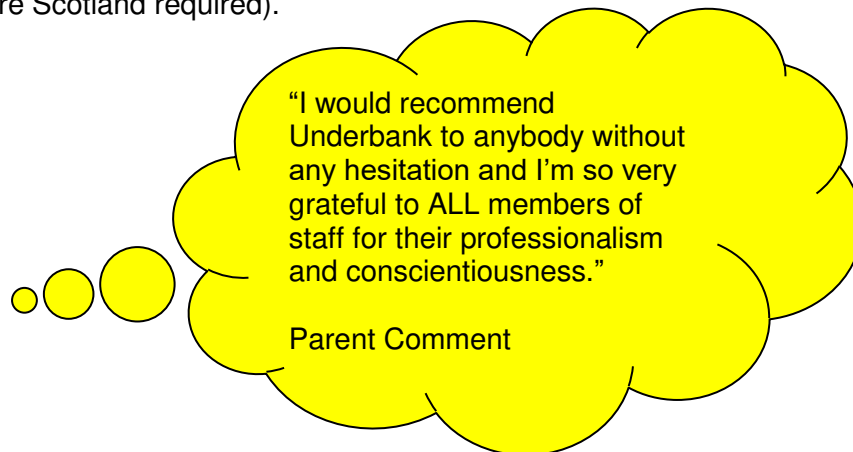
Parents are kept informed of their child's homework, in line with the school Homework Policy.

Our fortnightly update is emailed to parents every second Friday, keeping you up to date with events going on in the school. Through our school website and Twitter feed, we aim to keep parents informed of events happening in the school and those which we are involved in

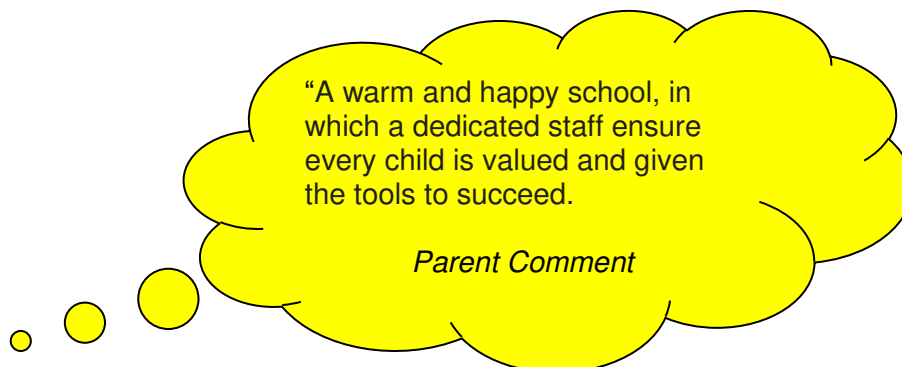
within our school and our community. They also include important information about upcoming dates and events.

Please note: a special form is sent home for signing by parents to grant permission for educational excursions and after school clubs.

Underbank Primary fully appreciates all parental support both in school and at home. We welcome parent helpers into our school to support the children with active learning activities, paired reading, practical maths, number, reading games, after school clubs and on educational outings.
(PVG Disclosure Scotland required).



This partnership with parents is highly valued and is evident in the two way dialogue which exists between the home and school. Parents are regularly consulted, with views carefully reflected upon and considered within the school improvement plan. Underbank Primary celebrates an ethos where parents feel they are an integral part of the school community.



Parents are also invited to support the school by offering to assist/lead in areas of expertise or interest, whether through the curriculum within the school day, or for a short period as a school club. The school has an extensive range of school clubs, run by parents, members of the community and staff, which enables a wider sharing of skills and interests.

We also welcome support from the wider community and are very grateful for the support already in place. Thank you to all parents and community members who enhance our pupils' learning.

Parents can contact the school at any time by telephone, email, letter, or by calling personally into school.

