



Education Resources



***St Anthony's Primary School
Handbook Information
(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 by the Head Teacher

Dear Parent/Carer,

A very, warm welcome to St Anthony's Primary School!

St Anthony's Primary was built in 1964 to provide education for the primary aged children who live in Springhall and the surrounding area. As part of South Lanarkshire Council's investment in improving school buildings, our new school opened for pupils in August 2010.

Our shared vision is: **To create a community of faith, love and learning where everyone gives their best to ensure every learner becomes all they can be.**

As Catholic educators we work in partnership with parents/carers, the parish and the community to help our children develop their full potential. We do this by encouraging Christian values, responsibility towards others and a firm personal commitment to the Catholic Faith.

St Anthony's Primary is a school which is striving towards excellence. We are committed to developing our pupils as responsible citizens, effective contributors, successful learners and confident individuals. We strive to deliver a well-balanced, relevant and varied curriculum in a happy, caring environment enabling all children to develop intellectually, emotionally, spiritually and socially.

The staff in St Anthony's Primary School are committed to caring for the wellbeing of every child ensuring they are safe, settled and secure in school. This principle underpins our programmes for learning and teaching and all our activities.

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

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

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

2) About our school

Name of School	St Anthony's Primary
Address	Lochaber Drive Rutherglen G73 5HX
Phone No	0141 634 7353
Website	http://www.st-anthonys-pri.s-lanark.sch.uk/
Email	gw14stanthonysoffice@glow.sch.uk
Stages Covered	Primary 1 – Primary 7
Present Roll	167 over 7 class currently: P1/2, P2/3, P3/4,P4/5,P6/5,P6/7,P7
Denominational Status	Roman Catholic



School Staff

Senior Leadership Team

Head Teacher

Principal Teacher/Additional Support Needs Co-ordinator

Mrs L Sweeney

Mrs E Duke

Teaching Staff

Name

Class

Mrs Smith/Mrs Blair

P1/2

Mrs Bell/Mrs Hay*

P2/3

Miss Ward

P3

Miss Goodwin

P4/5

Mrs Kirk/Mrs Sword

P5/6

Mrs Nicoll

P6/7

Miss Barrett

P7

Mrs Hay*/Mrs Martin*

Class Teachers' Non - Class Contact Time Cover

Mrs McKeown

Support and Equity

Miss McSorley

Currently on secondment to St Patrick's, Strathaven

Mrs Ansari

Currently on maternity leave

*denotes temporary

Support Staff

Office Staff

Ms W Crudge Team Leader

School Support Assistants

Mrs M Boyd

Mrs A M Donaghy

Mrs A McBrearty

Miss L Dunn

Mrs S Hendry

Mrs A Muir (School Office Tues)

School Chaplain

Father Charles Coyle

Janitor

Mrs Lauren Maloney

Cleaning Staff

Mrs K Stanley

Mrs L McCarroll

Mrs C A Conway

Mr W Thomson

Catering Staff

Mrs L Calder

Miss A Docherty

Mrs M Cooke

Miss A Lang

Specialist Support Teacher

Mrs T Cameron

Educational Psychologist

Mrs E Robertson

Parent Partnership

Saint Anthony's Primary works together with our Parent Partnership to enhance pupils' learning experiences. Meeting dates are announced in our termly newsletter. All parents/guardians are welcome to attend our Parent Partnership meetings. Also, if you would like any matters raised or have any questions please email Mrs K. Gallagher (Chairperson) at parentcouncil1@gmail.com

Contacting the School

We ask that you use your child's school diary as your first means of communication with the class teacher, however, if your query/concern is more urgent then please telephone the office and we will endeavour to arrange a time that suits you and the class teacher to discuss your concern/queries (usually outwith school hours of 9am and 3pm). If you continue to have queries or concerns, we will arrange for you to meet with Mrs Duke, our Principal Teacher in the first instance and Mrs Sweeney Head Teacher, if appropriate. Should your concerns remain unresolved at school level, you can raise them online with South Lanarkshire via "Have your Say"

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

Reporting Pupil Absence

In the case of a pupil's absence or sickness, please call the School Office before 9.30am stating your child's name, class, reason for absence and expected date of return to school. This is for child protection and safeguarding purposes and in doing so will save our busy office lots of time making calls out. We thank you in advance for your support with this matter

Visiting the School

If for any reason you may need to visit the school, please contact the office in order that we can make the necessary arrangements.

