



***St Louise Primary School
Handbook
January 2023***



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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

1 Introduction

Dear Parent/Carer

The staff of St Louise share with you a common goal in that we want your child to be happy at school and to enjoy being a valued member of the school community. We achieve this by striving to provide a quality educational service, where every child is given the opportunity to reach his or her potential. We aim to promote positive behaviour and a healthy attitude to school life. We achieve this by showing a respect for our pupils and their needs and by treating them with fairness, consistency and understanding. We aim to provide a secure but welcoming environment, where expectations are high, achievements recognised and respect for self and others is fostered in a Catholic atmosphere.

We cannot, however, do this in isolation. We need you as an active partner in your child's education. This will ensure a quality of education which will equip your child for life and their future.

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.

Siobhan Mooty
Head Teacher

Our Outdoor Classroom



Life in our School



2 About Our School

Saint Louise Primary School
Whitehills Terrace
East Kilbride
G75 0NF

Phone: 01355 230804
Web Site: www.st-louises-pri.s-lanark.sch.uk
Email: qw14stlouiseprimary@glow.sch.uk
Twitter: @stlouiseprimary

Saint Louise is a Roman Catholic co-educational school for children aged 5 to 12 years.
The present role of the school is 176

School Day

School opens at **8.55am** and closes at **2.55pm** for pupils.

Interval 10.25am - 10.40am

Lunch 12.10pm - 12.55pm

Currently the teaching staff who will care for your child are:

| | | |
|----------------------------|-----|------------------------------------|
| Head Teacher | | Mrs S Mooty |
| Acting Depute Head Teacher | | Miss L Clarke |
| Class Teachers | P1 | Mrs D McAllister |
| | P2 | Miss C Stirling and Miss S Cameron |
| | P3 | Mrs S Docherty |
| | P4 | Miss C Mooney |
| | P5 | Mrs L Mack |
| | P6 | Mrs J Brown |
| | P7 | Mrs C Docherty |
| | CCC | Miss Cameron and Mrs Rigg |

Total Number of Teaching Staff ~ 9 FTE

These are the support staff who will care for your child:

| | |
|--------------------------|------------------|
| School Support Assistant | Miss L Dunnachie |
| School Support Assistant | Miss E Duffy |
| School Support Assistant | Mrs J Gayne |
| School Support Assistant | Mrs A Ritchie |
| School Support Assistant | Mrs P Robinson |

| | |
|-----------------|---------------|
| Janitor | Mr C Nobes |
| Cook Supervisor | Mrs L Sweeney |

| | |
|-------------------------|----------------------------|
| School Chaplains | |
| Father Frank Dougan | Our Lady of Lourdes Parish |
| Father Romanus Enyinnia | St Vincent de Paul Parish |

3 Our Community



St Andrew's and St Bride's Learning Community

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

The learning community develops ways of working between establishments and with other agencies and organisations to ensure services are responsive, accessible and are delivered as effectively as possible. A Head of Education (Area) manages each learning community. The Head of Education for our area is Mrs Lynn Sherry.

The learning community develops ways of working between establishments and with other agencies and organisations to ensure services are responsive, accessible and are delivered as effectively as possible.

Youth Family and Community Learning Service

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

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

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

A support team works across four education areas, and within the Council, enabling all services to children and families to plan and work together, to achieve our vision.



4 Parental Involvement

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

www.southlanarkshire.gov.uk/downloads/file/13457/parents_as_partners_-_strategy_2019



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

As parents/carers we want you to be:

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

All parents of children at school are automatically members of the Parent Forum and are entitled to have a say in what happens at the school.

The office-bearers for 2022-23 are: -

| | |
|------------------------|---------------|
| Chair: | Mrs Bonner |
| Secretary: | Mrs Johnstone |
| Treasurer: | Mrs Gill |
| Let Manager: | Miss Gemmell |
| Church Representative: | Mrs McCann |

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

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

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

5 School Ethos



The ethos of St. Louise Primary has been the subject of widespread praise, both locally and nationally. The staff, pupils, parents and everyone associated with the St. Louise community takes great pride in their successful, popular and inclusive school. Our aim is simple: to provide children with a learning environment where everyone is safe, secure and happy to ensure that all pupils maximise their opportunities to achieve their potential. We aim to provide opportunities, which will enhance and enrich our children's lives.