5) School Ethos

Our Vision

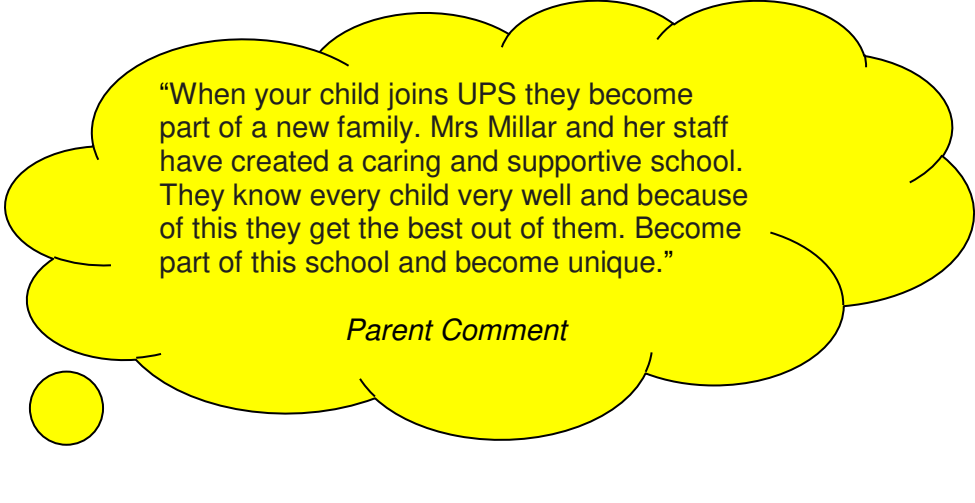
To work in partnership with everyone in our school community, to provide a safe, nurturing and stimulating environment in which everyone is included to achieve their full potential.

Our Aims

1. To provide a welcoming, safe, secure and healthy environment.
2. To create an environment in which everyone is encouraged to do their best, given appropriate challenge and support, within a varied, coherent, well-balanced curriculum.
3. To reward and celebrate individuals' achievements.
4. To show and give respect to all.

Acrostic Poem created by pupils after our Vision Assembly

Underbank is awesome,
Number 1 is what we are,
Do treat others with respect,
Everyone is special,
Responsible citizens,
Be the best you can be,
Always work together,
New skills every day,
Keep learning together.

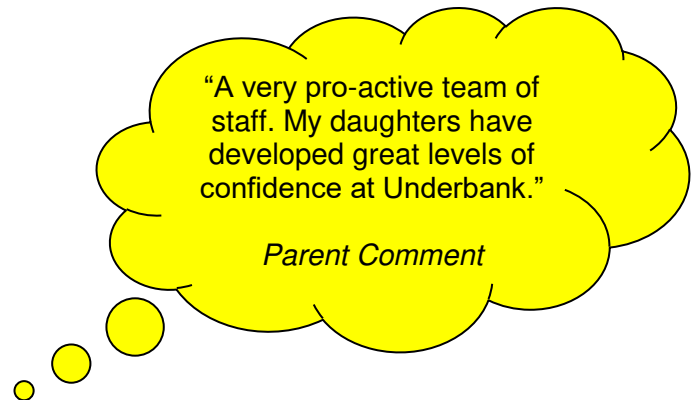


"When your child joins UPS they become part of a new family. Mrs Millar and her staff have created a caring and supportive school. They know every child very well and because of this they get the best out of them. Become part of this school and become unique."

Parent Comment

Underbank Primary promotes a culture of achievement for all our children. We aim to work in partnership with our children and their parents to support learning and teaching, and motivate our children to engage with all learning opportunities within the school and our community. In line with Curriculum for Excellence our aim is to encourage our children to be successful learners, confident individuals, responsible citizens and effective contributors. Each child is encouraged to achieve their full potential and their contribution is valued.

We aim to promote good citizenship and strong relationships as well as a respect for the rights of ourselves and others. We gained SLC Making Rights Real accreditation in 2017. We have also received our fifth Green Flag award for our work promoting Eco awareness. Our weekly assemblies are used as a vehicle to promote the vision and values of our school.



Academic achievements as well as success from out of school activities are celebrated in equal measure. We aim to forge links not only with the other schools within our Learning Community, but also with the wider community that Underbank serves.

Information and a snapshot of activities taking place in the school along with general information can be found on the school's website and by looking at our Twitter account. By regularly sharing images and information on Twitter we celebrate our successes and learning with our own school community and beyond.