3) 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 children spend only 15% of their time in school! Research shows that when parents are involved in their child's learning, children do better at school and throughout life. Parental involvement can take different forms but we hope you share the same aims and agree that by working together we can be partners in supporting children's learning.

As parents/carers we want you to be:

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

Homework is distributed on a weekly basis via pupil homework diaries. Homework and our curriculum newsletters are an important way for you as parents/carers to gain an insight into the classroom learning for your child(ren). We ask that you sign homework tasks in the school diary upon completion and in advance of it being handed in each Friday (or last day of the school week). Homework tasks usually consist of a range of literacy tasks (spelling and reading), numeracy tasks and at least one other task from the wider school curriculum e.g Topic, Religious Education, Digital Technologies. If your child is

experiencing any difficulties in completing the tasks set, please use the homework diary to communicate this with the class teacher and encourage your child to report this the following day.

To find out more on how to be a parent helper, or a member of our Parent Partnership, please contact our school office.

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

4) School Ethos

St Anthony's Primary School Vision

Our vision for St Anthony's is to create a community of faith, love and learning where everyone gives their best to ensure every learner becomes all they can be.

Values

We live and breathe our school values of **Honesty, Endeavour, Aspiration, Respect, Responsibility, Forgiveness** in St Anthony's with pupils' commitment to these being recognised by staff through ongoing praise, pupils being awarded "Pupil Of The Week" and pupils securing points for their "House".

We have four houses (named by our children): Tennis, Gymnastics, Golf and Swimming. Pupils demonstrating school values are awarded points for their house with a weekly tally being taken and shared at assembly. Every month the winning house receives an extra playtime as a reward for their success in living our school values.

Aims

1. To provide a safe, welcoming and happy environment, where everyone is included, valued and benefits from equality of opportunity.
2. To ensure all pupils become successful learners by providing the highest quality education within a strong Catholic ethos ensuring that learning experiences are motivating, varied and challenging for all learners.
3. To encourage all pupils to become confident individuals by using and developing their individual talents and realising their potential.
4. To equip pupils with the foundational skills, attitudes and attributes necessary to become responsible citizens and to succeed in a changing society through involvement in Active Learning, Enterprise Education, ICT and linking with the wider community.
5. To foster positive relationships among staff, pupils, parent/carers and external agencies, in an atmosphere of mutual respect.
6. To ensure all pupils are effective contributors through their participation in decision making and leadership opportunities.
7. To ensure consultation among staff and parents/carers and pupils to agree and drive forward shared goals for school improvement.
8. To establish policy statements which reflect our vision and aims.

Life and Ethos of the School

There is a vibrant life and strong community ethos in St Anthony's Primary. This is cultivated by pupils and staff and actively supported and enhanced by parents/carers and partners. The ongoing life of the school can be a context in which children learn a great deal and develop the skills they need for life, learning and work.

Through a variety of meaningful activities children develop not only literacy and numeracy skills but also higher order thinking and problem solving skills and the social skills needed to work together effectively.



Whole School Events

Through their participation in whole school events such as Assemblies, Mass, Focus Weeks, Fun Days and so on, pupils learn what it means to be part of a community of faith, love and learning. They learn how to cooperate with, and accommodate others. This fosters their development as active, responsible citizens.



School Committees

Membership of School committees allows the children to take on formal roles of leadership and responsibility. This not only enhances their own learning but facilitates them making an effective contribution to the life of the school community. This clearly prepares them well for the responsibilities of adult life.



Charity Work

The pupils in St Anthony's Primary School are very active in providing for the needs of others regularly contributing to the local Foodbank and raising money for Missio, Kilbryde Hospice, SCIAF and other charities.

Links with Loch Primary School

A strong relationship has developed between ourselves and Loch Primary, with staff working collaboratively to create purposeful opportunities for partnership working.



5) 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 to flourish in life, learning and work, now and in the future.

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

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

- Religious and Moral Education (Roman Catholic)
- Health and Wellbeing (includes Physical Education)
- Literacy (Listening/Talking, Reading and Writing)
- Numeracy and Mathematics
- Science
- Technologies
- Social Subjects
- Expressive Arts

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

<https://scotlandscurriculum.scot/>

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.

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

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.