Achievements are celebrated throughout the school and showcased at the weekly whole-school assemblies.

As a Catholic School, we offer our children a learning environment which is conducive to spiritual growth and which is characterised by mutual respect and gospel values.

The Catholic Church's commitment to the importance of education is founded on the Christian belief of the importance of each person's talents and capacities being developed to their full potential throughout life.

We aspire to meet all the demands of The Charter for Catholic Schools, in particular: "... a commitment to the integrated education and formation of the whole person." "... Working in close partnership with parents as the first educators of their children", And of course, "the pursuit of excellence through the development of each young person's unique God-given talents".

Some of the areas that have been given special praise are:

- The positive ethos and strong identity as a community of faith.
- The children's behaviour and enthusiasm for learning.
- The children's ability to work independently and effectively with others.
- Our close links with the learning community, our parish priests and local businesses.
- Our well-used interactive website, school app and Twitter page which helps parents to be more involved in their child's learning.
- The outstanding commitment and teamwork of all staff to improve learning for children.
- The staff who have very positive relationships with children and each other.
- Our children are very well behaved, supportive of each other and very proud of their school.
- Our broad curriculum which develops their skills in key curricular areas.

It is not possible to stress enough the importance of parents taking an interest in their children's work, talking to them about it and above all encouraging them. Full co-operation between both the school and parents is vital if children are to gain the maximum benefit from their education.

This co-operation can be achieved in the following ways:

Parents may visit the school to enquire about their children's progress by prior arrangement or to raise any concerns they may have. If parents wish to discuss a child with any member of staff, they are asked to contact the Head Teacher, so that a mutually suitable time for a meeting can be arranged.

There exists in the school a team of parents who have PVG certificates who give of their free time to support the staff and pupils. This support is most welcome and very much appreciated.

6 The Curriculum

Curriculum for Excellence is the name given to the curriculum in Scotland for all children and young people aged 3-18. It is a forward looking, coherent, more flexible and enriched curriculum that provides young people with opportunities to engage with the knowledge, skills and attributes they will need if they are to flourish in life, learning and work, now and in the future.



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

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

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

If you want to know about 'Curriculum for Excellence', please visit [Scotland's Curriculum for Excellence \(scotlandscurriculum.scot\)](http://Scotland's Curriculum for Excellence (scotlandscurriculum.scot)) or parentzone@scotland.gsi.gov.uk

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

| 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. |

The purpose of Curriculum for Excellence is encapsulated in the four capacities – to enable each child or young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor. It is underpinned by the values inscribed on the mace of the Scottish Parliament - wisdom, justice, compassion and integrity.

Our curriculum is developed in response to the principles for curriculum design as outlined in the Curriculum for Excellence guidelines. These seven principles are as follows:

Challenge and Enjoyment Our pupils find their learning challenging, engaging and motivating. We encourage high aspirations and ambitions for all. Our learners experience an appropriate level of challenge, to enable each individual to achieve his or her potential. They are active in their learning and have opportunities to develop and demonstrate their creativity. We provide encouragement and motivation for our pupils to sustain their efforts and commitment.

Breadth Our children have opportunities for a broad, suitably weighted range of experiences, so that they will learn and develop through a variety of contexts within both the classroom and other aspects of school life

Progression We ensure that our pupils experience continuous progression in their learning within a single curriculum framework. At each stage we build upon earlier knowledge and achievements. Our pupils are able to progress at a rate which meets their needs and aptitudes.

Depth We provide opportunities for our pupils to develop their full capacity for different types of thinking and learning. As they progress, we support the development and application of increasing intellectual rigour, draw different strands of learning together, and support them in exploring and achieving more advanced levels of understanding.

Personalisation and Choice Our curriculum responds to the individual needs of our children and supports particular aptitudes and talents. Our children are given opportunities to exercise responsible personal choice as they move through our school.

