



Education Resources

# St. Cuthbert's Primary School

Handbook 2022





Dear Parent / Carer,

Welcome to St. Cuthbert's Primary School Handbook. As parents and carers, we have the right to expect that all our children are provided with the highest quality of education in a climate where they are safe, valued and treated with dignity and respect.



The QR code will take you to our school Thinglink that shares key information about our school.

Session 2020 / 2021 was indeed a challenging one as we worked together as a community of faith and learning continuing to manage the COVID 19 pandemic and begin our recovery journey. However, our vision and core values remained and we strived to meet the needs of the whole school community in a safe and secure way.

We believe that within our Catholic school, we have created a caring, concerned Christian community, where children can grow, develop and achieve their best. Our school motto 'Learn, grow and achieve in faith', brings together our vision and values for our school.

We strive to ensure that all our pupils have the opportunity to develop academically, socially, morally and spiritually through a wide range of stimulating and engaging learning experiences so they become young people who are fully equipped with the necessary skills and knowledge to enable them to successfully continue their education in the secondary sector.

St. Cuthbert's is very proud of its strong, supportive ethos and we look forward to welcoming you and your family into our school community.

Yours sincerely,

Mrs Martina Hendry  
*Head Teacher*



## CONTENTS

Head Teacher's Introduction  
The Visions, Values, Aims and Motto of our School  
A Charter for Catholic Schools in Scotland  
COVID 19  
About our School  
School Holidays  
St. Cuthbert's Primary School and Nursery Staff  
School Enrolment and Placing Requests  
Nursery Enrolment  
Contacting the School  
Attendance at School  
Information on Emergencies  
Breakfast Club and Out of Hours Learning  
Clothing and Uniform  
Parental and Community Involvement  
School Ethos and Promoting Positive Behaviour  
The Curriculum  
Homework  
Assessment  
Reporting  
School Improvement  
Transitions  
Support for Pupils  
Child Protection  
Complaints Procedure  
School Policies and Practical Information  
Your Commitments  
General Data Protection Regulation  
Disclaimer  
Appendix A

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).

## Head Teacher's Introduction

St Cuthbert's RC Primary is a co-educational school which serves the area of Burnbank, Hamilton. The school was newly built in 2007 as part of the Schools Modernisation Programme. The building has two storeys with a lift. In August 2018 we were expanded to now house 9 spacious classrooms, technologies suite, nurture room, a large assembly hall and separate dining area and in August 2019 our nursery was expanded to accommodate 72 children full time. In May 2019, we were awarded National Nurturing Schools status. This reflects the commitment we have to understanding attachment theory and promoting nurturing practice in all areas of school life.

At St Cuthbert's we are aware that the education of your child is a most serious responsibility which you have asked us to share. We aim therefore, to make school a happy, supportive place in which your child will thrive and develop socially, emotionally, academically, physically and spiritually. They will acquire the fundamentals of religious knowledge, develop social skills, moral and cultural values and the academic skills in literacy, numeracy and all other curricular areas which will enable them to learn with understanding and pleasure. An awareness of the duties and responsibilities as members of their community is fostered through developing a sense of equal opportunities and social justice, the encouragement and the practice of good manners, a positive attitude to work, initiative and self-reliance.

Developing strong partnership working is a key feature of our school. We are anxious to work with you and the local community in helping each child in our school to reach the highest measure of success which he/she is capable of, and recognising and developing any special skills he/she has, academic, physical or aesthetic.

When young children begin school life they are eager to grasp many new experiences and one of our aims is to preserve this attitude of pleasure and excitement in learning, so that each will become a self-disciplined, independent learner with a positive self-image.

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.

St. Cuthbert's Primary embrace the key priorities of the National Improvement Framework. The National Improvement Framework priorities are

- to improve attainment for all, particularly in literacy and numeracy
- to improve the learning progress of every child, by reducing inequality in education
- to improve children and young people's health and wellbeing
- to improve employability skills and sustained positive school leaver destinations for all young people.



# The Vision, Values, Aims and Motto of Our School

*The vision for St. Cuthbert's Primary is a community of faith and learning where everyone is valued, nurtured and inspired to flourish and succeed.*

## We all value



## We aim

- We aim for our children to be self-assured, resilient, aspirational individuals who can embrace challenge and change.
- We aim for our staff to respond to the needs of each child and create a safe place to learn.
- We aim for staff to have high expectations and to commit to delivery of an inspiring and engaging education.
- We aim for our parents and carers to feel welcomed and supported through positive relationships built on trust, respect and shared commitment to the development of the whole child.
- We aim with parish and home to promote and live the Gospel values in our daily lives.
- We aim to build positive partnerships with the wider community to enrich teaching and learning.

## Our school motto

**‘Learn, grow and achieve in faith’**





## A Charter for Catholic Schools in Scotland

# 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.



## COVID-19 – Keeping children, young people, and staff safe

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

On the 19 October 2021 the Scottish Government announced that the existing COVID-19 safety mitigations in schools and educational settings are to remain for now, following the advice from senior

clinicians. It is worth noting that whilst for the general public a number of areas have changed in light of the roll-out of the vaccination programme, there continues to be restrictions in place for schools and educational settings. The public health message is that the safety of children and young people and all education staff, remains the overriding priority. Secondary aged pupils are expected to wear face-coverings and to undertake twice weekly lateral flow tests.

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

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

So it is worth noting: -

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

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

Assemblies and large gatherings are still not permissible under the current guidance. Schools are therefore asked to consider group sizes as bringing large groups together in educational settings is not advisable.