The school and parents, together with the clergy are responsible for the religious education of the children teaching them the foundations of their faith with emphasis on the loving care of God our Father.

Parents are encouraged to ensure that their children celebrate Mass on Sundays and Holy Days of Obligation and receive the Sacraments. During term time the staff and pupils celebrate Mass together usually on the first Thursday of the month at 10am in St Anthony's Church.

The core resource used in school for the teaching of Religious Education in Catholic Schools is "This Is Our Faith": the programme approved by the Bishops of Scotland. This lays great stress on the crucial role of parents as the child's first educators.

In Primary 3, the children are prepared to receive the Sacrament of Reconciliation. A workbook, specially written to compliment This Is Our Faith, is used and parents will have the opportunity to work with their children using this book.

In Primary 4, the children are prepared to receive their First Holy Communion. The workbook for parents and children compliments the programme.

In Primary 7, the children are prepared to receive the Sacrament of Confirmation. Again, workbooks will support parents to work with their children.

The Parish Priest, Father Coyle, visits the school regularly instructing the children and giving advice and help to the teachers.

God's Loving Plan is the programme approved for use in Catholic schools for the teaching of relationships and moral education. This programme includes elements of religious, moral and health education.

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

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.

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.

6) Assessment and tracking progress

Assessment is for Learning (AifL)

AifL is about better learning and achievement in Scottish schools.

It encourages everyone involved - pupils, staff, parents, the wider school community - to talk about learning and to use information from assessment as feedback to inform planning for improvement.



At the heart of good assessment practice is the idea that learners learn best when:

- they understand clearly what they are trying to learn, and what is expected of them.
- they are given feedback about the quality of their work and what they can do to make it better.
- they are given advice about how to make improvements.
- they are fully involved in evaluating their own work, deciding what needs to be done next and identifying who can help them if they need it.

In the AifL community, everyone is learning together in this way. With 85% of their children's lives in their care, parents are educators too. They are central to supporting their children's learning, progress and achievement. They need to be aware of how assessment supports learning and increasingly able to contribute actively to the assessment process.

In St Anthony's Primary we involve parents in their children's learning at school through: homework, curriculum, newsletters, curriculum workshops, sending home pupil work and reporting sessions.

Within this context assessment is an integral and ongoing part of the teaching and learning process. This includes those activities pupils undertake to assess their progress over time or their ability to apply their learning to a real-life context. Assessment information is recorded and tracked over time to build up a profile of a pupil's learning. This allows teaching staff to ensure each pupil is appropriately supported and/or challenged.

7) Reporting

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

Reporting Evenings will occur twice throughout the school year. We also provide parents with a formal report so that you can see how your child is doing and the progress they are making.

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.

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

Change of School/Placing Request

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

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

If you move out with your catchment primary school a 'request to remain form' must be completed. If you move out with your catchment primary, this may affect your right to transfer to the associated Secondary School. Please note the secondary school is determined by the pupil's permanent home address and chosen denomination. If you require further information, please contact Education Support Services on edsuppserv.helpline@southlanarkshire.gov.uk or **0303 123 1023**.

9) 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.

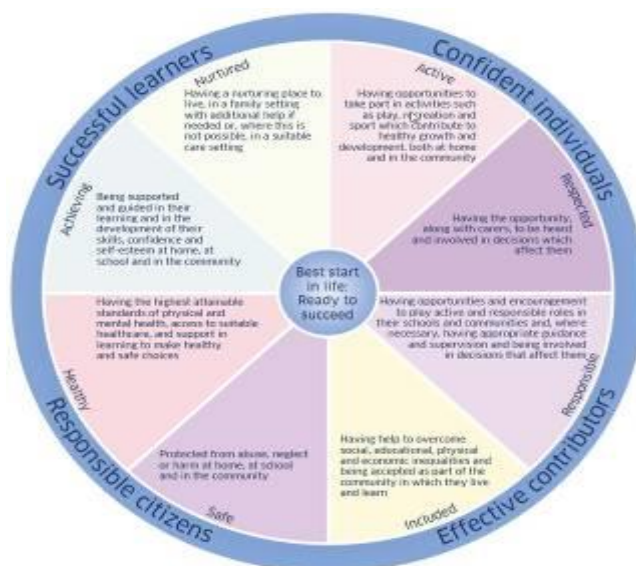
Most children and young people get all the help and support they need from their parent(s), wider family and community but sometimes, perhaps unexpectedly, they may need a bit of extra help. GIRFEC is a way for families to work in partnership with people who can support them, such as teachers.