Coherence Our pupils' learning activities combine to form a coherent experience. There are clear links between the different aspects of our children's learning, including opportunities for extended activities which draw different strands of learning together.

Relevance We ensure that our children understand the purposes of their activities and understand the value of what they are learning and its relevance to their lives, present and future.

English Language

It is our aim to provide children with the opportunity to develop language skills in listening, talking, reading and writing.

Reading

The core of our language and reading programme is the Lanarkshire Active Literacy approach. It provides structure and balance in the four areas mentioned above and develops reading from basic skills to higher order reading skills. P1-3 pupils benefit from a book banded approach to reading and P4-7 use skinny novels to enrich their experiences of learning the reading strategies recommended. This approach enables staff to ensure all areas are developed:

a) Developmental Reading - where the main purpose is to bring about an improvement in reading skills. Learning to read and comprehend is the main goal.

b) Functional Reading - where the primary aim is to obtain information. The child learns to use reading effectively as a learning tool.

c) Recreational Reading - to foster a love of reading for enjoyment and appreciation. Research and Reference skills begin in a simple way in infants and develop to locating information using catalogues and indexes in seniors.

Writing

From the early stages children are encouraged to express their ideas, thoughts and experiences in writing. As well as writing stories and poems, children's writing is extended to include letter writing, note taking, writing reports and summarising. This is also incorporated into the topic work. Grammar and spelling are taught according to the needs and stages of development of the children.

Talking and Listening

A programme of Talking and Listening activities has been developed to ensure an appropriate and progressive experience for the children. All curricular areas involve aspects of talking and listening which staff incorporate into their planning.

French and Spanish

French is introduced in Primary 1, the emphasis being very strongly on oral work. This is extended to one hour per week in Primaries 6 and 7. More written work is introduced at this stage. The children studying French make use of the ICT suite to further develop their learning. The children are also being introduced to Spanish from P1 – P7.

Mathematics

We develop skills in the following areas:

Number, money and measure
Shape, position and movement
Information handling

A differentiated programme of study currently using T Jay Maths, Big Maths and Scottish Heinemann Mathematics, develops the concepts and language of mathematics. There is a strong emphasis placed on mental and practical maths and problem-solving activities. Co-operative learning and games development by the teacher, child and drawn from the web are used to teach maths at every level. This allows children to learn from each other and receive immediate feedback on their progress while having fun.

If a parent wishes to help a child at home, it is important to check the particular language and process in use by the class teacher in order to avoid confusing the child.

Health and Wellbeing Education

Learning in health and wellbeing ensures that children and young people develop the knowledge and understanding, skills, capabilities and attributes, which they need for mental, emotional, social and physical wellbeing now and in the future. Learning through health and wellbeing enables children and young people to make informed decisions in order to improve their mental, emotional, social and physical wellbeing, experience challenge and enjoyment and the positive aspects of healthy living and activity for themselves.

We have 4 teachers trained by psychologists in listening to children using a solution focussed approach. These teachers run a listening service in St Louise for all children to access. We encourage children to come and share their worries big or small. The 'Listen To Me' service has been running for 9 years and children say that they find it very helpful. We also have staff trained in Give Us A Break (GUAB) and this is utilised for children who are identified as needing further support after a personal trauma etc. We also have a staff member trained in nurture who is working with staff to identify and support pupils who need a more nurtured approach to their learning. All staff have been trained in the 'Bounce Back' approach and we are implementing this across the school as part of the health and wellbeing curriculum.

Social Subjects

Through social studies, children and young people develop their understanding of the world by learning about other people and their values, in different times, places and circumstances. They also develop their understanding of their environment and how it has been shaped. The framework includes: people, past events and societies people, place and environment people in society, economy and business. The curriculum is delivered through a blend of topic studies featuring learning outdoors, field trips, visits and input by external contributors. We hope to help children to understand the relationship between man, his environment and living things. We would aim to develop in the children, positive attitudes and prepare them for active participation in decision making about the environment.