Community Lets are allowed out with the school day in line with COVID-19 guidance. If there is an intention to organise events in the evening by a parent group, they are required to make any booking through the community letting procedures as normal. A risk assessment must be undertaken in advance. This is to take account of the mitigations that require to be taken in what will be a confined space, the need for clear access and egress routes, the wearing of face coverings and infection controls, like hand sanitisation.

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

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

## About Our School

Name of School: St Cuthbert's Primary and Nursery Class  
Address: Greenfield Road  
Burnbank  
ML3 0NN

Phone Number: 01698 282175  
Email: gw14stcuthberht@glow.sch.uk

[office@st-cuthberts-pri.s-lanark.sch.uk](mailto:office@st-cuthberts-pri.s-lanark.sch.uk)

Website: [www.st-cuthberts-pri.s-lanark.sch.uk](http://www.st-cuthberts-pri.s-lanark.sch.uk)

Twitter: @stcuthbertsps  
Present Roll: 238  
Stages Covered: Pre-5 – Primary 7  
Denomination: Roman Catholic Co-Educational

### Our School Day

Start: 9.00 a.m.

Interval: 10.05 a.m. – 10.25 a.m.  
10:30am - 10:45am

Lunch: 11:45am - 12:30pm  
12.40 p.m. - 1.25 p.m.

Finish: 3.00 p.m.

Nursery Full day 8.45am – 2.45pm  
9:00am - 3:00pm



### Class structures

Within St. Cuthbert's Primary we have pupils from Primary 1 to Primary 7. Uneven distribution of the school roll can make it necessary to form a 'Composite Class'. This is a class which has children at 2 or more stages e.g. Primary 3 and Primary 4 pupils.

The formulation of the composite class would be based on pupil working groups. No parent should be concerned that their child's education is being compromised by being in a composite class.

However, if you would like further information regarding this matter, please do not hesitate to contact the school.

### Visiting the school

Parents and carers wishing to visit the school should contact the head teacher via email or phone. While all visitors are most welcome, visits will be facilitated in line with current COVID mitigations at this time.



# School Holidays



## Education Resources

### School holiday Dates Session 2021/2022

Break	Holiday dates		
<b>First Term</b>	<b><i>Teachers In-service</i></b>	<b><i>Thursday</i></b>	<b><i>12 August 2021</i></b>
	<b><i>In-service day</i></b>	<b><i>Friday</i></b>	<b><i>13 August 2021</i></b>
	Pupils return	Monday	16 August 2021
September Weekend	Close on Re-open	Thursday Tuesday	23 September 2021 28 September 2021
October Break	Close on Re-open	Friday Monday	8 October 2021 18 October 2021
	<b><i>In-service day</i></b>	<b><i>Monday</i></b>	<b><i>15 November 2021</i></b>
Christmas	Close on Re-open	Wednesday Wednesday	22 December 2021 5 January 2022
<b>Second Term</b>			
February break	Close on Closed on	Friday Monday and Tuesday	11 February 2022 14 February 2022 15 February 2022
	<b><i>In-service day</i></b>	<b><i>Wednesday</i></b>	<b><i>16 February 2022</i></b>
Spring break/Easter	Close on Re-open	Friday Tuesday	1 April 2022 19 April 2022
<b>Third Term</b>			
Local Holiday	Closed Re-open	Monday Tuesday	2 May 2022 3 May 2022
	<b><i>In-service day</i></b>	<b><i>Thursday</i></b>	<b><i>5 May 2022</i></b>
Local Holiday	Close on Re-open	Thursday Tuesday	26 May 2022 31 May 2022
Summer break	Close on	Friday	24 June 2022
Proposed in-service days	August dates to be confirmed		

#### Notes

- ◆ Good Friday falls on Friday, 15 April 2022
  - ◆ Lanark schools will close Thursday, 9 June 2022 and Friday, 10 June 2022
  - ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Wednesday, 22 December 2021 and Friday, 1 April 2022)
  - ◆ Schools will close at 1pm on the last day of term 3 Friday, 24 June 2022)
- \*Two in-service days proposed for August 2022 to be confirmed.



## Education Resources

### School Holiday Dates Session 2022/2023

Break	Holiday dates		
<b>First Term</b>	<b>Teachers In-service</b>	<b>Monday</b>	<b>15 August 2022</b>
	<b>In-service day</b>	<b>Tuesday</b>	<b>16 August 2022</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>In-service day</b>	<b>Monday</b>	<b>14 November 2022</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>In-service day</b>	<b>Wednesday</b>	<b>15 February 2023</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>In-service day</b>	<b>Tuesday</b>	<b>2 May 2023</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.