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.

More information can be found on:

www.scotland.gov.uk/gettingitright

Support for All (Additional Support Needs)



St Anthony's Primary is an inclusive educational establishment where we want all our children to be fully supported as they grow and develop. There are 8 areas of wellbeing within the GIRFEC model that children need in order to do well now and in the future. Every child needs to be **healthy, achieving, nurtured, active, respected, responsible, included, and, above all, safe** (SHANARRI). These are the eight indicators of wellbeing which are set within the 'four capacities' at the heart of the Curriculum for Excellence.

As children progress on their journey through life and education, some may experience temporary difficulties, some may live with longer term challenges and some may experience more complex issues. Sometimes they may need additional help and support in the short or longer term.

At St Anthony's Primary, staff meet termly with the Head Teacher to discuss the progress of all pupils in order to identify additional support needs and make a plan of action to meet these needs (known as staged intervention). Parents will be kept informed of any additional support given and also advised on how they can help and support their child. If appropriate, and in consultation with parents, advice and input may be sought from specialists e.g. a Support for Learning specialist, Educational Psychologist or Speech and Language or Occupational Therapists.

If a parent has any concerns about their child's progress at school, they should contact the class teacher in the first instance immediately.

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 (see below).

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

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

Phone Helpline: 0345 123 2303

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

Email Enquiry service: info@enquire.org.uk

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

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

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.

10) School Improvement

Our Achievements over the last year are:

LEARNING AND TEACHING

- raised attainment in all core subjects: reading, writing, listening and talking and numeracy.
- introduced a play-based learning approach in Primary 1.
- engaged in various staff training and courses to enhance delivery of the curriculum.

PARTNERSHIP

- built on our already strong relationship with our local parish community by incorporating coffee mornings after monthly masses, training 'Mini Vinnies' and participating in Carols by Candlelight Concert.
- liaised with Trinity High School to enable a smooth transition for Primary 7 pupils.
- continued to strengthen our links with Loch Primary School by attending upper school workshops together and planning an up-and-coming joint residential trip.
- following an AGM, a new Parent Partnership was formed in October 2022.
- held purposeful and valuable Parent Partnership Meetings supporting the implementation of the school improvement plan.
- a number of Primary 7 pupils achieved the Pope Francis Faith Award Accreditation.
- consulted all stakeholders regarding uniform and Cost of the School Day. This led to a voting outcome of grey uniform being preferred.

EXTRA CURRICULAR ACTIVITIES

- attended a pantomime as a whole school with the cost covered by Parent Partnership.
- offered a wide range of free extra-curricular activities including dance, multi-sport, ICT, yoga, dance, Gaelic football and literacy.
- subsidised a 4 day outdoor learning experience for Primary 7 Leavers.
- trained Primary 7 pupils as Sports Leaders resulting in them being able to lead a Lunchtime Games Club for Primary 1 and 2 pupils.
- brass tuition available for pupils at no cost.

PUPIL EQUITY

- reduced cost of the school day (with the exception of P7 Residential which was subsidised, parents/carers are not charged to support the curriculum or extra-curricular activity)
- increased staffing levels through purchase of extra teachers enabled us to provide literacy and numeracy support.
- increased the number of digital devices to enhance pupils' learning experiences.
- phased introduction of grey uniform based on stakeholder vote helping to reduce the cost of the school day as grey is more accessible and usually cheaper.
- successful running of uniform and food bank in partnership with our parish to which pupils and families can access or donate as appropriate.
- Period/ Menstrual provisions made available in school and link for requesting home supplies sent via school app.
- accessing winter clothing for pupils in need.

We are committed to school improvement and therefore through robust self-evaluation we have identified our priorities as:

1. Raise attainment in Literacy
2. Raise attainment in Numeracy
3. Increase Parental Involvement

11) School policies and practical information

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. Currently our Breakfast Club is in partnership with Loch Primary and is available to pupils (in Loch Primary dining hall) from 8.15am to 8.45am each school day. Please speak to our school office if you wish to register your child. 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 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 (P6 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.

School uniform

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

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

Equality of opportunity is an important aspect of the life of the school. Any proposals on the dress code and on what constitutes the school uniform will be the subject of discussion with the Parent Partnership 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.