Website: <http://www.underbank-pri.s-lanark.sch.uk>

Twitter: <https://twitter.com/underbankpri?lang=en>

Underbank Primary is part of the Lanark Learning Community which encompasses Lanark Grammar, Lanark Primary, Robert Owen Memorial Primary, New Lanark Primary, St Mary's Primary, Braehead Primary, Carmichael Primary, Carstairs Junction Primary, Carstairs Primary, Douglas Primary, Rigside Primary and Kirkfieldbank Primary. A learning community is made up of schools and education establishments from the area including the secondary school, primary schools, early years establishments, early years partners and schools and bases which provide specialist additional learning services. It is about working together to plan better outcomes for 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.

Each learning community is managed by a Head of Education (Area).

The Head of Education for our area is Mrs Carole McKenzie.

Underbank Primary recognises the importance of working in partnership with parents to support children's learning. Information about a child's learning on an individual basis is shared with parents through an end of year Pupil Report and Parent Consultations. We also share pupil work and personal targets with our parents to promote learning and partnership throughout the year.

Extra Curricular Activities

At Underbank we offer a netball club, running club, athletics, football and chess club. Teams of children represent our school by taking part in a variety of events which include Learning Community football, athletics and netball leagues and also a local swimming gala. We also run short-life after school activities at different stages. These have included: Dance, Spanish, Tennis, Basketball, Multi-sports and Book Club. All children take part in our school sports day in the summer term.



Netball



Tennis



Sportshall Athletics



Swimming

Promoting a Reading Culture

We organise an annual Book Fair that normally take place during Parent Consultations. Commission raised by these events help the school to purchase new library books and we are always extremely grateful for the support we receive. We also participate in Book Week events and encourage our pupils to make full use of visits by the local library van.



Receiving our Read, Write, Count Packs

Involvement in Community Events

We use our local community as a learning resource to enhance our pupils' learning experiences and participate in many local events such as Fruit Day in the Clyde Valley. We encourage partnership with the local playgroup by inviting them along to school events and by joining this group for their special events.



Fruit Day 2019



We shared our Harvest Assembly with our parents and the community

While learning about Harvest, pupils made hampers and cards, which are usually distributed, to some residents in our community. We also usually deliver harvest supplies to our local foodbank.



Harvest deliveries to our local foodbank and members of our community.



Pupil Voice

All pupils at Underbank Primary are encouraged to use their pupil voice and belong to one or more of our school committees:

Eco Committee
Positive Playground Committee
Get Active Committee
Making Rights Real and Fairtrade Committee
Charities and Enterprise Committee
Junior Road Safety Officers
Pupil Council
Inclusion Committee



During Session 2020 – 2021 we changed our committee structure to allow our children to remain in their class bubble at all times. Each class currently acts as one of our committees due to Covid restrictions.

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, more flexible and enriched curriculum that provides young people with opportunities to engage with the knowledge, skills and attributes that they will need if they are to flourish in life, learning and work, now and in the future.

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

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

The curricular areas are as follows:

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

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

Early
First
Second

Stage

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



Making Graphs



Mini-Beast Hunt



Numeracy on a C-Touch



Building a Giant Tetrahedron



Active Spelling

Active Learning Indoors and Outdoors



Bikeability Training



Food Technology



Amazing Science



Investigating Magnetism



Den Building



Problem Solving Together



Active Literacy

Active Learning engages and challenges our learning. It helps us make links across the curriculum to ensure depth of understanding.

Curriculum for Excellence is a major national reform designed to provide a richer, more flexible 3-18 curriculum which will equip children and young people for learning, life and work in the 21st century, by focusing firmly on their needs.

“Underbank continues to support and promote partnership working to showcase our children and ensure they thrive.”

Parent Comment

The aspirations of Curriculum for Excellence are:

“For all children and for every young person that they should be successful learners, confident individuals, responsible citizens and effective contributors to society and at work.”

The 21st century curriculum will provide support, structure and direction to young people’s learning, so that they can maximise their potential in each of these four areas.

... successful learners.