Head Teacher		Mrs M Hendry
Depute Head Teacher		Miss L McKendry
Principal Teacher		Mrs F Cran
Class Teacher	P1	Miss N Lamont
Class Teacher	P1/2	Mrs A McLaren
Class Teacher	P2/3	Mrs M Hall
Class Teacher	P3	Miss C Reidy
Class Teacher	P4	Miss A Stewart (NQT)
Class Teacher	P4/5	Mrs A Macmillan
Class Teacher	P5/6	Mrs N Reynolds
Class Teacher	P6	Mrs L Boyd
Class Teacher	P7	Miss C McKale
Class Teachers	C.C.C.	Mrs L Egan
Additionality Teacher		Miss E Joliny
Pupil Support Teacher		Mrs F Cran
Base School		Mr B Cassidy
Early Years Depute		Mrs PA Collins
Excellence and Equity Lead		Mrs N Dyer
Early Years Practitioner		Mrs E Stark
Early Years Practitioner		Miss K McMillan
Early Years Practitioner		Mrs J McGhee
Early Years Practitioner		Mrs J Bryce
Early Years Practitioner		Miss L Browne
Early Years Practitioner		Mrs KA Paton
Early Years Practitioner		Mrs C Brew (0.5)
Early Years Practitioner		Miss R Boyle (0.5)
Early Years Practitioner		Mrs S Perratt (0.6)
Early Years Practitioner		Miss D Miller (0.4)
Modern Apprentice		Miss Z Cuthbertson
Early Years Support Worker		Miss K Patrick
Early Years Support Worker		Miss R Liddell
Educational Psychologist		Mr P McGill
Additional Support Needs Teacher		Mrs C Rice
Instrumental Tuition		Mr P Devlin
Music Specialist		Ms L Caldwell
Parish Priest		Fr C Dornan
Support Staff Team Leader		Vacant
Support Staff		Mrs M Clark
Support Staff		Mrs L Kinnie
Support Staff		Mrs C Harley (0.8)
Support Staff		Mrs E McLean
Support Staff		Mrs H Wilson (0.6)
Support Staff		Mrs B Baxter
Support Staff		Mrs P McKale
Support Staff		Mrs L Hardman
Support Staff		Mrs L Morton (0.6)
Support Staff		Mrs M Keddie (0.6)
Catering Supervisor		Mrs A Campbell
Catering Assistant		Mrs I Duffy
Janitor		Mrs S Cathcart
Cleaning Supervisor		Vacant
Cleaning Assistant		Miss M McAulay
Cleaning Assistant		Mr R Keachie

## School Enrolment and Placing Requests

Parents / carers of children who are 5 years of age between 1 March 2022 and the end of February 2023 are required to register their child for starting 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 17 January 2022.**

We have a detailed Primary 1 Transition Programme. Pupils who are given a place at our school will receive personal invitations to participate in the programme with the support and involvement of their parents / carers and nursery staff. **P1 children will attend for a full day from Wednesday, 16 August 2022.**

### Enrolment of children during the school year

Parents seeking a place for their child in St. Cuthbert's are asked to contact the Head Teacher so that they can visit the school at a mutually agreeable time.

### Transfer of school during the school year

If you are proposing a change of school for your child please provide contact details for the new school so that we can ensure relevant information is provided for a successful transition.

## Nursery Enrolment

The school has a nursery which provides a learning environment for young children. Parents from any area may apply to attend the nursery class. To find out more about the nursery please contact the school. However, it should be noted that if you register your child for a nursery in a school this does not mean that they will automatically be enrolled at this school when they are ready to start primary school. All children who move from early years to primary education must register separately for school in the month of January.

St. Cuthbert's Nursery Class provision delivers 1140 hours of Early Learning and Childcare and currently provides for 72 children full time.

Parents can register their children by completing application forms (these are available throughout the year) in the presence of a member of staff. Parents should contact the school to arrange a mutually convenient time. Application forms are then taken to an allocation meeting in May for consideration.

## Contacting the School

At St. Cuthbert's, we value our very strong, positive links with our families. Partnership working is a key element for a successful experience for your child. Pre COVID we had two formal parent consultation events each session along with our annual Curriculum Afternoon.

**Our School App is available for free download from your App store on your mobile device. Search and download Scot Ed and then select St. Cuthbert's Primary, looking for our school badge.**

However, should you have a concern about your child's wellbeing or academic progress please do not hesitate to contact the school. Contact can be made through using the child's homework diary, telephoning the school to request to speak to a class teacher or a member of management.



All concerns will be recorded and parents will be informed of the actions to be taken.

## 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 and unauthorised absence. In cases where your child is unable to attend school parents are asked to:-

- ❖ If you know in advance of any reason why your child is likely to be absent from school, please tell someone at the school, telephone us or let us know in writing. Please also give your child a note on his/her return to school, telling of the reason for absence;
- ❖ Notify the school first thing in the morning when your child is going to be absent. Let the school know the likely date of return and keep them informed if the date changes;
- ❖ Inform the school of any change to the following:-
  - Home Telephone Number
  - Mobile Number
  - Emergency Contact Details
- ❖ Requests for your child to be absent from school to make an extended visit to relatives must be made in writing to the Head Teacher, detailing the reason, destination and duration of the absence and arrangements for their continuing education. On these occasions the pupil will be marked as an authorised absentee in the register.

### Family Holidays during Term Time

- ❖ Every effort should be taken to avoid family holidays during term time as this both disrupts the child's education and reduces learning time. If holidays are taken during times when the school is open parents should inform the school in advance by letter.
- ❖ If your child is taken on a family holiday during term time then in line with the Scottish Government Advice this will be classified as an unauthorised absence. However, in exceptional circumstances schools may register a family holiday during term time as an authorised absence when for example, parents 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.

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



***Please contact the school should your child be unable to attend school.***

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

## Information on Emergencies

We make every effort to ensure the school remains open during term-time for pupils. However, on occasions circumstances may arise which can affect the school. Schools may be affected by, for example, severe weather, power failures or through any other circumstances that may impact on the school day. In such cases we shall do all we can to let you know if this happens. We shall keep you in touch by school app, 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 visit the website [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk) or email [education@southlanarkshire.gov.uk](mailto:education@southlanarkshire.gov.uk)

## Breakfast Club and Out of Hours Learning

### Breakfast Club

Pupils at St. Cuthbert's have the opportunity to attend the Breakfast Club in school. This operates Monday to Friday from 8.30am to 9am.