Sciences

Through learning in the sciences, the children will engage in a wide range of collaborative and investigative tasks which allow them to develop the important skill to become creative and inventive.

The key concepts covered are: Planet Earth, Forces, Biological systems, Materials and Topical science

Technologies

This provides scope for developing technological skills, knowledge, understanding and attributes through creative, practical and work-related activities. The use of computers is integrated into all areas of the curriculum and all pupils are given the opportunity to experience their use and develop their skills. Food technologies are also developed across the school and often support topic work covered in class.

Art

Our aim in all artwork is to ensure that every child enjoys the subject and feels successful in it, while acquiring techniques in colour, pattern, texture etc. Skills techniques and the use of media are taught through a structured programme.

Music

All classes have a set weekly time for music throughout the year and the core programme used from P1 - P7 is Charanga. This provides the children with a very wide and varied experience of musical activities involving singing, listening to and playing musical instruments. Primary 5 pupils also take part in the Scottish Government's Youth Music Initiative each year.

Physical Education

Classes are timetabled for 2 hours of Physical Education per week. Throughout the year a balanced programme is presented in Inventive Movement, Expressive Movement, Games Skills and Fitness activities.

Drama

This is also timetabled on a weekly basis for all classes. Some lessons are based on Topic Work, or a particular theme, but all teachers follow a programme developed by the school. Children are encouraged to take part in and gain confidence in improvisation, role-playing, mime etc.

Sustainable Education

Children are taught about subjects which promote global responsibility and every year study a project which develops sustainable themes such as Recycling, Natural Resources and Pollution etc.

Outdoor Education

Classes can benefit from our outdoor classroom and newly painted resources in the school playground to further enhance their lessons. This is carried out no matter the weather and has proven to develop local responsibility towards their area and community.

Religious and Moral Education

Our religious education programme provides a wide variety of opportunities for our pupils to:

- Develop knowledge and deepen understanding of the Catholic faith.
- Investigate and understand the relevance of the Catholic faith to questions about truth and the meaning of life.
- Highlight, develop and foster the values, attitudes and practices which are compatible with a positive response to the invitation of faith.
- Develop the skills of reflection, discernment, critical thinking, and deciding how to act in accordance with an informed conscience when making moral decisions.
- Nurture prayer life as an individual and as part of the school community.
- Understand and appreciate significant aspects of other Christian traditions and major world religions.
- Make a positive difference to myself and the world by putting my beliefs and values into action.

The strands of Faith of Catholic Christianity which are explored are:

| | |
|-----------------------|---------------------|
| Mystery of God | In the Image of God |
| Revealed Truth of God | Son of God |
| Signs of God | Word of God |
| Hours of God | Reign of God |

Other World Religions:

Beliefs
Values and issues
Practices and traditions

The core resources used to enhance children's learning experiences are:

This Is Our Faith Religious Education Programme and God's Loving Plan, in line with Motherwell Diocesan guidelines.

Spiritual, Social, Moral and Cultural Values

Fr Frank Dougan from Our Lady of Lourdes Parish and Father Romanus Enyinnia from Saint Vincent de Paul Parish pay frequent visits to the school.

On Holy days of Obligation all pupils attend Holy Mass in Our Lady of Lourdes Church or the school hall, when parents are invited to take part in the celebration of Mass. These are particularly happy occasions.

Regular arrangements are made for the pupils in P4 - P7 to make their Confession in the Sacrament of Reconciliation in the school. Religion is not just a subject but more a way of life and the Catholic school is really an extension of the Catholic home. Pupils are prepared in P3 to make their First Confession. They receive First Confession in their own parish in the evening. A letter will be sent home giving details. Pupils are prepared for First Communion in P4 and for Confirmation in either P6 or P7. Our RE programme plays a vital role in our policy of ensuring that all pupils, irrespective of belief, race, culture, gender or disability are provided with an education which allows them to develop their potential.

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.

In the case of those children who are not Catholic, parents can be reassured that religious education is approached sensitively and in a climate of great respect for those of other faiths and none.