Which means we -

- are interested in learning new things
- do the best we can
- think about new ideas.

To help us do this we-

- use maths, language and talking and listening
- use technology
- can think of new ideas by ourselves
- learn by ourselves and in a group
- think about the good points and bad points of new ideas
- use all of these different things when learning new ideas.

...confident individuals.

Which means we-

- have respect for ourselves
- are healthy and happy
- look forward to the future.

To help us do this we-

- listen and try to understand others
- are healthy and active
- try to understand the world around us
- decide what is right and wrong.



We can all become...



...responsible citizens

Which means we -

- have respect for other people
- take part in making decisions.

To help us, we need to-

- understand the world around us and Scotland’s place in it
- understand different people from around the world
- listen to different ideas and opinions before making decisions
- think about issues in the world around us and develop views about them.

...effective contributors.

By-

- being enterprising and thinking of new ideas.
- thinking up ideas for ourselves.

We can -

- find different ways of telling people our ideas
- work with a partner and a bigger team
- lead a group when working
- take what we have learned and use it in a new situation

Sometimes the learning experiences may be linked together through themes and projects covering several areas of the curriculum (interdisciplinary learning).

Learning about Victorians



At other times learning will take place in individual subject areas. Learning will also be developed through day to day involvement in the life and work of the school community and the wider community. Such activities will include a variety of out of school projects and a range of school or community-based events.

Planting Bulbs in our Raised Beds



Developing Archery Skills at Dalguise



Planting Oak Trees in our Grounds



Planned experiences will be designed to achieve specific outcomes in terms of the knowledge, skills and understanding that show how young people are progressing and developing. If you want to know more about “Curriculum for Excellence”, please visit website: <https://education.gov.scot/>

What will this look like in practice?

When planning activities and experiences for young people, teachers will take account of the following seven principles

1. **Challenge and enjoyment** – All young people should be active in their learning and have opportunities to develop and demonstrate their creativity.



2. **Breadth** – all young people should have access to a range of activities so that they can learn and develop in a variety of ways.
3. **Progression** – All young people's learning should be built on earlier knowledge and achievement.
4. **Depth** – All young people should have opportunities to learn and study in depth. As they progress, they should be able to draw different strands of learning together and deepen their learning to the best of their ability.



5. **Personalisation and choice** – The individual needs of all young people should be recognised with particular talents and skills being supported and developed. Opportunities should be provided for young people to exercise responsible personal choice as they progress through the school.



6. **Coherence** – There should be clear links between the different aspects of learning.
7. **Relevance** – Young people should understand the purpose of their activities and see the value of what they are learning for their present and future life.

Key changes we have made in order to implement Curriculum for Excellence

1. Assessment is for learning (AifL)
2. Co-operative learning
3. Active learning
4. Interdisciplinary working – linking learning across the curriculum
5. Literacy
6. Numeracy and Mathematics
7. Health and Wellbeing
8. Assessing, recording and reporting on pupil progress
9. Outdoor learning
10. Science

Musical Tuition

The visiting Music Specialist visits one class for 10 weeks per session.

During the 2021/2022 session, we have been able to offer brass tuition, violin tuition and drumming tuition to groups of senior pupils.

It is hoped that the SLC Instrumental Music Service are able to annually offer a musical aptitude/suitability assessment to our P5 pupils. If successful, pupils then have the opportunity to learn how to play a musical instrument.



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

At Underbank Primary, we aim to create an environment where our pupils appreciate values such as honesty, liberty, justice, fairness and concern for others. The children will be encouraged to develop a respect for other peoples' ideas, values, customs and beliefs, both within their community and the wider world. The children are also encouraged to work co-operatively with others demonstrating tolerance and partnership.

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.

Children contribute to our assemblies and so all pupils are made aware of what is happening in other classes. This helps to promote self-confidence. The local minister of Crossford Church, Mr Reid, visits classes when requested to enhance our RME programme and we also visit the church for special events and to gain an understanding of the role of the church in our community. Mr Reid also joins us for some of our planned assemblies.

Rights of Parents / Carers

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

There is a statutory provision for parents to withdraw their child from participation in religious observance should they wish.