*'I like The Hub at lunch time because we have fun activities to do.'*

Some of the activities include:

- ❖ Homework Club
- ❖ Judo
- ❖ Football
- ❖ Badminton
- ❖ Netball
- ❖ Dance
- ❖ Fun Phonics
- ❖ Fun Fitness

### Out of Hours Learning

In St. Cuthbert's Primary, we recognise the importance of raising achievement alongside raising attainment. The staff of our school, alongside volunteers and visiting specialists, provide a wide variety of clubs for pupils at all stages. These vary from term to term and detail of what is available is communicated to pupils through our school newsletter.



*'I love working with Active Schools during lunchtime. I can improve my fitness and have fun at the same time!'*

## Clothing and Uniform

Pupils in St. Cuthbert's Primary school wear the school uniform with pride. 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.

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 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.

### St Cuthbert's School Uniform is as follows:

#### Boys

White shirt  
School tie  
Grey trousers  
Green jumper or pullover

#### Girls

White shirt / blouse  
School tie  
Grey / green skirts  
or pinafores for girls  
Green jumper / pullover / cardigan  
**Grey trousers in winter only**  
Green summer dresses

Our senior pupils are presented with our Primary 7 tie to identify them in their final year. This tie is worn at all times.

Our supplier is **SCOTCREST** based in Hamilton.

Address: 41 Quarry Street Hamilton ML3 7AH  
Phone: 01698 760438

#### P.E. KIT

Full school uniform is worn each day with pupils bringing their P.E. kit, green shorts and yellow t-shirt with badge, to change.

All pupils should change into soft black shoes each day too.



In addition, parents can purchase green fleeces, waterproof jackets and baseball caps, hats and school bags also displaying the school badge. Information on ordering can be obtained via the school office.

All pupils should bring a change of footwear for indoor use only.

In the interests of safety, soft gym shoes must be worn for games and P.E. activities. Pupils should wear black shorts and white t-shirt for P.E. Jewellery of all kinds can be a hazard and must be removed before taking part in such activities.

## 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 you are unable to submit an application online then please contact the helpline number **0303 123 1011** (option 5).



We have a very healthy '**New to You**' uniform bank in school security bubble, open every day and free to all.

## 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/downloads/file/13457/parents as partners - strategy 2019](http://www.southlanarkshire.gov.uk/downloads/file/13457/parents%20as%20partners%20-%20strategy%202019)

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

As a parents/carers we want you to be:

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

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)



Pre COVID our parents have been involved in running and maintaining our Literacy Den and lending library and our Scotland Reads programme. They have also accompanied pupils to sports events, educational excursions and visits to the library.

## Family Support Worker

We are delighted to have a Family Support Worker, Karen Gibbons, from Barnardo's working in our school every Monday and Wednesday and Friday. Her role is to:

- work in conjunction with Head Teacher to deliver bespoke programme to needs of the school
- provide opportunities to link with all parents / carers
- provide opportunities for parents / carers and children to work together in a supported environment
- provide 1-1 support for vulnerable families on a voluntary basis



## Parent Council

### What is the Parent Council?

The Parent Council attend to matters on behalf of the Parent Forum.

### Who can become a member of the Parent Council?

Any parent/carer with a child of the school may become a member of the Parent Council. The Chairperson is a parent and there must be a majority of parents. The head teacher has a right and duty to attend meetings and acts as the Principal Adviser.

### What are the duties of the Parent Council?

The first duty of the Parent Council is to represent the views of the parents of the school. It supports the work of the school; is involved in the appointment of senior staff; promotes contact between all parents and the rest of the school community and can discuss anything that is of interest to parents.

The membership of the Parent Council is as follows:-

#### Parent Members:

Mr Paul McVey (Chairperson)  
Mrs Eileen Cook (Vice Chairperson)  
Mrs Lisa McVey (Treasurer)  
Mrs Mairi Claire Whitson (Fundraising Co-ordinator)

#### Co-opted Member:

Vacant

#### Church Representative:

Vacant

#### Staff Representatives:

Miss Lorraine McKendry, Mrs Frances Cran and Mrs Patricia Ann Collins

#### Clerk to the Council:

Mrs Suzanne Barrie

#### Head Teacher/Principal Adviser

Mrs Martina Hendry

*(The Head Teacher is not a member of the Parent Council but has a right and duty to attend meetings and act as principal adviser).*

The Parent Council meets regularly throughout the school year. Further details about involvement with the council are available from the school or Mr Paul McVey, Parent Council Chairperson.

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



## Hallowe'en Disco 2019 Super costumes and make up!

### Fundraising

Mrs Mairi Claire Whitson organises our fundraising events within the school. We are always looking for new ideas to help raise much needed funds to benefit our whole school. Our Summer Fayre is our main fundraiser. Funds raised have enabled every child to receive a small gift at Christmas and enjoy a Hallowe'en and Summer Disco. They have also paid the School App subscription for the past four years. Since COVID has curtailed many social events in school, the Parent Council have continued to provide support and financial assistance or class celebrations for sacrament classes, Hallowe'en and Christmas Fundays.



### Community Links and Business Partnerships

St. Cuthbert's encourages all our children to participate in all aspects of community life. We have a formal business partnership with St. Andrew's Hospice and benefit from the educational input about health that they provide.

We have close links with local sports providers, Community Police, Community Nurses, Legion of Mary, St. John Ogilvie High School, Aberglen Care Home and the Fire Service.