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 feasts, chaplains will lead school communities in the celebration of Mass and other forms of liturgical celebration.



7 Assessment, Reporting and Tracking Progress

In St. Louise Primary School, we are committed to developing and implementing effective assessment and tracking strategies in order to ensure that our curriculum is designed and delivered in a manner which ensures the highest quality of learning and teaching experiences for our pupils.

We have based our core curricular experiences on Curriculum for Excellence principles of curricular design in order to provide challenge and enjoyment, breadth, progression, depth, personalization and choice, coherence and relevance. Our assessment strategies ensure that we apply these principles in an inclusive way by planning high quality learning experiences which stimulate and challenge our pupils and engage them in their learning.

We use a wide range of approaches to gather good quality evidence of children's progress to effectively track each child's knowledge and understanding, skills, attributes and capabilities in order to fully develop the four capacities. In addition, this evidence of learning enables us to provide detailed information to parents and carers on their child's progress.

Our strategies are applied on an ongoing basis with formative assessment being carried out by the teaching staff in a variety of ways including daily observation, regular discussion, partnership working with colleagues and other staff members. Teaching staff provide high quality oral feedback to pupils who benefit from individual discussion on their progress.

Pupils are fully involved in the evaluation process through self-evaluation and peer assessment. They are encouraged to set goals and targets for themselves which are compiled and evaluated by each pupil regularly.

In addition to this, more formalised summative assessments are administered by way of end of topic assessments, check-ups in numeracy and mathematics, and moderated assessment in

literacy and numeracy which are administered at each level from Early to Second as well as end of level assessments to establish pupil competence before the next level is introduced. A variety of strategies are employed to track pupil progress including recording each pupil's daily/weekly results in our class assessment folders, gathering and displaying written and photographic evidence for individual and group tasks and activities and recording the results of summative assessments at the end of a topic or level. Teaching staff maximise opportunities to share information on children's learning during periods of transition, whether it be from nursery to Primary 1, internal transition from class to class or Primary 7 to S1 to ensure continuity as pupils progress through each stage of school.

The Scottish National Standardised Assessment (SNSA)- 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.

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

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

Our '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.

Achievements and successes of all pupils are tracked and our monitoring calendar enables us to have a clear picture of all our pupils and their needs. Staff work closely with all stakeholders

8 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 edsupportserv.help@southlanarkshire.gov.uk or **0303 123 1023**.

9 Support for Pupils

Getting it right for every child (GIRFEC)

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

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

If you have any concerns about your child's wellbeing, you can speak to the named person who will work with you to provide support and decide how to move forward. 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

Support for All (Additional Support Needs)

There are times when children, at all levels of their ability, have additional needs in education. It is our policy to identify these needs at an early stage and make provision for them. These needs may arise in any aspect of learning and at any stage in the curriculum. In the first instance the class teacher will arrange a programme of individual attention to try to help the child. When necessary, this will be supplemented and supported by a special programme on a one-to-one basis by myself or another member of staff.

Extension programmes will be devised for children who require greater challenge in specific areas of the curriculum. These will be carried out in special group situations and/or individually. This will be organised by the class teacher.

In this way, children who need help with any part of the curriculum work and those with a demand for greater challenge will be sought out and catered for. If the difficulties are very serious, we contact the parents to inform them and ask their permission to refer their child to the educational psychologist. If permission is granted, the psychologist will visit the school, speak to the child and, if necessary, make arrangements to interview the parents to make them aware of the difficulties, which their child may have. Parents and children have benefited from this arrangement.

A Specialist Support teacher visits the school each week to give appropriate advice and help to children with learning difficulties. She works co-operatively in designated areas each term with teachers who have children with particular learning difficulties.

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.

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

partnerships between families, schools and local authorities to ensure children get the right support.

Enquire – the Scottish advice service for additional support for learning

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

Phone Helpline: 0345 123 2303

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

Email Enquiry service: info@enquire.org.uk

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

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

If you would like to order our leaflets, postcards or guides to share with parents and carers of pupils in your school, please contact us on info@enquire.org.uk

Attachment Strategy for Education Resources

Attachment – what we do to support children and young people

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

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

What does it set out to do?