Where a child is withdrawn from our RME programme or religious observance, then we will make suitable arrangements for the child to participate in a worthwhile alternative activity.

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

7) Assessment and tracking progress

Assessment can be formative or summative. Formative assessment is continuously being made to determine the effectiveness of teaching and to enable the teacher to plan the next steps for learning. Each child at Underbank has a Learning Journey folder that tracks their individual progress for the session. We use target setting with all pupils to promote an ethos of continuous improvement and partnership with our parents. Moderated writing jotters and moderated numeracy and maths jotters are also kept for each child. Standardised summative tests are also used at Underbank to check on pupils' progress and to assist in the planning of next steps in learning for all pupils.

We want to share with you on how your child's learning is progressing. We do this in many ways, including through sharing your child's learning with you, parent consultations and through reporting.

Final end of session reports are sent home in June. The following information explains the terminology used within the report to track progress.

Literacy, Numeracy and all aspects of **Health and Wellbeing** will feature across learning and are the responsibility of all practitioners. Therefore, these areas have been given increased emphasis within the South Lanarkshire Council primary report.

This table below shows how the curriculum levels are organised:

Level	Stage covering 3 years approximately
Early	The pre-school years and P1, or later for some.
First	To the end of P4, but earlier or later for some.
Second	To the end of P7, but earlier or later for some.
Third and Fourth	S1 to S3, but earlier for some.

The fourth level broadly equates to Scottish Credit and Qualifications Framework level.

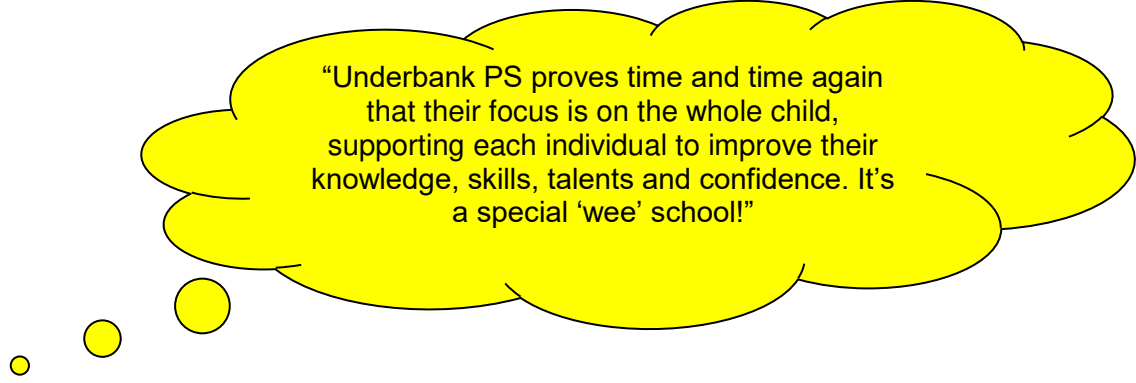
The fourth level experiences and outcomes are intended to provide possibilities for choice and young people's programmes will not include all of the fourth level outcomes.

Senior Phase S4 to S6, and college or other means of study.

Some children and young people will start learning at these levels earlier and others later, depending upon individual needs and abilities. Learning progress is not about how fast children move through the levels but about "how much" and "how well" children learn, having depth and breadth of experiences at each level.

Important themes such as *enterprise, citizenship, sustainable development and creativity* are also included.

Curriculum for Excellence is about raising standards, improving knowledge and developing skills. The curriculum ensures continuity in children's learning and will take account of their strengths, interests and achievements.



"Underbank PS proves time and time again that their focus is on the whole child, supporting each individual to improve their knowledge, skills, talents and confidence. It's a special 'wee' school!"

8) Reporting

Pupils are continually assessed, both informally and formally, by teachers to allow for their progress to be tracked and monitored. This allows teachers to plan suitable, future learning opportunities to match children's needs.

We will provide parents with a report so that you can see what your child is doing and how they are progressing. In addition, there will be parents' meetings which offer you the opportunity to discuss how your child is progressing and how you can best support your child in their learning. The school will offer you an appointment time so that you can visit, in person, to discuss your child's education.