We host a World of Work day every two years to help our pupils understand the importance of developing skills for work. These are hugely successful events where pupils have the opportunity to engage with workers from a variety of occupations, listening to the skills required to be successful in their chosen profession. Our next World of Work week is planned for March 2022 and we look forward to sharing many occupations with our pupils.



*St Andrew's Hospice Ambassadors 2021-2022*

### School Ethos and Promoting Positive Behaviour

St. Cuthbert's Primary School has a strong, positive, shared vision and ethos that has the concept of learning at its core. As a Catholic School our ethos is underpinned by the Gospel Values. We provide an inclusive ethos where the dignity and value of each individual is respected and valued.

We have a school House System with Captains and Vice-Captains elected by pupils. Every child belongs to a house and work together by lining up in the yard and sitting as a house group at assemblies.

This year's elected office bearers are:

	<b>St Andrew</b>	<b>St Columba</b>	<b>St John Ogilvie</b>	<b>St. Margaret</b>	<b>St Ninian</b>	<b>St Serf</b>
Captain	Louie Bonnar	Maya Calton	Kaci Coogans	Olivia Elder	Georgia Mitchell	Taylor Murray
Vice-captain	Orla Morgan	Keiara Paton	Kayden Nicolson	Richard Laditi	Sophie Grady	Scarlett Smith





We fully embrace the United Nations' Charter of the Rights of the Child. This involves all stakeholders understanding the Rights of the Child as set out by UNICEF and working together to ensure that these rights are visible within our school community.

Our school vision, *a community of faith and learning where everyone is valued, nurtured and inspired to flourish and succeed*, is closely linked with our approach to promoting positive behaviour.

It is our aim at St Cuthbert's to promote positive behaviour through a range of strategies which highlights sound self-esteem for all children and is based on a firm understanding of attachment theory. The whole school follows the same approach to managing behaviour and relationships within classes. The system is called On Track. If pupils experience difficulty or challenge in staying 'on track' they are supported by various strategies within class, parental involvement and support from Head or Depute Head Teacher.

If these strategies are unsuccessful it may be necessary to seek assistance from our Educational Psychologist, Mr Paul McGill, who works with the school. Serious incidents or continuous, intolerable behaviour are dealt with on an individual basis and may involve temporary exclusion until parental guarantees of support are forthcoming. Should this prove unsuccessful however, the Education Manager will be notified.

Since the relationship between pupil and teacher is similar to that between the child and his/her own parents, mutual consideration is required so that serious disruptions do not occur.

It is the responsibility of staff within the school to ensure that staff, 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.

All pupil achievements are regularly celebrated increasingly using our school app and Twitter to share them. We have a 'Celebrating Success' Wall and Pupil and Worker of the Week awards to recognise achievement too. We also have a monthly Achievements Assembly where pupils can share their successes with their peers. Any child who receives a certificate, takes part in an event or has an achievement of some description can share it with the rest of the school at assemblies. Children's achievements are also celebrated on our school website, SLC education newsletter and in the local press.

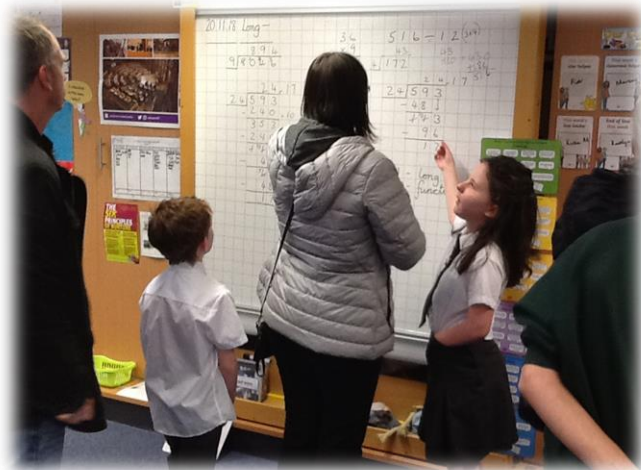
## The Curriculum

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 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.

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



*'I explained my P7 maths work during our Curriculum Afternoon.'*

Children will be given wide and varied experiences and at all stages learning will take place through:

- The ethos and life of the school as a community
- Curriculum areas and subjects
- Interdisciplinary projects and studies
- Opportunities for personal achievement

Each session pupils will participate in an educational excursion to support their learning. Visits have taken place to Whitelee Wind Farm, Amazonia, Maritime Museum and The Vue cinema.

Primary 7 also have the opportunity to participate in a week long outward bound experience. This year pupils will travel to Ardentinny. This is a superb opportunity for pupils to apply their learning in new contexts and work together to develop independence and key interpersonal skills.



# The 8 curricular areas

## Expressive Arts

There are four main areas:

- ❖ Art and Design
- ❖ Dance
- ❖ Drama
- ❖ Music



*Pupils performing at the Music Showcase*



*P1 Author visit*

## English Language and Literacy

This includes reading, writing, listening and talking. It also includes modern languages. In St. Cuthbert's we teach Spanish from Nursery to Primary 7.