The aim of the strategy is to promote better experiences of attachment for South Lanarkshire's children and young people and to ensure that all education practitioners understand the importance of attachment and 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 parents/carers which aim to share information on attachment theory and on how this can inform the ways in which we support children and young people.

These are available in schools and on the SLC Staff Learning Centre Sway accessible by teachers and staff.

10 School Improvement

The aim of a **School Improvement Plan** is to help Head Teachers organise school self-evaluation and plan a programme of activities aimed at sustaining and improving specific aspects of the school's work. It offers a means of organising information about where the school is and where it is going. Formulating the plan encourages and assists staff to take accurate and systematic stock of the schools' current performance, to consider the most effective use of available finance and resources, to think and plan strategically for the phased introduction of new initiatives, to consolidate recent developments and to report on existing practice and performance. In essence, the aim of our School Improvement Plan is to improve the quality of our learning and teaching – it is a process of going forward for the better.

Each session the school and the associated Learning Community formulate Improvement Plans which outline their developmental agenda for the year and their proposed targets of achievement.

This session (2022-23) St. Louise Primary will be paying special attention to the following areas:

Strategic Priorities 3 Year Cycle (Year 1)

Improvement Priority 1 – Curriculum (Literacy – Writing)

Improvement Priority 2 – Health and Wellbeing

Improvement Priority 3 – STEM/Science

Improvement Priority 4 – Developing in Faith – Promoting Gospel Values

A fuller version of the School Improvement Plan is available on our school website and our Standards and Quality Report gives a detailed outline of our achievements over the past 12 months and how we have improved standards for our pupils and how we will continue to do this.



11 School Policies and Practical Information

School Meals

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 - 5 receive a free school lunch.
- Primary 6 - 7 meal cost is £2.00

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

NB School Meal prices are reviewed annually and may be subject to change

Special diets

If your child within Nursery, Primary or Secondary requires a special diet for medical reasons please speak to the school office who will provide the request form for you to complete. In addition, if you have a cultural diet request for your child please speak to the school office who will provide you with a request form.

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 £660 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 £7,920 as assessed by the HM Revenues and Customs), Child Tax Credit Only (where your gross annual income does not exceed £17,105 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 lunchtime.

South Lanarkshire Council also offers a free Breakfast service. Check your child's school for details: - the service runs from 8.15am to 8.45am each school day.

School Uniform

We have a beautiful uniform at St Louise:

Inverness Blue blazer with Royal Blue Ribbon,
White shirt/blouse,
Grey skirt/trousers,
Grey v-neck jumper/cardigan with/without school badge,
The school tie may be purchased from school using the ParentPay system

The PE Kit is White T shirt and Royal blue shorts with school badge. All children must change out of their PE clothes following their lesson.

School uniform items can be purchased from our official suppliers Border Embroideries
<https://www.border-embroideries.co.uk/schools/st-louise-primary-school.html>

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

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

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

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

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

Allergies

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

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

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

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

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

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

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

Support for parent/carers

Clothing grant

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

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

School Holiday Dates

A list of holidays is included in the Appendices

Enrolment – How to register your child for school

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

www.southlanarkshire.gov.uk/info/200186/primary_school_information/392/enrolling_your_child_for_school If you have any difficulty in identifying your catchment school, please email Edsuppserv.helpline@southlanarkshire.gov.uk

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

Proof of where the child lives may also be needed.

Parents within the catchment area will be advised via social media that they can begin using the online registration form to enrol their child for school in August 2023. The registration form along with the child's full birth certificate and 2 proofs of residency will be sent directly to the office email address will be available from 9 January 2023.

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

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

Enrolment date for 2022 is week commencing 16 January 2023.

Transport

School transport

South Lanarkshire Council has a policy of providing school transport to primary pupils who live more than one mile by the recognised shortest walking route from their catchment school. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents who consider they are eligible should complete online www.southlanarkshire.gov.uk or contact 0303 123 1023. These forms should be completed and returned before the end of March for those pupils starting the school in August to enable the appropriate arrangements to be made. Applications may be submitted at any time throughout the year and will be considered by Education Resources.