Our 'learner report' 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 that you know what encouragement and support you can give.

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

9) Transitions

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

At this time we will also provide you with transition information and information 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**.

The associated secondary for Underbank Primary is **Lanark Grammar School**. Close links have been established with Lanark Grammar School. There is a strong transition programme between the primary schools in Lanark Learning Community and Lanark

Grammar; these include staff liaison and preparatory visits for children throughout Primary 7 to ensure the smooth transition of our Primary 7 pupils to secondary school.



Head Teacher of Lanark Grammar: Mr Jeff Warden
Lanark Grammar School
Kirklands Road
Lanark
ML11 9AJ
Tel: 01555 667520

Website: <http://www.lanark.s-lanark.sch.uk/>

10) Support for Pupils



Getting it right for every child.

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

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

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

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

Support for All (Additional Support Needs)

All children in Underbank Primary are challenged and supported to achieve their potential. For some children a programme of staged intervention is put in place. This consists in the first instance of extra class teacher input to target specific curricular areas.

If, in consultation with the Head Teacher, it is felt that more help is needed, a programme of support is planned. Advice may also be sought from our allocated Specialist Support for Learning Teacher. At this stage, an Additional Support Plan (ASP) may be drawn up in consultation with parents and children.

These programmes can also be helped by support from our School Support Assistants, who play a valuable role in all areas of school life, ranging from school administration to supporting individual children or groups within classes.

All of our actions are guided by South Lanarkshire Council's Additional Support for Learning guidelines. Any parental enquiries about Additional Support for Learning can be directed to the Head Teacher, who will be happy to discuss any concerns. Parents may also be invited into school to help complete relevant paperwork and help us build up a more complete picture of a child's needs.

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

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

Enquire – the Scottish advice service for additional support for learning

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

Phone Helpline: 0345 123 2303

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

Email Enquiry service: info@enquire.org.uk

Advice and information is also available at www.enquire.org.uk

Enquire provides a range of clear and easy-to-read guides and fact sheets including the parents' guide to additional support for learning.

If you would like to order our leaflets, postcards or guides, please contact them 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 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.

11) School Improvement

All South Lanarkshire schools are required to produce an annual Improvement Plan that outlines the areas of the curriculum or school improvements that will be the focus for the following year. Improvement priorities and tasks for the following session are discussed with staff and our Parent Council each year. A draft of the plan is discussed and amended by staff. It is then sent to our Quality Link Officer, who comments and advises on the content. Our Improvement Plan for 2021 - 2022 focuses on three areas:

- Continuity of Learning
- Health and Wellbeing
- Equity



Underbank Primary School

“We Can and We Will”



Over the session we will focus on three main areas to support our improvement and recovery – Continuity of Learning, Health and Wellbeing and Equity.

Summary School Improvement / Recovery Plan 2021 – 2022



Priority 1 - Continuity of Learning

- Our aim is to use the outdoors for activities across the curriculum. Including maintaining planned blocks of Forest School for all learners.
- Maintain our focus and drive to increase the digital skills and knowledge of staff and learners to continue to develop skills for learning, life and work.
- We will consider working towards accreditation to Digital Schools Award.
- Re-engage pupils with regular pupil personal learning plans/target setting to ensure they are knowledgeable about their learning and next steps.
- Utilise tracking and monitoring to enable effective resourcing, support and challenge.

Priority 2 – Health & Wellbeing

- Promote attachment informed ethos and environment within our context.
- All learners to be involved and engaged in the life of the school through review of pupil voice provision.
- Provide opportunities for CLPL which allow staff to focus individual and collective wellbeing needs.
- Revisit and refresh our Underbank Primary HWB programme.
- Introduce whole school resource to promote resilience within our learners.
- Continue to use a range of interventions to support our learners' wellbeing.
- Promote the wellbeing of those in our school community - pupils, staff and our families.

Priority 3 - Equity

- Attendance – Track and monitor attendance to identify any concerns/barriers, taking steps to encourage and promote attendance of 90% or above.
- Punctuality – Track and monitor daily, taking steps to actively promote punctuality.
- Attainment – Identify learners requiring additional support within Literacy and Numeracy and target through resources, 1:1 or small group interventions.
- Take account of our Cost of the School Day position statement and sensitively support our families.