*'I developed flexibility and body control to create a v balance.'*

## Health and Wellbeing

This curricular area includes:

- ❖ Mental, emotional, social and physical wellbeing.
- ❖ Planning for choices and change.
- ❖ Physical education, physical activity and sport.
- ❖ Food and Health
- ❖ Substance misuse



## Mathematics and Numeracy

This has several aspects:

- ❖ Mathematics which covers money, time, measurement, shape and data handling
- ❖ Numeracy covering estimating and rounding, fractions and decimals, working with numbers including multiplication and division
- ❖ Problem solving and enquiry



## Religious Education

This is based on Gospel Values and the teaching and tradition of the Catholic Church and includes eight strands of faith:

- ❖ Mystery of God
- ❖ Image of God
- ❖ Revealed Truth of God
- ❖ Son of God
- ❖ Signs of God
- ❖ Word of God
- ❖ Hours of God
- ❖ Hours of God
- ❖ Reign of God



*St Cuthbert's and St John Ogilvie joining together for Catholic Education Week 2019*

## Other world religions:

- ❖ Beliefs
- ❖ Values and issues
- ❖ Practices and traditions

## Sciences

There are six areas included in this subject:

- ❖ Planet Earth
- ❖ Energy in the environment
- ❖ Forces and Motion
- ❖ Life and Cells
- ❖ Communications
- ❖ Materials



*'Learning outdoors brought science to life. We worked together to gain the John Muir Award learning about the impact we have on our environment.'*

## Social Studies

Social studies cover a wide range of subjects under three broad headings:

- ❖ People, past events and societies
- ❖ People, place and environment
- ❖ People in society, economy and business

Many of the outcomes for this curricular area are delivered using an interdisciplinary approach. This means that key learning from more than one curriculum area is studied at the same time in a meaningful context.



*'We began our learning by visiting Whitelee Wind Farm.'*



## Technologies

This develops a range of skills such as

- ❖ Creating and designing
- ❖ Problem solving
- ❖ The use of information and communication technology

Education Scotland visited our school in November 2013. They reported 'that through our well-designed curriculum, the school has high expectations of what children can achieve'. (*Education Scotland Jan 2014*)

If you want to know more about Curriculum for Excellence, please visit website <http://www.educationscotland.gov.uk/thecurriculum/> or [www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk).

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

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.

## Homework

Formal homework is an important link between parents and school. Staff will set homework Monday to Thursday, suited to the needs of their children and as a reinforcement of the work within the school. The homework quota increases with age. In the early stages this should only take about 15 minutes and increase throughout the school to a maximum of about 30 minutes. Homework need not always take the form of a written task, it should be varied and incorporate such things as:

- Reading for pleasure or information
- Research work related to the current class topic
- Rote learning activities e.g. spelling, tables



**Parental involvement and support with learning has a significant impact on a child's attainment and achievement.** Where no written work has been given, parents should use the time to talk to their children about school, to revise previous work or to encourage extended reading. This will help to develop in the child good working habits and a firm attitude towards the future. Parents are encouraged to maximise learning opportunities at all times and not only when supporting homework. For example, talking about current news stories, making shopping lists, setting the table. Please visit the following website for further ideas.

Every pupil will be given access to their Google Classroom where some or all homework will be shared. This digital platform is a very important component of our school day and will provide the main platform for learning should further lockdowns happen.

**After each holiday all classes issue children with Homework Grids. These grids have 12 activities connected to real life to help you support your child in developing skills and knowledge. We hope parents engage with this valuable opportunity to work together with your child.**



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

The religious education curriculum in all Catholic schools is determined by the Church authorities. In St Cuthbert's school we follow the guidelines given by Motherwell Diocese and the Diocesan RE Advisers.

In a letter of guidance issued by the Scottish Government in February 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 feast, chaplains will lead school communities in the celebration of Mass and other forms of liturgical celebration.*

All of the above is done, in the formal curriculum, through the *This Is Our Faith* and *God's Loving Plan* (Sex and Moral Education) programmes of study for P1-P7. These are the programmes approved by the Bishops of Scotland for Catholic Primary Schools. All materials are available for parents to view on request throughout the session.

Father Dornan is a frequent and welcome visitor to our school. As well as visiting classes he regularly celebrates Mass in the Assembly Hall, helping the children to express, develop and deepen the faith that has been explored in the RE programme. There are also opportunities for Prayer Services, and for the celebration of the Sacrament of Reconciliation.

### **Rights of Parents / Carers**

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

There is a statutory provision for parents to withdraw children from participation in religious observance. This right of parents' wishes will be respected.

Where a child is withdrawn from religious observance, schools will make suitable arrangements for the child to participate in a worthwhile alternative activity.

### **Equalities**

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

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

However, in Catholic schools parents should consider that, in choosing 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 it is therefore more difficult to extricate a pupil from all experiences which are influenced by the school's faith character.

## Assessment

In St. Cuthbert's pupil work is continually being assessed to inform next steps in learning. Assessment may be formative or summative. This helps to build a clear picture of each child's ongoing progress. Assessment can be in the form of say, write, make or do. It is important that pertinent pieces of assessment are collated and recorded to ensure pace and progression in all children's learning. Assessment is a tool used by staff to plan and prepare programmes of work which challenge and extend pupils' skills and knowledge. It also allows teaching staff to evaluate the effectiveness of teaching methods and resources.

Teachers will use a variety of approaches to assessment at various times of the year to enable them to report pupil progress to parents and also to track their progress through the levels of learning. In classes children engage with a variety of learning activities to enable them to achieve a level. Every pupil in our school completes a Pupil Profile at the end of each academic year. This allows the pupil to evaluate their own learning and progress. This profile is shared with parents and receiving teachers.

Our learning and teaching activities are based on the outcomes and experiences in the guidelines that all schools have for Curriculum for Excellence, taking into account the significant aspects of learning and Curriculum for Excellence published benchmarks.

The three main levels within the primary setting are

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.