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

Pick-up points

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

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

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

Insurance for schools – pupils' personal effects

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

(i) Theft/loss of personal effects

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

Attendance

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

- 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

Promoting positive behaviour

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

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

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

In addition, a guideline (Promoting Positive Relationships and Understanding Distressed Behaviour) has been produced to support all teaching and support staff and inform them of their roles and responsibilities in respect of dealing with the small number of children and young people who display distressed behaviour. Early identification is crucial so that intervention can be provided to support children and young people to help them address their issues and concerns. Staff training is provided to help develop the skills needed to respond to and manage distressed behaviour. A wide range of appropriate staff development opportunities has been developed for this purpose.

Child Protection

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

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

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

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

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

If you would like more information, or have a concern of a child protection nature, please contact the head of the educational establishment which your child attends.

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

Information on emergencies

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

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

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

Your commitments

We ask that you:

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

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

Information on pupils, parents and guardians is held by the school to enable the teaching, registration and assessment of pupils as well as associated administrative duties. The information is stored and used as per the requirements of the GDPR, with South Lanarkshire Council defined as the data controller. The Council have established a data protection policy that applies to all of its 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

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

Using your personal information

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

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

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

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

Information we collect at other times

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

- When you apply for an education service or benefit, such as school transport, free school meals, clothing grant, placing request or EMA, we will also ask for personal information as set out above. We will also ask for information about your income for education benefits applications.
- If you make a request for additional support such as an educational psychologist or other support for learning we will ask for more detailed information to allow us to provide the most appropriate support for your family. This may include information about family circumstances or medical conditions.

- If you wish to participate in activities or support for young people through our youth centres, or through adult learning programmes within the community, we will also ask for your personal information to support your application. This may include information about family circumstances or medical conditions.

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

Information that we collect from other sources

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

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

Why do we need this information?

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

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

We will share your information with:

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

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

You have the right to access your personal information as well as the rights of rectification, erasure, restriction and the right to object. For information on these rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice from our website:

(https://www.southlanarkshire.gov.uk/info/200235/meta/1730/general_privacy).

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



Education Resources

School holiday Dates Session 2023/24

| Break | Holiday dates | | |
|--------------------------|----------------------------|---------------------|--|
| First Term | Teachers In-service | Monday | 14 August 2023 |
| | In-service day | Tuesday | 15 August 2023 |
| | Pupils return | Wednesday | 16 August 2023 |
| September Weekend | Closed on Re-open | Friday Tuesday | 22 September 2023 26 September 2023 |
| October Break | Closed on Re-open | Monday Monday | 16 October 2023 24 October 2023 |
| | In-service day | Monday | 13 November 2023 |
| Christmas | Closed on Re-open | Monday Monday | 25 December 2023 8 January 2024 |
| Second Term | | | |
| February break | Closed on | Monday & Tuesday | 12 February 2024 13 February 2024 |
| | In-service day | Wednesday | 14 February 2024 |
| Spring break/Easter | Closed on Re-open | Friday Monday | 29 March 2024 15 April 2024 |
| Third Term | | | |
| | In-service day | Thursday | 2 May 2024 |
| Local Holiday | Closed | Monday | 6 May 2024 |
| Local Holiday | Closed on Re-open | Friday Tuesday | 24 May 2024 28 May 2024 |
| Summer break | Close on | Wednesday | 26 June 2024 |
| Proposed in-service days | 15 & 16 August 2024 | | |

Notes

- ◆ Good Friday falls on Friday, 29 March 2024
- ◆ Lanark schools will close Thursday, 6 June 2024 and Friday, 7 June 2024
- ◆ Schools will close at 2.30pm on the last day of terms 1 and 2 (Friday, 22 December 2023 and Thursday, 28 March 2024)
- ◆ Schools will close at 1pm on the last day of term 3 Wednesday 26 June 2024)
*Two in-service days proposed 15 & 16 August 2024.