Progress towards achieving our targets, outlined in our Improvement Plan, is discussed throughout the session with our Quality Link Officer. Our school updates, website and Twitter account aim to keep parents informed of school activities and our main achievements.

Each year we create a Standards and Quality report which parents can access on our school website. This details improvements and developments undertaken in the previous session and the impact that they have had. Some of our achievements include:-

- The huge staff commitment and professionalism throughout this session.
- The creation of our new library area in our GP space.
- Our virtual assemblies to ensure our school community remained connected.
- All classes enjoyed a block of Forest School during this session.
- Crazy Hallowe'en Hair Day.
- Our class Christmas Showcases were shared via school communication channels.
- JRSO led Be Bright Day to promote safe travel in the autumn and winter.
- A virtual storytelling session for all classes with our local author, Allison Galbraith.
- Our Inclusion Committee produced and led a highly successful virtual assembly for World Autism Day.
- Our Parent Council and PFA have supported the school throughout the session.
- Participation in the village Advent Windows Trail.

Our pupil equity funding allowed us to increase our IT provision, fund an online literacy based tool to support learners and enhance our reading resources for targeted pupils.

A small amount was allocated to outdoor and Forest School learning to further enhance our provision within these areas.



Underbank Primary: Scotland's Finest Woodland Award 2017-18



Sportscotland Gold School Sport Award



Our Fifth Green Eco Flag 2019



Sporting Primary School of the Year 2019



Our Infants Baubles Production



Our Infants Baubles Production



Annual Scottish Celebration



Annual Scottish Celebration

12) School policies and practical information

After School Arrangements

The school should always be aware of where your child is going, and who with, at the end of the school day. If your arrangements change for any reason, please inform our school office before 3pm. This includes all of our bus children. We reinforce with all children that if they go out at 3pm and their parent/carer is not there to collect them, then they must return into school.

School Meals

Healthy eating is something that the school supports and a range of meals are available at lunchtime 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.

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:

- 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, 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 SLC 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 school meals are not singled out.



Breakfast Club Provision

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

This provision is supervised by Mrs Pauline Smith and our cook, Mrs Marion Eaton.



Drinking Water in School

We encourage all children to bring a bottle of drinking water to school each day in order to remain hydrated. These can be refilled in all classrooms.

Research suggests that poor hydration leads to a lack of awareness, problems with concentration, and poor short term memory. When the body and brain are refreshed and hydrated, they are able to function clearly, and perform to their full ability.

Learning Tools

At Underbank all resources that a child needs for activities can be accessed in school. There is therefore no need to purchase expensive stationery eg pencil cases, pens etc. for your child at any stage. Should your child wish to bring their own stationery, then please be aware that things can be lost, and so we request that expensive items always remain at home.

Should your child require any school resources for home/school link projects or homework tasks, then these will also be made available on request.

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 and 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.

The uniform worn by Underbank Primary pupils is:

Jumper, cardigan or sweatshirt – blue

Trousers, skirts, pinafore – grey

Blouse, shirt or polo shirt – white or blue

Shoes - black



School ties and fleece/rain jackets are also available. Our uniform supplier is:
A. L. J. Industrial Supplies, 18 Bloomgate, Lanark. (Tel: 01555 665715)

Unbranded items such as plain white polo-shirts are available from many other retailers and are acceptable. It is not necessary for pupils to have a blazer as we often find they get little wear from this in our Scottish climate.

PE Kit

It is important that children are suitably dressed for PE. Gym shoes/trainers, shorts and t-shirts are the desired clothing. We encourage our P4-7 pupils to wear a school PE t-shirt which has our school badge embroidered on it. These can also be purchased from our school uniform supplier.

Trainers worn outside should not be worn for PE as this could prove to be a danger. Children should have a pair of indoor shoes which they will wear inside the building.

Where possible, these should also be suitable to be used during PE sessions and so have non-marking soles. Please note that jewellery should be removed before PE sessions.