To **achieve a level** the learner has to demonstrate that they have

- achieved a **breadth** of learning across the knowledge, understanding and skills as set out in the experiences and outcomes of the level.
- responded consistently well to the level of **challenge** set out in the experiences and outcomes for the level and has moved forward to learning at the next level in some aspects.
- demonstrated **application** of what they have learned in new and unfamiliar situations.

Education Scotland Achievement of a level diagram 2016

## Reporting

Reporting children's learning takes various forms within St. Cuthbert's Primary. Pre COVID, in addition to two traditional Parents' Evening, we had a variety of events throughout the school year to enable families to be informed and proactive in their child's education. This included children showcasing their learning, curriculum newsletters, weekly learning clips, Tweets, school app updates, end of year profiles, written reports from class teachers, formal parents' consultation, Family Learning events, and ongoing oral discussions.

We are moving to a digital format for engaging with parents and carers via School Cloud from January 2022 and aim to re start enhanced parental engagement in school when safe to do so.



We will provide parents with reports so that you can see what your child is doing and how they are progressing. There are two parents' meetings, one in October and one in May, which offer you the opportunity to discuss how your child's progressing and how you can contact the school if you wish further information. The school will offer you an appointment time so that you can discuss in person 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.



## School Improvement

Despite the challenges of session 2020/2021 we have continued to move our school forward and strive to deliver the highest quality of educational experience for our children. Our current Standard and Quality report is available to read online via our website.

## Transitions

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

We will also provide you with information at this time and on events designed to 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 outwith your catchment primary school a 'request to remain form' must be completed. If you move outwith your catchment primary, this may affect your right to transfer to the associated Secondary School. Please note the secondary school is determined by the pupil's permanent home address and chosen denomination. If you require further information, please contact Education Support Services on [edsuppserv.helpline@southlanarkshire.gov.uk](mailto:edsuppserv.helpline@southlanarkshire.gov.uk) or **0303 123 1023**.

## 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.scotland.gov.uk/gettingitright](http://www.scotland.gov.uk/gettingitright)

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

In our school we strive to meet the needs of all pupils. These needs may vary throughout the course of the school year or may include longer term needs. Pupils in our school are supported in their learning by their Class Teachers, who plan and prepare appropriate learning activities for their class.

If however, a Class Teacher believes a pupil may require additional support, whether those having difficulty or those 'more able pupils', they may request additional resources or additional teaching support for that pupil.

In the first instance support will be class based. However, if support needs are more complex a referral form will be completed and passed to our **Additional Needs Coordinator, Miss Lorraine McKendry**.

Communication with the child's family is vital to identifying potential barriers to learning. When barriers have been identified there will be a process of partnership working with home school and, if necessary, other professionals to provide the most appropriate support.

An Additional Support Plan will be created detailing a suitable programme of work tailored to the child's needs. This may involve time with our Additional Support Teacher, Educational Psychologist or other agencies. When there are a number of agencies involved, including other professions, pupils may require a Co-ordinated Support Plan.

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

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

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

Phone Helpline: 0345 123 2303

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

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

Enquire – the Scottish advice service for additional support for learning

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 informs 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.

## 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.

**Mrs Martina Hendry is the Child Protection Officer within St. Cuthbert's Primary School**

If you have any queries regarding Child Protection please contact Mrs Hendry through the school.

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](http://www.childprotectionsouthlanarkshire.org.uk)

## Complaints Procedure

At St Cuthbert's Primary School we strive to create an atmosphere in which children, parents, carers and staff feel welcomed, valued and supported. It is therefore important that when a situation arises which affects either you or your child and with which you feel dissatisfied, it is brought to the attention of the school staff as soon as possible.

St. Cuthbert's Primary has an open door policy. This means we will speak to you when possible, at any time of the day without an appointment. There are a variety of ways to raise your concern.

1. Approach school staff
  - If appropriate request to speak initially to the Class Teacher, especially regarding issues relating to your child. If you feel this has not been managed to your satisfaction or if the complaint is of a serious nature then ask to speak to the Head Teacher.
2. After engaging with school staff, if you are still dissatisfied you can then report your complaint to South Lanarkshire Council Education Resources on 0303 123 1023.

**Head of Education (Hamilton):**     **Stewart Nicholson**  
   **Council Offices**  
   **Almada Street**  
   **Hamilton**

In most cases we hope that your complaint will be dealt with satisfactorily at school level. We continue to develop good relationships with our parents and other members of the community. We wish our parents and carers to be partners with us in helping to support and develop their child. We value your views and welcome any suggestions for improvement.

## School Policies and Practical Information

### Nursery

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

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

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

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

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

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

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

Pupils in:

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

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

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

### Free School Meals

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

- Income Support, Universal Credit (where your take home pay is less than £610 per month), Job Seeker's Allowance (income based), Employment and Support Allowance (income related), Working Tax Credit and Child Tax Credit (where your gross annual income does not exceed £7,330 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £16,105 as assessed by the HM Revenues and Customs) or receive support under Part VI of the Immigration and Asylum Act 1999.

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

We would encourage parents of children who are in receipt of any of the above benefits to take up this opportunity of having a meal provided for their child when they are at school. Arrangements are

in place so that children who receive free meals are not singled out and we encourage all children to remain in school at lunch time.

South Lanarkshire Council also offers a free Breakfast service. St Cuthbert's Breakfast Club service runs from 8.30am to 8.45am each school day.

### **Allergies**

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

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

It is vital that parents share this information with the school and continue to provide any updated information.

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

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

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

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

### **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 you are unable to submit an application online then please contact the helpline number 0303 123 1011 (option 5).