St Anthony's Primary School Uniform

Following issues raised by parents on the accessibility and cost of brown uniform items, a consultation and democratic vote took place to determine school colours in May 2022. The majority of stakeholders voted for grey. We are currently (session 2022/2023) in a period of transition where pupils can wear either grey or brown but **as of August 2023 our school uniform will be:**

- **white shirt/blouse, school tie**
- **grey skirt/trousers**
- **grey cardigan/jumper**
- **grey blazer, school badge**
- **black shoes**



As part of our commitment to reducing the cost of the school day, there is no requirement for pupils to wear "St Anthony's Badged " items; plain grey items can be sourced/bought from our school uniform bank and local supermarkets. Badged items are available from Logoxpres

<http://www.logoxpres.co.uk/>.

We will "gift" all our Primary 1s a school tie for starting school to assist with reducing uniform costs.

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 staff 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.

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

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

Please note we have pupils with severe nut and fish allergies and politely request that you do not send your child to school with snacks or lunches which contain either nuts or fish. However, pupils can still order fish items from our dining hall as this is provided under very strict control.

Support for parent/carers

Clothing grant

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

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

School hours/holiday dates

St Anthony's Primary hours are 9.00am – 3.00pm. Breaktime is from 10.30am-10.45am and Lunchtime is 12.30pm-1.15pm.

See attached list showing school holiday dates.

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**.

During the week commencing 16 January 2023, the school you have chosen for enrolment will contact you.

Transition from Nursery to St Anthony's

"If you are brave enough to say goodbye, life will reward you with a new hello." (Paulo Coelho).

What do we mean by transition?

"Transition" is another way of saying moving from one situation to another.

- Throughout children's educational career, they make several transitions which include:
- moving from **home to nursery**
- moving from **nursery to school**
- moving **between schools** (mainstream/Additional Support Need provision)
- moving from **primary to secondary**
- moving from **class to class**
- moving from **task to task**
- coming back to school **after a holiday**
- coming back to school **after the weekend**
- We understand that transitions can sometimes be difficult for pupils and their families; however, they are temporary and by working in partnership with us, parents/carers can help ease the transition from nursery to St Anthony's Primary.

Below are some of the transition activities which take place to support a smooth transition:

- **January 2023** Enrolment - parents/carers enrol children online which is followed up by an initial phone call from the school
- **February 2023** Information gathering from Early Years Colleagues
- **March/April 2023** School visits to nurseries
- **April 2023** Nursery sharing of Pupil's Transition Profile
- **May 2023** Enhanced Transition as and when required
- **June** Nursery sharing of Pupil's end of year Report
- **31st May 2023 10.30am-12.30pm** School Induction Day 1
- **7th June 2023 1.30pm-2.45pm** School Induction Day 2

Transport

School transport

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

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

Pick-up points

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

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

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

Insurance for schools – pupils' personal effects

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

(i) Theft/loss of personal effects

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

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

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

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

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

(ii) Damage to clothing

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

Family holidays during term time

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

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

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

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

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

The school holiday dates and in-service dates are available from the website www.southlanarkshire.gov.uk

Promoting Positive Behaviour

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

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

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

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

Using your personal information

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

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

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

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

Information we collect at other times

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

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

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

Information that we collect from other sources

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

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

Why do we need this information?

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

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

We will share your information with:

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

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

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

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



Education Resources

School holiday Dates Session 2023/2024

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.

Appendix A

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

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

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

Contact Details

Education Scotland's Communication Toolkit for engaging with parents

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

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

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

Parental Involvement

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

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

School Ethos

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

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

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

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

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

Curriculum

Information about how the curriculum is structured and curriculum planning

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

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

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

Information on the Senior Phase

Information on Skills for learning, life and work

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

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

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

Assessment and Reporting

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

Information about Curriculum for Excellence levels and how progress is assessed

Curriculum for Excellence factfile - Assessment and qualifications

Information on recognising achievement, reporting and profiling

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

Transitions

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

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

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

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

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

Enquire is the Scottish advice service for additional support for learning

Parenting Across Scotland offers support to children and families in Scotland

Support for Pupils

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

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

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

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

School Improvement

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

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

Scottish Credit and Qualifications Framework (SCQF)

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

Amazing Things - information about youth awards in Scotland

Information on how to access statistics relating to School Education

School Policies and Practical Information

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