School activities can involve the use of paint, glue or other messy materials so some sort of overall/old shirt for use in school is advisable.

Please put children's names on all clothing, shoes etc.

A lost property box is kept within the school and parents are invited to retrieve jumpers etc when visiting the school.

Allergies

A significant number of children and young people in our school 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).

School hours/holiday dates

Monday to Friday	9.00am – 12.15pm and 1.00pm – 3.00pm.
Interval	10.30am – 10.45am.
Lunch	12.15pm – 1pm.

Details of school holidays/Inset Days can be found in the appendices at the end of this handbook.

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

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 03031231023. 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.

Transport at Underbank is currently provided by:

Gerry's Minibuses Ltd – (01555) 870707

Go Taxis Ltd – 01555 666666



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 e.g. mobile phones, tablets etc. and any items are therefore brought into the school at the pupil/parents' own risk.

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

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

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

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

(ii) Damage to clothing

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

Family holidays during term time

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

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

If your child is taken on a family holiday during term time then in line with Scottish Government advice this will be classified as an unauthorised absence. However, in exceptional circumstances schools may register a family holiday during term time as an authorised absence when for example, parents are unable to obtain leave during the school holiday period. Clearly, absence with no explanation from parents will mean that the absence will be recorded as unauthorised.

In our approach to raising attainment and achievement it is recognised that attendance at school is something that should be continuously encouraged. Parents/carers, children and the school all have a part to play in encouraging and stressing the importance of attendance at school. The school holiday dates and in-service dates are available from the website www.southlanarkshire.gov.uk

Promoting positive behaviour

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

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

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

In addition, a guideline (Promoting Positive Relationships and Behaviour) has been produced to support all teaching 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.

At Underbank we have developed our own Wellbeing and Relationships policy. This can be found on our website.

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 them keep their children safe.

www.childprotectionsouthlanarkshire.org.uk

Keep Safe Online

The Council has produced an information leaflet – 'Stay Safe' for parents/carers on how to help ensure their child is safe when using the internet and mobile devices.



Copies are available from the school or the web:

www.southlanarkshire.gov.uk

Information on emergencies

We make every effort to ensure the school remains open for pupils during term-time. 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 in touch with you by telephone, text, and 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, change of address and your emergency contacts..

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

Medical Issues

Should your child be taken ill in school we will firstly try to contact you. Failing this, we will use the emergency contact details that you have provided. In extreme circumstances we will contact your own family doctor. This procedure can only work if we have been provided with current contact details and phone numbers. It is important for parents/carers to let the school know of any change to your mobile/home telephone number and change of address.

Medicines cannot be administered by staff in school without the appropriate paperwork being completed and signed by the parent. This paperwork can be accessed on our school website and should be completed and handed into school by an adult with the required medication.

Your commitments

We ask that you:

- support and encourage your child's learning
- respect and adhere to the schools policies and guidance
- let the school know if you change your mobile/telephone number and/or address
- enjoy and take part in school activities

- accept your responsibility to respect staff who work in the school and for the school to be proactive in taking forward its commitment to care for and educate your child.

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

Information on pupils, parents and guardians is held by the school to enable the teaching, registration and assessment of pupils as well as associated administrative duties. The information is stored and used as per the requirements of the GDPR, with South Lanarkshire Council defined as the data controller. The Council have established a data protection policy that applies to all of its school. Education Resources has also prepared a privacy notice (below) which sets out how we will deal with personal information as part of our statutory function as an education authority. For more information please contact the school.

Privacy Notice

Introduction

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

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

Using your personal information

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

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

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

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

Information we collect at other times

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

- 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 Re-open	Friday Tuesday	23 September 2022 27 September 2022
October Break	Closed on Re-open	Monday Monday	17 October 2022 24 October 2022
	In-service day	Monday	14 November 2022
Christmas	Close on Re-open	Friday Monday	23 December 2022 (2.30pm) 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 Re-open	Friday Monday	31 March 2023 (2.30pm) 17 April 2023
Third Term			
Local Holiday	Closed	Monday	1 May 2023
	In-service day	Tuesday	2 May 2023
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.

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