### **School transport**

- (i) St. Cuthbert's Primary has no school transport operating this session. The council guidelines are provided for your information.

### **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](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 [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.

Any information on transport appropriate to the school should be mentioned.

### **Insurance for schools – pupils' personal effects**

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

#### **(i) Theft/loss of personal effects**

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

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

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

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

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

#### **(ii) Damage to clothing**

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

### **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)



# Cost of the School Day - School and Nursery Diagrams

## 'Learn, Grow and Achieve in Faith'

### Uniforms

- We do not insist on badged uniforms
- Uniforms available from Scotcrest with free delivery to school
- 'New to You' Uniform bank set up in school for use throughout the year
- Parent Council gift P1 and secondary school school ties
- School purchases P7 ties for all pupils
- We provide netball uniforms, football strips, school tracksuits and outdoor jackets for participation in sporting events to promote identity and ensure equity
- Preloved Hallowe'en costumes and Christmas Jumpers free in school security bubble

### Learning & School Clubs

- Stationery, textbooks and novels provided in class for all activities
- P1 pupils gifted homework folder before starting school
- Technology homework not prescriptive
- No charge for school activities or school run clubs
- P5 swimming subsidised for SIMD 1/2 and FSM pupils
- IT support for families

### Friendships & Travel

- Strong pastoral care and knowledge of pupils
- Continue to teach pupils about poverty related issues as part of HWB programme
- Through pupil voice activities we will consult with pupils on the 'Cost of the School Day'.
- Gather staff and parents views through online questionnaires and at PC meetings
- Children travel to school by car or walking therefore clubs available at lunchtime and after school.

### St.Cuthbert's Primary School



## Cost of the School Day

At St. Cuthbert's Primary School we recognise the need to reduce the 'Cost of the School Day' for all our pupils and particularly for our pupils who are already experiencing poverty.

This overview provides information on how we are tackling this important issue.

The habit of gift giving to staff is another cost to parents that staff are acutely aware of. It is unnecessary for gifts to be given. A simple thank you would be most welcome at Christmas and the end of term.

### School Trips

- Average cost of school trips is £8
- School trips are subsidised for all pupils in receipt of free school meals or living in SIMD 1/2
- P7 Residential Trip reduced from 5 days to 4. Cost can be paid in installments.

### Eating at School

- Approximately 15 pupils in attendance at school breakfast club 8:30am - 8:45am daily
- All classes have breakfast / snack bags
- 21% pupils in receipt of Free School Meals - ParentPay stops recognition of FME pupils
- Healthy snacks/fruits are provided for those pupils who do not have a snack at interval
- To reduce pressure put upon families, Birthday Cakes are not allowed to be brought to school

### Fun Events

- Fun events are planned by staff, pupils and our PC
- During seasons of Lent and Advent school encourages fundraising. Changes have been made to donations only so no one is excluded.
- Parent Council provide two discos per year for all pupils to attend
- Parents and carers are asked to be mindful of organising costly trips at end of term that may be stressful for families to attend.

### Home Learning

- Every child has access to Homework club with IT access and teacher support
- Family Support Worker provides support for learning at home
- School can provide all materials / resources required for activities
- Learning Together Homework grids are regularly reviewed to ensure activities are low or no cost.

## RESPECT - TRUST - RESILIENCE - ASPIRATION - FAITH

## 'A safe and happy place where all children thrive and learn'

### Clothing

- We have nursery uniform that is optional
- Nursery Polos available from Scotcrest with free delivery to school
- 'New to You' clothing bank set up in school bubble for use throughout the year
- Parent Council gift P1 school ties
- We provide outdoor clothing for participation in daily outdoor play to promote identity and ensure equity

### Learning & Play

- All play resources and equipment provided for all pupils throughout school year
- Nursery does not promote wastage food for play purposes
- P1 pupils gifted homework folder before starting school

### Friendships & Travel

- Strong pastoral care and knowledge of pupils
- Gather staff and parents views through online questionnaires and at PC meetings
- Children travel to school by car or walking
- Children are asked to send only one Christmas Card to the whole nursery rather than individual cards

### St.Cuthbert's PS Nursery Class



## Cost of the Nursery Day

At St. Cuthbert's Primary School we recognise the need to reduce the 'Cost of the School Day' for all our children and particularly for our children who are already experiencing poverty.

This overview provides information on how we are tackling this important issue.

The habit of gift giving to staff is another cost to parents that staff are acutely aware of. It is unnecessary for gifts to be given. A simple thank you would be most welcome at Christmas and the end of term.

### Nursery Trips

- Average cost of school trips is £5 per family
- All school trips are subsidised for all children

### Eating at School

- Healthy snacks/fruits are provided for all children
- Birthdays are celebrated with a cake provided by families. This cake should be small.
- Nursery can provide cakes for any child who does not have one.

### Fun Events

- Fun events are planned by staff, children and our PC
- Fundraising activities only ever ask for donation not set price
- Parents and carers are asked to be mindful of organising costly treats that may be stressful for other families to attend.

### Home Learning

- Home link activities are provided with all resources to be used
- Learning Together activities are regularly reviewed to ensure activities are low or no cost.

## HAPPINESS - FRIENDSHIP - LEARNING - CARE - RESPECT

## 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.

- 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](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.

## Disclaimer

Although this information is correct at the time of printing, there could be changes affecting any of the matters dealt with in the document before the commencement or during the course of the school year in question in relation to subsequent school years.

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



'Learn, Grow and Achieve in Faith'